



**CITY OF WEST JORDAN**  
8000 South Redwood Road  
West Jordan, Utah 84088

Office of Development Assistance (801) 569-5180  
Planning Division (801) 569-5060  
Engineering Department (801) 569-5070  
Building & Safety Division (801) 569-5050  
Fire Marshal (801) 260-7300

**DEVELOPER PACKET FOR  
PLANNED RESIDENTIAL DEVELOPMENT (PRD)  
THE WEST SIDE PLANNING AREA (WSPA)  
PLANNED COMMUNITY (PC)**

**PURPOSE OF PACKET**

The purpose of this Developer Packet is to provide the Applicant with information necessary to plan for, apply for, submit the necessary information, and get approval of zoning to PRD, WSPA or PC in the City of West Jordan.

By providing the required information it will enable the timely completion of the project. Not providing the necessary information will require the return of the application and submitted documents and will unnecessarily delay progress and approvals for the project.

This document is meant to act as a guide to the Applicant. Individual projects may require that additional information be provided, depending upon the project.

**PACKET CONTENTS**

This packet contains the following information:

- City of West Jordan Application – Fee Schedule
- Property Owner Affidavit/Agent Authorization Form
- Zoning Map Amendment Checklist
- Concept Development Plan Checklist
- Development Process Manual is available on the web at [www.wjordan.com](http://www.wjordan.com)

**WHAT IS A COMPLETE APPLICATION?**

The City will not accept an application unless all of the items listed above have been provided as part of the application. Partial submittals will not be accepted.

**SUBMITTAL MEETING**

A submittal meeting is required to allow staff to check your application for completeness. Please contact ODA at (801)569-5182 or (801)569-5183 to schedule your submittal meeting.

**GETTING HELP**

City Staff is available, by appointment, to assist the Applicant/Applicant Engineer in understanding the process and its various requirements. Once an application has been submitted, a Project Team will be assigned and you may contact any of the Project Team for information about their various specialties. Please use the Office of Development Assistance (ODA) as your primary contact and for project status inquiries.



# CITY OF WEST JORDAN COMMUNITY DEVELOPMENT APPLICATION

8000 South Redwood Road  
(801) 569-5180

Sidwell # \_\_\_\_\_ Acreage: \_\_\_\_\_ Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

<b>Type of Application:</b>	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Conditional Use Permit
	<input type="checkbox"/> Site Plan	<input type="checkbox"/> General Land Use Amendment
	<input type="checkbox"/> Rezone	<input type="checkbox"/> Agreement
	<input type="checkbox"/> Condominium	<input type="checkbox"/> Other _____

**Applicant:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Engineer:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Project #:	_____	Date:	_____
Received By: ODA	_____	PLANNING	_____
		ENGINEERING	_____



# WEST JORDAN DEVELOPMENT APPLICATION REVIEW FEES



8000 South Redwood Road

(801) 569-5180

Preliminary and Final Review fee amount includes two (2) reviews.  
Additional reviews will be charged the supplemental rate as noted.

The fees listed here are in no way a guarantee that these are the only fees assessed by the City of West Jordan.

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## CONDITIONAL AND TEMPORARY USE PERMITS

_____ Conditional Use Permit – CUP	\$700
_____ Administrative Conditional Use Permit - CUPA	\$350
_____ Engineering Review Fee - ECUP	\$200
_____ Amended Conditional Use - ACUP	\$200
_____ Temporary Use Permit Planning Commission - TUPC	\$350
_____ Temporary Use Permit Administrative - TUP	\$150
_____ Temporary Use Permit Renewal - TUPR	\$150

## GENERAL PLAN AND ZONE AMENDMENTS

_____ General Land Use Map Amendment -- PRG	\$1,590
_____ General Land Use Text Amendment -- MPA	\$2,010
_____ Zone Change Review --ZCR	\$1,590
_____ Zone Text Amendment --ZTA	\$2,010

## AGREEMENTS AND DEVELOPMENT PLANS

_____ Agreement Request (Reimbursement, Franchise etc) -DRPA	\$1,000 Deposit plus Staff time
_____ Conceptual Development Plan – DPC	\$490
_____ Preliminary Development Plan – PDP	\$1,065 (includes 2 reviews)
_____ Preliminary Development Plan Supplemental –PDPS	\$83.50 Hourly Charge
_____ Final Development Plan – FDP	\$850 (includes 2 reviews)
_____ Final Development Plan Supplemental – FDPS	\$84 Hourly Charge
_____ Revised Preliminary Development Plan – RPP	\$850 (includes 2 reviews)
_____ Revised Preliminary Development Plan Supplemental - RPDS	\$84 Hour Charge
_____ Revised Final Development Plan – RFP	\$850 (includes 2 reviews)
_____ Revised Final Development Supplemental - FDPS	\$84 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350

## MISCELLANEOUS

_____ Amended Subdivision Condition – ASC	\$450 (includes 2 reviews)
_____ Amended Subdivision Condition Supplemental - SASC	\$88 Hourly Charge
_____ Annexation - RRA	\$2375 (includes 2 reviews)
_____ Annexation Supplemental Review - RRAS	\$82 Hourly Charge
_____ Concept Plan Meeting – CPM	\$500
_____ Design Review Committee – ARC	\$250
_____ Development Time Extension -- DTE	\$150
_____ Miscellaneous PC Application -- MPC	\$400
_____ Request for Modification of Eng Design Standards-RMDS	\$500
_____ Request for Modification of Design Standards WAV	\$1,150
_____ Request for Deferral –DEF	\$1,150
_____ Sheet Change Correction – SCC	\$41 per Sheet
_____ Street Vacation - ROWV	\$1490 (includes 2 reviews)
_____ Street Vacation Supplemental Review- RWVS	\$81.50 Hourly Charge
_____ Subdivision Vacation - SVA	\$1490 (includes 2 reviews)
_____ Subdivision Vacation Supplemental Review - SVAS	\$81.50 Hourly
_____ Zoning Administration / Interpretation – ZAIN	\$52 per Hour
_____ Zoning Verification Letter -- ZVL	\$50

## APPEALS

_____ Board of Adjustments Variance Request – VRA	\$800
_____ Board of Adjustment Expansion of Non-Conforming Use –VRE	\$800
_____ Sign Plan Review/Appeal – SPP	\$250
_____ City Council -ACC	\$1,150
_____ Appeal of Administrative Decision - SPA	\$980
_____ Appeal to Board of Adjustments – ABAD	\$250



# ZONING ORDINANCE MAP AMENDMENT PLANNING AND ZONING

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

## ZONING MAP AMENDMENT

- | Your<br>Check            | City<br>Check            | Description   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fees  |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner(s) Affidavit  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide the names, addresses, phone numbers, and sidwell numbers of property owners in the area to be rezoned and their agents/developer  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a legal description and the acreage of each proposed zoning district  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a detailed map on the 8½" x 11" paper showing the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Requested zoning boundary change</li> <li><input type="checkbox"/> Present and proposed zoning</li> <li><input type="checkbox"/> All existing property lines</li> <li><input type="checkbox"/> All abutting properties</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a concept development plan (detailed design and engineering are not required) on 8½" x 11" paper showing the following in the rezone area <ul style="list-style-type: none"> <li><input type="checkbox"/> General layout of lots</li> <li><input type="checkbox"/> Roads</li> <li><input type="checkbox"/> Parking</li> <li><input type="checkbox"/> Buildings</li> <li><input type="checkbox"/> Landscaping in the rezone area</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | In writing, explain the reason and justification for such zone change and the manner in which a proposed zone map change would further promote the objectives and purposes of the West Jordan Municipal Code and the General Plan. The statement must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Public purpose for the amendment in question</li> <li><input type="checkbox"/> Confirmation that the public purpose is best served by the amendment in question.</li> <li><input type="checkbox"/> Compatibility of the proposed amendment with general plan policies, goals and objectives</li> <li><input type="checkbox"/> Consistency of the proposed amendment with the general plan's timing and sequencing provisions on changes of use</li> <li><input type="checkbox"/> Potential of the proposed amendment to hinder or obstruct attainment of the general plan's policies</li> <li><input type="checkbox"/> Adverse impacts on adjacent landowners</li> <li><input type="checkbox"/> Verification that the correctness in the original zoning or general land use plan map is correct for the area in question</li> <li><input type="checkbox"/> Impacts on City services such as water, sewer, storm drain, public streets, traffic, fire and police services</li> <li><input type="checkbox"/> Impacts on schools</li> <li><input type="checkbox"/> Impacts on the local economy and other factors as requested by the planning department</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain a Salt Lake County Plat of the area  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of property owners within 300' radius of the subject parcel, prepared by Salt Lake County Recorders Office on address labels   |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare two sets of addressed and stamped (not metered) #10 letter-sized envelopes to be mailed (by the City) to the neighboring property owners. Do not use envelopes with a return address  |
| <input type="checkbox"/> | <input type="checkbox"/> | CD of all documents and plans in PDF Format   |

NOTE: Incomplete applications will not be scheduled for Planning Commission Review.



**DEVELOPMENT PLAN  
WEST SIDE PLANNING AREA  
PLANNED COMMUNITY  
PLANNED RESIDENTIAL DEVELOPMENT**

**PLANNING AND ZONING**

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

**GENERAL INFORMATION**

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Outline of the subject property(s)
<input type="checkbox"/>	<input type="checkbox"/>	Site acreage
<input type="checkbox"/>	<input type="checkbox"/>	General subdivision layout (if a subdivision is required)
<input type="checkbox"/>	<input type="checkbox"/>	General site plan layout (if mixed use)
<input type="checkbox"/>	<input type="checkbox"/>	Phasing Plan
<input type="checkbox"/>	<input type="checkbox"/>	Types of land use(s)
<input type="checkbox"/>	<input type="checkbox"/>	General street and pedestrian layout
<input type="checkbox"/>	<input type="checkbox"/>	General Building footprints (if mixed use)
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual elevations of structures, buildings, monuments
<input type="checkbox"/>	<input type="checkbox"/>	General landscape and/or open space areas (trails, riparian corridors, equestrian and/or animal keeping areas)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed parking areas
<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm water detention
<input type="checkbox"/>	<input type="checkbox"/>	Flood plain boundary (if known)
<input type="checkbox"/>	<input type="checkbox"/>	Sensitive hillsides or wetlands
<input type="checkbox"/>	<input type="checkbox"/>	Density Bonuses (proposed amenity checklist completion)
<input type="checkbox"/>	<input type="checkbox"/>	Overall maximum density calculation based on proposed installation of amenities and improvements.
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF format