



**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

## **ADMINISTRATIVE CONDITIONAL USE PERMIT INFORMATION**

### **PURPOSE**

The purpose of the '*Administrative Conditional Use Permit*' process is to provide the Applicant with information necessary to plan for, apply for, submit and receive approval for an administrative conditional use permit in the City of West Jordan.

By providing the required information it will enable the timely completion of your permit. Not providing the necessary information will require the return of the application and submitted documents and will unnecessarily delay progress and final approval.

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

### **CONTENTS**

The following documents are provided to help you through the process, from application to approval:

- Administrative Conditional Use Checklist
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Administrative Conditional Use Process

### **WHAT IS A COMPLETE APPLICATION?**

A complete application will include all of the documents listed above, including items listed in the Administrative Condition Use Checklists. 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.

Once your application has been submitted, a Project Team will be assigned to the project. The Office of Development Assistance (ODA) Development Coordinator is your point of contact. You can contact your assigned Development Coordinator for project status inquiries or to contact any of the Project Team for information about their various specialties.



# ADMINISTRATIVE CONDITIONAL USE PERMIT CHECKLIST PLANNING AND ZONING

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

PROJECT \_\_\_\_\_

## ADMINISTRATIVE CONDITIONAL USE PERMIT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan on a 8 1/2" x 11" paper showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	1) North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	2) Drawing Scale
<input type="checkbox"/>	<input type="checkbox"/>	3) Name, Address, Lot Number
<input type="checkbox"/>	<input type="checkbox"/>	4) Property lines, Property line dimensions, Easements, Adjoining property owners, ingress, egress, streets, curbs, sidewalk, off-site utility fixtures, and adjacent buildings.
<input type="checkbox"/>	<input type="checkbox"/>	5) Location and separations of existing and proposed buildings and structures and their setbacks from property lines (Staff to indicate if elevation drawings of proposed buildings or structures should be submitted).
<input type="checkbox"/>	<input type="checkbox"/>	6) Driveways, parking areas, yard areas, fences, major landscape features, irrigation ditches, canals, manholes, storm drains or other on-site utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Provide a letter of intent. Describe business related activities, hours and days of operation, number of employees and/or students, description of storage area and materials (for outdoor storage requests only), and/or indicate any potential impact caused by noise, lights, parking, etc.
<input type="checkbox"/>	<input type="checkbox"/>	List of property owners within 300' radius of the subject parcel (prepared by Salt Lake County Recorders Office)
<input type="checkbox"/>	<input type="checkbox"/>	Prepare one set of Addressed and Stamped (not metered) letter-sized envelopes (no. 10) to be mailed (by the City) to the neighboring property owners. Do not use envelopes with your business return address.
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF format

NOTE: Incomplete applications will not be scheduled for Review.

The Zoning Administrator may forward any conditional use to the Planning Commission for a full public hearing review.



# 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

## SECTION 2.0

### ADMINISTRATIVE CONDITIONAL USE PERMIT PROCESS

#### 2.1 GENERAL

Administrative conditional use permits are required for uses within a zoning district that requires formal approval. Administrative conditional uses, that meet specific criteria, can be approved by the zoning administrator. The conditional use must comply with the provision of the Municipal Code.

Processing times will vary based upon availability of City staff time and the applicant's execution of the various tasks. The checklists for an administrative conditional use permits are contained in the Development Process Manual located on the City's web site at *www.wjordan.com*.

#### 2.2 ADMINISTRATIVE CONDITIONAL USE PERMIT APPLICATION

The process may be initiated by submitting an application to the development department along with items listed on the administrative conditional use permit.

Once the application is received, development department staff will determine if it is complete. No application will be scheduled for Planning Commission or City Council review until a determination has been made that the application is complete. The City needs a 36-day review period in which to complete its first review. During this time, the application will be distributed to other city departments and affected agencies, their reviews will be completed, and the development department will collect and summarize their comments.

#### 2.3 CITY REVIEW OF ADMINISTRATIVE CONDITIONAL USE

The initial review of these documents will be completed as individual departments, however, a city staff project team will be assembled which will include a member from each department.

The first review may take between 2 to 3 weeks to complete based on the complexity of the project and number of projects in for review. Subsequent reviews, if needed, will be completed in 1 week. The applicant should work directly with the project team to satisfy each department's requirements.

#### 2.4 ZONING ADMINISTRATOR REVIEW AND ACTION

Once the development department has completed its review and determined it is complete, the City Planner will schedule the conditional use permit for an administrative hearing for review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the proposal for review and arrange for publication of notice of a public hearing on the proposal.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for the zoning administrator review.
- C. Review and Action - For a administrative conditional use permit to be approved by the zoning administrator, the applicant must attend the administrative hearing meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the zoning administrator, the zoning administrator will render a decision.

The zoning administrator decision will be in one of the following forms:

1. Approval of the conditional use permit.
2. Approval with modifications or conditions.
3. Postponement where further information or input is necessary.
4. Deny the conditional use permit.

Notice of the action will be sent by the Community Development Department to the applicant regarding the zoning administrator's action.

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