



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

SITE PLAN INFORMATION

PURPOSE

The purpose of the '*Site Plan*' is to provide the Applicant with information necessary to plan for, apply for, and submit the necessary information to obtain approval for a site plan in the City of West Jordan.

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents to the Applicant, 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.

- Site Plan Checklist (Preliminary and Final)
- City of West Jordan Application
- Property Owner Affidavit
- Site Plan Process

WHAT IS A COMPLETE APPLICATION?

A complete application will include all of the items listed for the approval you are seeking, including items listed in the 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.

GETTING HELP

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.



PRELIMINARY SITE PLAN
OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

PRELIMINARY SITE PLAN

- Your Check City Check Description
Application
Owner Affidavit
Fees
6 copies 24 x 36 no smaller than 1"=100';
1 reduced copy on 11 x 17 paper
Envelopes: Stamped (not metered) and addressed letter-sized (#10) envelopes with the name of property owners within a 300' radius of the boundary of the subject property. Do not use envelopes with your business return address
Property Owners List: Provide a copy of the list of property owners mentioned above.
CD of all plans in PDF format

Note: When there are concurrent reviews of a site plan and subdivision, it will require separate and distinct applications for each project. Each application will have separate plans and should not be combined.



PRELIMINARY SITE PLAN

PLANNING DIVISION

APPLICANT _____ DATE _____

PROJECT _____

GENERAL INFORMATION:

- | | | |
|--------------------------|--------------------------|--|
| Your
Check | City
Check | Description |
| <input type="checkbox"/> | <input type="checkbox"/> | Workmanship - Workmanship is to be neat, legible and readable |
| <input type="checkbox"/> | <input type="checkbox"/> | Location Map – include mane of adjacent subdivision, developments, property owners, land use and buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | A table, which shows: |

Item	Area	Calculation
Total gross acreage (acres)		
Street right of ways (sq.ft.)		
Building footprint (sq.ft.)		
Total building floor area (sq.ft.)		
Landscaping (sq.ft.)		
Parking lot Landscaping (% of lot)		
Required number of parking spaces		
Actual number of parking spaces		
Required number of bike stalls		

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing lot lines, dimensions and area |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries showing the proper bearing and dimensions of the site, properly tied to public survey monuments. Include existing lot lines, dimensions and areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Surrounding Property Information – Location of entire development in relation to surrounding neighborhoods and developments include names of adjacent subdivisions and developments and adjacent land uses and buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent Property Owner’s Names and addresses |
| <input type="checkbox"/> | <input type="checkbox"/> | Phasing Information –numbered and defined, with timetable for development. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fences / Walls existing and proposed (showing elevations/profiles) |
| <input type="checkbox"/> | <input type="checkbox"/> | Signage existing and proposed location, types, size and profile |
| <input type="checkbox"/> | <input type="checkbox"/> | Screening and Buffering – Indicate all screening and buffering. |
| <input type="checkbox"/> | <input type="checkbox"/> | Refuse Areas – collection area locations and enclosures |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking Plan – general parking, access, loading and profile |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting plan for all interior areas and immediately adjoining streets |
| <input type="checkbox"/> | <input type="checkbox"/> | Off-Street Parking and Loading Areas (if permitted) – Show all off-street parking and loadings areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Access Points – Vehicular and pedestrian access points for on- and off-site, access to existing streets |



PRELIMINARY SITE PLAN PLANNING DIVISION

General Information cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Existing/Proposed easements, walkways, streets, right-of-way(s); including width, names/numbers, proposed dedication areas; and existing/proposed curb, gutter and sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	Existing waterways – Including irrigation ditches, significant vegetation, and/or natural drainage courses; i.e. creek, washes.
<input type="checkbox"/>	<input type="checkbox"/>	Existing Flood plain boundary - Wetlands, high water table areas, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Existing/Proposed utilities including: Fire hydrants, culinary water, secondary water, sewer, storm drain, and utility boxes/telephone poles.
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at www.wjordan.com
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone – If the project is within the Well Protection Overlay Zone see requirements at www.wjordan.com
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone – If the project is within the Airport Overlay Zone see requirements at www.wjordan.com
<input type="checkbox"/>	<input type="checkbox"/>	Location of any overhead utilities, indicating line size and voltage
<input type="checkbox"/>	<input type="checkbox"/>	Location of bus stops

LANDSCAPING PERCENTAGE – Outline the total area and percentage of site that will be landscaped per City Ordinance Title13. Worksheets are available on line at www.wjordan.com.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Landscape area calculation worksheet prepared by a licensed "landscape designer"

BUILDING INFORMATION - A separate sheet showing the building plan

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Building Information – general building footprint, number of stories, and type of construction.
<input type="checkbox"/>	<input type="checkbox"/>	Location and elevation of all existing/proposed buildings on the site, showing all sides of each structure. Inclusive of the dumpsters, garages, all accessory structures and sheds.



PRELIMINARY SITE PLAN

ARCHITECTURAL RENDERINGS BUILDING ELEVATIONS - A separate sheet showing the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Accurate front, rear and side elevations of all buildings and accessory structures, drawn to scale and showing dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Specification of all exterior surfacing materials and colors shown on a color enhanced PDF. Show shingle color and type, exterior building color type.
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor lighting, furnishings and architectural accents specification
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations, footprint, occupancy, number of stories, construction type
<input type="checkbox"/>	<input type="checkbox"/>	Dumpsters, utility boxes, fences, walls
<input type="checkbox"/>	<input type="checkbox"/>	Proposed signage location and dimension of all signage proposed to be attached to the building or structure.



PRELIMINARY SITE PLAN ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

UTILITY AND DRAINAGE PLAN

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Project Name
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, vicinity map, legend, revision block and date.
<input type="checkbox"/>	<input type="checkbox"/>	Existing easements clearly labeled and identified
<input type="checkbox"/>	<input type="checkbox"/>	Location of man-made features (irrigation facilities, bridges, railroad tracks, buildings).
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Existing contour lines at 2-foot intervals with spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Show the existing FEMA 100 year flood plain zone.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing channels, canals, ditches, springs, wells, wetlands, culverts, and ponds.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing storm drains, manholes, inlet boxes, combination boxes, and cleanouts.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the proposed project connection to the existing storm water system. Include project discharge amount. (0.2 cubic feet per second per acre max.)
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the location of the proposed detention facility.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing sanitary sewer system, culinary water system, subsurface drains, gas lines, power lines, cable lines, and phone lines.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the location of the proposed project connection to the existing City water system. Include project fire flow, fire storage and demand calculations.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the location of the proposed project connection to the existing City sanitary system. Include project peak discharge amount.



FINAL SITE PLAN

OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

FINAL SITE PLAN

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application and Fee
<input type="checkbox"/>	<input type="checkbox"/>	Owners Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	6 - 24 x 36copies of the plan at a scale no smaller than 1"=100'
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper.
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, vicinity map, legend, revision block and date.
<input type="checkbox"/>	<input type="checkbox"/>	Project Name and Location in bold letters at the top of the sheet.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name, address and telephone number.
<input type="checkbox"/>	<input type="checkbox"/>	Owner name, address and telephone number.
<input type="checkbox"/>	<input type="checkbox"/>	Signed Drawings by designer and engineer
<input type="checkbox"/>	<input type="checkbox"/>	Orientation - the top of the site plan faces either north or west.
<input type="checkbox"/>	<input type="checkbox"/>	Title Report - not more than 30-days old
<input type="checkbox"/>	<input type="checkbox"/>	Phase I environmental report
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report
<input type="checkbox"/>	<input type="checkbox"/>	Engineers estimate for public improvement
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format

CODE ANALYSIS SUBMITTAL

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Specify building use and occupancy type(s) per International Building Code Chapter 3
<input type="checkbox"/>	<input type="checkbox"/>	Specify type of construction per IBC Chapter 6
<input type="checkbox"/>	<input type="checkbox"/>	Show actual building area and heights/stories, and maximum building area and heights/stories per IBC Table 5. When applicable detail height/story increases per IBC 504 and area increases per IBC 506 (these include frontage increase calculations and automatic fire sprinkler increase)
<input type="checkbox"/>	<input type="checkbox"/>	If the Structure is an "unlimited area building", detail per IBC 507.
<input type="checkbox"/>	<input type="checkbox"/>	Specify the "occupancy separation design being used, non-separated occupancies per IBC 508.3 or separated occupancies per IBC 508.4
<input type="checkbox"/>	<input type="checkbox"/>	Show any automatic fire sprinkler requirements per IBC Section 903.2

Note: When there are concurrent reviews of a site plan and subdivision, it will require separate and distinct applications for each project. Each application will have separate plans and should not be combined.



FINAL SITE PLAN PLANNING DIVISION

APPLICANT _____ DATE _____

PROJECT _____

FINAL SITE PLAN DRAWINGS

- | | | |
|--------------------------|--------------------------|---|
| Your
Check | City
Check | Description |
| <input type="checkbox"/> | <input type="checkbox"/> | Workmanship - neat, legible and readable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage, property dimensions, project perimeter, legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | Nearest section corner tie and State Plane Coordinate |
| <input type="checkbox"/> | <input type="checkbox"/> | A table, which shows: |

Item	Area
Total gross acreage (acres)	
Street right of ways (sq.ft.)	
Building footprint (sq.ft.)	
Total building floor area (sq.ft.)	
Landscaping (sq.ft.)	
Landscaping (% of lot)	
Required number of parking spaces	
Actual number of parking spaces	
Number of bike parking stalls	
Interior parking lot landscape (% and sqft)	

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal Description |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundary accurately, showing the proper bearing and dimensions of the boundary lines of the site, properly tied to public survey monuments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent Property Owner's Names and addresses |
| <input type="checkbox"/> | <input type="checkbox"/> | Phasing Information – numbered with approximate timetable for development. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fences and walls existing and proposed with elevations and profiles |
| <input type="checkbox"/> | <input type="checkbox"/> | Signage existing and proposed location, types, size and profiles |
| <input type="checkbox"/> | <input type="checkbox"/> | Screening and Buffering |
| <input type="checkbox"/> | <input type="checkbox"/> | Refuse Areas – collection area locations and enclosures |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking Plan - general parking, access, and loading |
| <input type="checkbox"/> | <input type="checkbox"/> | Off-Street Parking and Loading Areas (if permitted) – Show all off-street parking and loadings areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Access Points – Vehicular and pedestrian access points for on and off-site, access to existing streets |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Plan – for all interior areas and immediately adjoining streets with profile of fixture type |
| <input type="checkbox"/> | <input type="checkbox"/> | Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at www.wjordan.com |
| <input type="checkbox"/> | <input type="checkbox"/> | Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements www.wjordan.com |
| <input type="checkbox"/> | <input type="checkbox"/> | Airport Overlay Zone – If the project is within the Airport Zone see requirements at www.wjordan.com |



FINAL SITE PLAN

PLANNING DIVISION

General Information cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Americans with Disabilities Act (ADA) Accessibility Guidelines include a statement which indicates ADA requirements have been met.
<input type="checkbox"/>	<input type="checkbox"/>	Geologic Hazards including fault lines, liquefaction potential
<input type="checkbox"/>	<input type="checkbox"/>	Location of any overhead utilities. Indicate line size and voltage

LANDSCAPING PLAN and IRRIGATION PLAN

Your Check	City Check	Description
Landscape Plan Requirements		
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plans prepared by a "landscape designer" as defined by the City of West Jordan City Municipal Code 12-2-3
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	The location, size, and common names of all existing mature trees and significant vegetation, on the site and within adjacent rights of way, indicating plants that will be retained and those that will be removed
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all existing and proposed buildings and structures, property lines, easements, parking lots and drives, streets and rights-of-way, signs, sidewalks, dumpster enclosures, fences.
<input type="checkbox"/>	<input type="checkbox"/>	The location of all meters, lighting, fire hydrants and utility boxes in the right-of-way or on the property
<input type="checkbox"/>	<input type="checkbox"/>	Designation of "landscape zones" (grouping plants with similar water needs)
<input type="checkbox"/>	<input type="checkbox"/>	The location of all proposed plants and a plant schedule specifying the quantity, size, common name botanical name, and spacing of all proposed plants
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed landscape grading of the site indicating contours at two foot (2') intervals. Proposed berming shall be indicated using one foot (1') contour intervals
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed fences and retaining walls on the site

Irrigation Plan Requirements

<input type="checkbox"/>	<input type="checkbox"/>	Irrigation Plans prepared by an "irrigation designer" as defined by the West Jordan City Municipal Code 13-2-3
<input type="checkbox"/>	<input type="checkbox"/>	Location of connection to water supply
<input type="checkbox"/>	<input type="checkbox"/>	Size of connection
<input type="checkbox"/>	<input type="checkbox"/>	Pipe type
<input type="checkbox"/>	<input type="checkbox"/>	Static water pressure(psi)
<input type="checkbox"/>	<input type="checkbox"/>	Backflow prevention device type and location
<input type="checkbox"/>	<input type="checkbox"/>	Water meter size and location
<input type="checkbox"/>	<input type="checkbox"/>	Layout of irrigation system and a legend summarizing the type and size of all major system components and irrigation heads, including manufacturer's name and model numbers
<input type="checkbox"/>	<input type="checkbox"/>	Flow rate in gallons per minute and design operating pressure in psi for each valve
<input type="checkbox"/>	<input type="checkbox"/>	Precipitation rate in inches per hour for each irrigation zone
<input type="checkbox"/>	<input type="checkbox"/>	Indicate either a pressure regulation device or pressure regulated spray heads
<input type="checkbox"/>	<input type="checkbox"/>	Show location of rain shutoff device and how connected to controller (wire or wireless)



FINAL SITE PLAN

WORKSHEETS OF SUMMARY DATA: Submit the following Worksheets of Summary Data

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Description |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Landscape Area and Water Conserving Landscape Calculations Worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Water Allowance Worksheet |
-

HILLSIDE DISTRICT OVERLAY ZONE ORDINANCE REQUIREMENTS As a separate sheet

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	If project lies within the Hillside District Overlay Zone – See requirements located at www.wjordan.com



FINAL SITE PLAN

ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

FINAL SITE PLAN REQUIREMENTS

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Street Improvements – Show all existing and proposed curb, gutter, and sidewalk, park strip, street monuments, fire hydrants, streetlights and edge of asphalt locations.
<input type="checkbox"/>	<input type="checkbox"/>	Street names, numbers, widths, lengths, bearings and curve data.
<input type="checkbox"/>	<input type="checkbox"/>	Rights-of-Way - Existing and future rights of way.
<input type="checkbox"/>	<input type="checkbox"/>	Easements – Easements are to be clearly labeled and identified. The width of easements and sufficient ties thereto are to be shown.
<input type="checkbox"/>	<input type="checkbox"/>	Man-made features (irrigation facilities, bridges, railroad tracks, buildings) - provide location.
<input type="checkbox"/>	<input type="checkbox"/>	Utah State Department of Transportation (UDOT) approval document - If the site needs to gain access to a State Road.
<input type="checkbox"/>	<input type="checkbox"/>	Please provide copies of any permits, letters of approval, etc. form other agencies or groups.
<input type="checkbox"/>	<input type="checkbox"/>	Engineers estimate of improvements costs

UTILITY PLAN – A separate sheet showing the utility plan.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Title block
<input type="checkbox"/>	<input type="checkbox"/>	Scale at 1"= 60' or 1"= 100'
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number are shown
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, and site plan underlay.
<input type="checkbox"/>	<input type="checkbox"/>	Shows relationship of utilities to each other on plan view.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities – sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights.
<input type="checkbox"/>	<input type="checkbox"/>	Water meter locations are shown. A separate meter for irrigation connected to main line is required for landscape area of 1000 sq.ft. or more
<input type="checkbox"/>	<input type="checkbox"/>	Streetlights are provided at ends of cul-de-sacs, all street intersections.
<input type="checkbox"/>	<input type="checkbox"/>	A streetlight is located at the entrance to any pedestrian pass-through
<input type="checkbox"/>	<input type="checkbox"/>	Overhead utilities must be buried. Show existing overhead utilities on this drawing and indicate how and where they will be buried.
<input type="checkbox"/>	<input type="checkbox"/>	Utility Easements – Location and dimensions for 20-foot easement for one utility, and a 25-foot easement for two utilities.
<input type="checkbox"/>	<input type="checkbox"/>	All street names are shown and existing and future right-of-way widths to centerline are shown.



FINAL SITE PLAN ENGINEERING DEPARTMENT

Utility Plan cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed hydrants and streetlights are shown and properly labeled.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing improvements in, and adjacent to, the project. Must clearly distinguish “existing” and “to be constructed” improvements (Plan Sheets).
<input type="checkbox"/>	<input type="checkbox"/>	Show water and sewer facilities and dimensioned from the centerline of the road or property line with a mandatory 10-foot separation between culinary water and sewer facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Show driveways, if known – sidewalk ramps are located
<input type="checkbox"/>	<input type="checkbox"/>	Minimum fire flow required by the IFC for the proposed structures. Fire flow calculations at all hydrant locations.
<input type="checkbox"/>	<input type="checkbox"/>	A note on the drawing from the design engineer verifying that the proposed improvements comply with the City’s design and construction standards.

OVERALL DRAINAGE PLAN - A separate sheet showing the grading and drainage plan.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Title block
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, and scale. (1”=100’ max.)
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number are shown (plan sheets).
<input type="checkbox"/>	<input type="checkbox"/>	Revisions block
<input type="checkbox"/>	<input type="checkbox"/>	Compliance Note indicating all facilities conform to the City’s Design and Construction Standards and Master Storm Drain Plan.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed and existing conditions for the property being developed and within 100-feet of the project’s boundary.
<input type="checkbox"/>	<input type="checkbox"/>	Dashed lines and labels showing existing improvements, with elevations to show the project’s conformity with the existing conditions.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed contours (use solid lines) and spot elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Topography - Contour lines at 2-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed contours for site, parking lot and landscaping are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed curb and gutter with spot elevations are provided as required.
<input type="checkbox"/>	<input type="checkbox"/>	Elevations shown (top of curb, flowline and crownline) at limits of construction, P.C.’s, P.T.’s, and grade breaks.
<input type="checkbox"/>	<input type="checkbox"/>	Percentage of grade and direction of flow is indicated.
<input type="checkbox"/>	<input type="checkbox"/>	Pad and finished floor elevations for all new structures are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
<input type="checkbox"/>	<input type="checkbox"/>	All existing and “to be constructed” block walls are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing drainage easements, with dimensions, elevations and typical sections
<input type="checkbox"/>	<input type="checkbox"/>	Shows existing or “to be dedicated” rights-of-way and easements.
<input type="checkbox"/>	<input type="checkbox"/>	“Sight visibility easements” with dimensions



FINAL SITE PLAN ENGINEERING DEPARTMENT

Overall Drainage Plan cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Flood Plain and Wetland Information - Flood plain or wetland boundary locations.
<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations – Hydraulic and hydrologic storm drainage calculations using a 10-year storm and a 100-year storm event with 0.2 cubic foot per second/acre discharge in 24 hours stamped by a Utah registered professional engineer. Engineer is to use TR55 or HEC1 and provide output from these calculations. (Separate report)
<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Facilities - Size, slope, location, and description of existing and “to be constructed” storm drain facilities line elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Direction of storm water flows, catch basins, manholes, combination boxes, invert and rim elevations; inlets, outlets, waterways, culverts, detention basins, orifice plate sizes, required riprap, required double inlet/dissipater, outlets to off-site facilities, and off-site drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed roof drains, include size, type slope, and flow
<input type="checkbox"/>	<input type="checkbox"/>	Existing culverts, streams, channels, and detention ponds with proposed changes include typical section, erosion protection, permanent structures, freeboard, and access.
<input type="checkbox"/>	<input type="checkbox"/>	An overland release for storm water is provided for all sag points such that no structures would be flooded if the underground drain system were blocked or the capacity exceeded.
<input type="checkbox"/>	<input type="checkbox"/>	Detention areas and details are shown. This is to include spillways at a 3:1 maximum side slopes.
<input type="checkbox"/>	<input type="checkbox"/>	Sub- drain system – Required if project fronts canal property, the geotechnical report indicates groundwater within the footing zone, or the area is known for a high groundwater table. Subsurface drains must lower groundwater levels to 3-feet below all basement levels. (To be maintained by Homeowner’s Association)
<input type="checkbox"/>	<input type="checkbox"/>	Existing irrigation ditches have been piped or abandoned as approved by the ditch master.
<input type="checkbox"/>	<input type="checkbox"/>	Existing irrigation tail water ditches or sheet flow is properly conveyed through the property.
<input type="checkbox"/>	<input type="checkbox"/>	Erosion protection is provided for all cut and fill slopes.
<input type="checkbox"/>	<input type="checkbox"/>	Energy dissipaters are provided on the outfall of drain lines discharging into creeks and earthen channels capable of slowing velocities to 3-feet per second.
<input type="checkbox"/>	<input type="checkbox"/>	Oil water separator system in place before it discharges into the city system.
<input type="checkbox"/>	<input type="checkbox"/>	Approval from County Flood Control – If the site is adjacent to a waterway needing maintenance by a government agency.
<input type="checkbox"/>	<input type="checkbox"/>	Approval from the Army Corps of Engineers – If the site is within or adjacent to any known wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	State Stream Alteration Permit

OVERALL GRADING PLAN - A separate sheet showing the grading and drainage plan.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Title block
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, and scale. (1”=100’ max.)
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number are shown
<input type="checkbox"/>	<input type="checkbox"/>	Revisions block



FINAL SITE PLAN ENGINEERING DEPARTMENT

Overall Grading Plan cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Compliance note indicating all facilities conform to the City's Design and Construction Standards.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing conditions for the property being developed and within 100-feet of the project's boundary.
<input type="checkbox"/>	<input type="checkbox"/>	Dashed lines and labels showing existing improvements, with elevations noted to show the project's conformity with the existing conditions.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed contours (use solid lines) and spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Topography - Contour lines at 2-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed contours for site, parking lot and landscaping are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed curb and gutter with spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Elevations shown (top of curb, flowline and crownline) at limits of construction, P.C.'s, P.T.'s, and grade breaks.
<input type="checkbox"/>	<input type="checkbox"/>	Percentage of grade and direction of flow
<input type="checkbox"/>	<input type="checkbox"/>	Pad and finished floor elevations for all new structures
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
<input type="checkbox"/>	<input type="checkbox"/>	All existing and "to be constructed" block walls are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing drainage easements, with dimensions, elevations and typical sections as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Soils report required for all public roadways

LAND DISTURBANCE ORDINANCE REQUIREMENTS SWPPP - A separate sheet .

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	The project fulfills all the requirements of the Land Disturbance located at www.wjordan.com

PUBLIC STREET DESIGN PLAN AND PROFILE - A separate sheet showing the plan.

PLAN VIEW

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Scale – 1" = 20' or 1" = 40'
<input type="checkbox"/>	<input type="checkbox"/>	Street Monuments
<input type="checkbox"/>	<input type="checkbox"/>	Street name and number
<input type="checkbox"/>	<input type="checkbox"/>	Right of way width.
<input type="checkbox"/>	<input type="checkbox"/>	Design benchmark.
<input type="checkbox"/>	<input type="checkbox"/>	Property lines. Locations of easements (existing and proposed)



FINAL SITE PLAN

ENGINEERING DEPARTMENT

Public Street Design Plan View cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Center line with stationing. Please include any horizontal curve information.
<input type="checkbox"/>	<input type="checkbox"/>	Horizontal sight distance if road intersection is not 90 degrees or if road intersects a horizontal curve.
<input type="checkbox"/>	<input type="checkbox"/>	Existing edge of asphalt spot elevations as well as centerline spot elevations. 50 foot intervals.
<input type="checkbox"/>	<input type="checkbox"/>	Existing curb, gutter, sidewalk and drive approaches. Provide spot elevations for both sides of the street.
<input type="checkbox"/>	<input type="checkbox"/>	Profile spot elevation designations at curb return.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed street lights.
<input type="checkbox"/>	<input type="checkbox"/>	Extend limits of drawing 100' before and after proposed improvements. Include driveways and any road intersection.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sanitary sewer system. Include pipe length, material, and size. Include manhole size and rim elevation.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed culinary water system. Include length, size and class of pipe as well as valves, tees, crosses, fire hydrants and service laterals.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed secondary water system. Include length, size, and class of pipe as well as valves, tees, crosses, and service laterals.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fire hydrants. Maximum spacing 500 feet.

PROFILE VIEW

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Scale (vertical scale 1/10 of horizontal scale).
<input type="checkbox"/>	<input type="checkbox"/>	Elevation at left and right side of sheet.
<input type="checkbox"/>	<input type="checkbox"/>	Existing ground profile at proposed profile grade line (center line or top back of curb).
<input type="checkbox"/>	<input type="checkbox"/>	Proposed profile grade line (center line or top back of curb). Include grade information, slope, VPI, VPC, CPT etc. Include elevations at points of interest.
<input type="checkbox"/>	<input type="checkbox"/>	Vertical sight distance. Safe stopping distance when required.
<input type="checkbox"/>	<input type="checkbox"/>	All necessary vertical curve information including length of curve, "K" Value.
<input type="checkbox"/>	<input type="checkbox"/>	Extend profile line 100 feet each way showing existing improvements
<input type="checkbox"/>	<input type="checkbox"/>	Profiles of sanitary sewer system. Include length, size, type and slope of pipe. Include manhole size, rim and flow line elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Profiles of storm drain system. Include length, size, type and slope of pipe. Include hydraulic grade line and contributing system flow. Include all rim gate and low line elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Profiles of culinary and or secondary water system if line size is 12 inches or greater. Include length, size, type and slope of pipe. Include air vacuum station at all high points.
<input type="checkbox"/>	<input type="checkbox"/>	Show conflicts between utilities. Include distance between utilities pipe edge to pipe edge.



FINAL SITE PLAN ENGINEERING DEPARTMENT

TRAFFIC SIGNS AND STRIPING PLAN: A separate sheet showing the plan.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Scale
<input type="checkbox"/>	<input type="checkbox"/>	Overall site layout complete with lot and easements lines.
<input type="checkbox"/>	<input type="checkbox"/>	Street layout including curb, gutter, and sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	Stop bars as required by MUTCD
<input type="checkbox"/>	<input type="checkbox"/>	Cross walks.
<input type="checkbox"/>	<input type="checkbox"/>	Painted messages or arrows.
<input type="checkbox"/>	<input type="checkbox"/>	Stop signs per most current edition of MUTCD.
<input type="checkbox"/>	<input type="checkbox"/>	Street signs per most current edition of MUTCD.
<input type="checkbox"/>	<input type="checkbox"/>	Any additional signs as warranted by the most current edition of MUTCD.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic striping or tape for all lanes.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed signal loops if required.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed signal light if required.

TRAFFIC IMPACT ANALYSIS – Provide a traffic impact analysis if project meets the necessary requirements.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Completion of the Traffic Impact Analysis in accordance with Guidelines for Traffic Impact Studies located at www.wjordan.com .

SITE DEMOLITION PLAN- A separate sheet showing all demolition required as part of the project:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Title block
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale of drawing
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number are shown (plan sheets).
<input type="checkbox"/>	<input type="checkbox"/>	Revisions block is shown.
<input type="checkbox"/>	<input type="checkbox"/>	Structures and other facilities to be removed are shown.

ADJACENT PROPERTY OWNER AGREEMENTS:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent property owners’ agreements regarding storm drainage, irrigation or other matters.



CITY OF WEST JORDAN COMMUNITY DEVELOPMENT APPLICATION

8000 South Redwood Road
(801) 569-5180

Sidwell # _____ Acreage: _____ Lots: _____ Zoning: _____

Project Location: _____

Project Name: _____

Type of Application:	<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	_____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 } ss
COUNTY OF SALT LAKE }

I (we), _____, _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property(s) located at _____

_____. My (our) signature below attests that I (we) have reviewed the proposal by _____ requesting review and approval of _____ by the City of West Jordan for the following process(s):

(Project Name)

- General Land Use Map Amendment Rezone Conditional Use Permit
- Temporary Use Permit Variance Lot Line
- Subdivision (Minor, Major, Amendment or
- Site Plan (Multi-Family, Commercial/Industrial or
- Other: _____

My (our) signature below attests the I (we) consent to the statements and information provided in the attached plans and exhibits for the requested process(s) as checked above, and that all information presented to me (us) is true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20 ____.

(Notary)
Residing in Salt Lake County, Utah

My commission expires: _____



WEST JORDAN DEVELOPMENT APPLICATION FEES

8000 South Redwood Road

(801) 569-5180

Preliminary and Final Review fee amount includes two (2) reviews.
Additional reviews will be charged at 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.

SITE PLAN REVIEW

_____ Preliminary Commercial & Industrial – PRIS	\$1,260 plus \$120 per Acre (includes 2 reviews)
_____ Supplemental Review - SPFS	\$81 Hourly Charge
_____ Engineering Review Fee - ERIA	\$1,000
_____ Final Commercial & Industrial - FSP	\$1,400 plus \$120 per Acre (includes 2 reviews)
_____ Supplemental Review - SPFS	\$79.50 per Hourly Charge

Preliminary Multi Family Residential

_____ 2-25 Units Prelim Multi-Family Residential - MFF1	\$1,145 plus \$120 per Acre (includes 2 reviews)
_____ 2-25 Units Prelim Supplemental Review - MF1S	\$120 per Hourly Charge
_____ 26-100 Units Prelim Multi-Family Residential - MFF2	\$1,630 plus \$120 per Acre (includes 2 reviews)
_____ 26-100 Units Prelim Supplemental Review - MF2S	\$79.50 Hourly Charge
_____ 101 + Units Prelim Multi-Family Residential - MFF3	\$1,685 plus \$120 per Acre (includes 2 reviews)
_____ 101+ Units Prelim Supplemental Review -MF3S	\$78.50 Hourly Charge

Final Multi-Family Residential

_____ 2-25 Units Final Multi-Family Residential - MFF1	\$1,380 plus \$120 per Acre (includes 2 reviews)
_____ 2-25 Units Final Supplemental Review - MFF1	\$79 Hourly Charge
_____ 26-100 Unit Final Multi-Family Residential s - MFF1	\$1,565 plus \$120 per Acre (includes 2 reviews)
_____ 26-100 Unit Final Supplemental Review s - MFF1	\$78.50 Hourly Charge
_____ 101 + Units Final Multi Family Residential - MFF1	\$1,755 plus \$120 per Acre
_____ 100 +Units Final Supplemental Review - MFF1	\$78.50 Hourly Charge

AMENDED SITE PLAN REVIEW

_____ Commercial & Industrial - FSP	\$1,400 plus \$120 per Acre (includes 2 reviews)
_____ Supplemental Review - SPFS	\$79.50 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000
_____ Multi-Family Residential 2-25 Units --MFF1	\$1,380 plus \$120 per Acre (includes 2 reviews)
_____ Supplemental Review 2-25 units --MF1S	\$79 Hourly Charge
_____ Multi-Family Residential 26-100 Units --MFF2	\$1,565 plus \$120 per Acre (includes 2 reviews)
_____ Supplemental Review 26-100 Units --MF2S	\$78.50 Hourly Charge
_____ Multi-Family Residential 101 + Units --MFF3	\$1,755 plus \$120 per Acre (includes 2 reviews)
_____ Supplemental Review 101+ Units --MF3S	\$78.50 Hourly Charge

MISCELLANEOUS

_____ Amended Site Plan Condition - ASPC	\$450 (includes 2 reviews)
_____ Supplemental Review – ASCS	\$88 Hourly Charge

CONDITIONAL 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 PERMITS

_____ 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

SECTION 14.0

SITE PLAN PROCESS

14.1 GENERAL

The purpose of the site plan process is to obtain formal approval by the Planning Commission before a site plan is ready for construction. The site plan, construction drawings and all information and procedures relating to the site plan must comply with the provisions of the Municipal Code and the City's design and construction standards

Site plan approval is required for the following uses:

1. Multi-family or multi-unit residential development
2. Retail, professional office, industrial and institutional
3. Development of public facilities, open space and parks
4. Mixed use projects
5. Condominium projects

No regulatory permits will be issued, no clearing, grubbing, grading, drainage work, parking lot construction or other site improvements will be allowed until the site plan is approved.

Processing times will vary based upon availability of city staff time and the applicant's execution of the various tasks. The checklists for a site plan are contained in the Development Processing Manual located on the City's website www.wjordan.com

Projects located in the M1 zone may be approved as a type I administrative process when there is no change to design standards as determined by the City Planner.

14.2 APPLICANT'S INITIAL CONTACT WITH CITY STAFF

The applicant's initial contact with city staff needs to take place with Planning and Zoning or The Office of Development Assistance, either by telephone or by meeting at the Community Development Department counter.

If the applicant is not familiar with City processes and requirements, the applicant will need to receive some assistance in understanding them. This can best take place through the planning department briefly discussing the processes and requirements with the applicant.

14.3 PRE-APPLICATION MEETING

The applicant can contact the development department staff to schedule a pre-application conference. Pre-application meetings are held weekly as needed.

The purposes of the pre-application conference are:

1. To better facilitate the development process by establishing initial contacts between City staff and the applicant.
2. Provide an opportunity for the applicant to present the project to city staff and receive comments from them.

3. Provide an opportunity for the applicant to ask questions regarding city requirements in order to eliminate unnecessary delays to the proposed project

If the applicant is familiar with the city's processes and requirements, they may skip this step and go directly to preparation of the preliminary site plan.

OPTIONAL CONCEPT SITE PLAN

14.4 GENERAL

The site concept plan is for large-scale or complex developments as determined by the City Planner. The site concept plan is intended to provide the applicant and the city the opportunity to discuss at a very conceptual level what the city's requirements are, prior to proceeding forward with the preliminary site plan and to verify that the project is feasible.

14.5 SUBMIT CONCEPT SITE PLAN APPLICATION

The concept site plan process can be initiated by submitting the application to the development department along with items listed on the concept site plan checklist.

Once the application is received, the development department staff will determine if it is complete. No application will be scheduled for Planning Commission review until a determination has been made that the application is complete. The application will be distributed to other city departments, their reviews will be completed, and the development department will collect and summarize their comments. Comments will be transmitted to the applicant.

PRELIMINARY SITE PLAN

14.6 GENERAL

The purpose of the preliminary site plan is to obtain formal preliminary approval from the Planning Commission. The preliminary site plans are to be in compliance with the provisions of the Municipal Code and the City's design and construction standards.

Processing times will vary based upon availability of city staff time and the applicant's execution of the various tasks. The checklists for a preliminary site plan are included in Development Processing Manual located on the City's web site www.wjordan.com

14.7 SUBMIT PRELIMINARY SITE PLAN APPLICATION

The preliminary site plan process can be initiated by submitting the application to the development department along with items listed on the preliminary site plan and engineering department requirement checklists.

The development department staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete.

14.8 CITY REVIEW OF PRELIMINARY SITE PLAN

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.

14.9 PLANNING COMMISSION REVIEW AND ACTION

Once the development team has completed their review and determined it is complete, the City Planner will schedule the preliminary site plan for a Planning Commission meeting for their 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 preliminary site plan for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Review and Action –For a preliminary site plan to be approved by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will take action in one of the following forms:
 - 1. Approval of the preliminary site plan.
 - 2. Approval with modifications or conditions.
 - 3. Postponement or table where further information or input is necessary.
 - 4. Deny the preliminary site plan.

Notice of the action will be sent, by the community development department, to the applicant regarding the Planning Commissions action.

14.10 EXPIRATION OF PRELIMINARY SITE PLAN APPROVAL

An approved preliminary site plan shall remain valid for 12 months following the date of approval. One 6-month extension may be granted by the zoning administrator if, upon written request by the applicant, the zoning administrator finds that the extension will not adversely affect the public health, safety or welfare of the City. The decision of the zoning administrator may be appealed to the planning commission.

FINAL SITE PLAN

14.11 GENERAL

The purpose of the final site plan is to obtain formal approval from the City of West Jordan. The final site plan and all information are to be in compliance with the provisions of the Municipal Code and the City's design and construction standards.

Processing times will vary based upon availability of City staff time and the applicant's execution of the various tasks. The checklists for a final site plan included in the Development Processing Manual located on the City's web site *www.wjordan.com*

14.12 DEVELOPMENT AGREEMENT (if applicable)

The Development Agreement is a formal written agreement between the city and the applicant, which details the responsibilities of both parties. The responsibilities detailed in the agreement for the city are those that are provided for in the Municipal Code and are reiterated in the Agreement. In addition to the standard items the city agrees to provide, any project specific items the city agrees to do are outlined in the 'Special Provisions' section of the agreement. The agreement also details items the applicant will provide along with any special requirements, which are also outlined in the 'Special Provisions' section.

The Development Agreement is prepared by the city attorney's office, then distributed and reviewed by other city departments who provide input into the Agreement. The Agreement is then reviewed as part of the project by the Planning Commission and approved, rejected, or returned for changes. A Development Agreement for a project will require City Council approval.

14.13 REIMBURSEMENT AGREEMENT (if applicable)

If the applicant feels that certain facilities being constructed may be subject to reimbursement, the applicant shall prepare a letter addressed to the City Engineer, pay current reimbursement deposit, and application, detailing the reasons. Failure to do so will disqualify the applicant for any reimbursements. Facilities included in city master plans and impact fee studies may be subject to reimbursement dependant upon the findings of the City Engineer and Development Director who will respond in writing to the applicant. If the City Engineer and Development Director agree that such facilities may be subject to reimbursement, the City Attorney will prepare an Agreement. Reimbursement from the City for any facility is subject to the approval of a reimbursement agreement by the City Council prior to issuance of a Land Disturbance Permit.

14.14 SUBMIT FINAL SITE PLAN APPLICATION

The final site plan process can be initiated by submitting the application along with items listed on the final site plan and engineering department requirements checklists.

The development department staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete.

Along with the final site plan submittal the following may be required.

- A. Engineers Estimate - If the site plan has public improvements an engineers estimate is required so a Final Bond Estimate can be prepared.
- B. Escrow Deposit, Surety, Letter of Credit or Cash Agreement - The bond agreement is to be in the amount indicated in the final bond estimate, and is to meet the requirements of City Attorney and the Municipal Code.

-
- C. Off-site Dedications - Easement and fee parcels required as part of the development will need to be provided separately from the Site Plan.
- D. Development Agreement – Submit a signed original of the Development Agreement.
- E. Reimbursement Agreement – Submit a signed original of the Reimbursement Agreement.
- F. Public Easements – The applicant is to prepare, sign and submit all necessary easements required for publicly dedicated facilities for the project. These easements are to be approved by City staff and the City Attorney prior to recordation.
- G. Salt Lake County Flood Control Permit – The applicant is responsible for coordinating with Salt Lake County Flood Control District in preparing and obtaining a flood control permits. A flood control permit must be applied for if:
- a. The project will discharge into a canal, creek, Jordan River or other facility under the jurisdiction of Salt Lake County Flood Control District, or
 - b. The project abuts or is adjacent to a canal, creek, Jordan River or other facility under the jurisdiction of Salt Lake County Flood Control District.
- H. Salt Lake County Development and Construction Permit - Obtain and submit this permit if the site is within 100 feet of a critical flood area as defined by Salt Lake County Flood Control District. If the project is not within 100-Feet of a critical flood area, the applicant is to submit a letter from Salt Lake County to the City so indicating.
- I. Canal/Ditch Company Approvals - If the project discharges into an irrigation company canal, a letter of approval from the canal/ditch company is to be submitted. Evidence must also be presented to the City that indicates that all required fees have been paid to the canal/ditch company.
- J. Other Agency Approvals - Other agency approvals may include the Utah Department of Transportation and other agencies that may be affected. The applicant is responsible for identifying these agencies and meeting their requirements.
- K. Federal, State, and Local Permits - The applicant is responsible for acquiring all of the necessary Federal, State and local permits required to design and construct the proposed project. The following is a list of the known permits; however, there may be other permits the applicant will need to acquire.
1. Storm Water Pollution Prevention Permit
 2. Corps of Engineer (COE) 404 Permit
 3. City of West Jordan, Encroachment Permit
 4. Utah Department of Transportation (UDOT) Access Permit
 5. Utah Department of Transportation (UDOT) Encroachment Permit
 6. Canal Company Discharge Permit
 7. Salt Lake County Flood Control Permit

14.15 CITY REVIEW OF FINAL SITE PLAN

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 will be completed in 1 week.

Once the final site plan and construction drawings are complete the final site plan can be approved by city staff.

14.16 STAFF APPROVAL AND ACTION ON FINAL SITE PLAN

City staff will prepare a memorandum indicating that the final site plan and construction drawings are approved. Final site plan approval for developments in special planning areas (i.e. WSPA) require final action and approval by the Planning Commission.

14.17 EXPIRATION OF FINAL SITE PLAN APPROVAL

An approved final site plan shall remain valid for 24 months following the date of approval. One 6-month extension may be granted by the zoning administrator if, upon written request by the owner, the zoning administrator finds that the extension will not adversely affect the public health, safety or welfare of the City. The decision of the zoning administrator may be appealed to the planning commission.

14.18 CITY ATTORNEY REVIEW

Documents that require the Mayors signature or recordation with Salt Lake County Records office will require review and approval from the City Attorney. All documents are to be original documents.

14.19 RECORDATION OF DOCUMENTS

The approved documents will be record at the Salt Lake County Recorder's Office. The applicant is responsible for payment of any recordation fees.

14.20 LAND DISTURBANCE PERMIT

The applicant or his/her contractor is to obtain a land disturbance permit prior to the beginning of any construction activity on-site. The requirements for obtaining this permit are located in the Municipal Code.

14.21 PRECONSTRUCTION MEETING

The community development department will schedule a preconstruction meeting with the applicant, his contractor and city staff. During the meeting a set of approved site plan construction drawings will be given to the applicant and must be on site at all times during the construction of the project.

The applicant or his/her contractor is not to begin construction until all approvals have been given, a preconstruction meeting is held and all requirements of the City's Municipal Code have been met. Construction is defined as any activity which creates a land disturbance such as excavation, clearing,

grubbing, construction of buildings, site or public improvements or any other activity, which disturbs existing soil on-site.

Public improvements are subject to inspection.

14.22 COMPLETION AND MAINTENANCE OF SITE

Every site plan must be constructed in accordance with the approved site plan drawings, or if the plan has been revised, in accordance with the revised plans reviewed and approved by the city. The site must be maintained in a clean and orderly manner or the city may take legal action against the applicant.

14.23 BUILDING PERMIT ISSUANCE

A building permit may be issued after the preconstruction meeting has been held and erosion control measures have been installed, inspected and approved, fire department requirements have been met and applicable impact fees paid.

14.24 CERTIFICATE OF OCCUPANCY

A permanent certificate of occupancy will be issued after all Building Division requirements of the Municipal Code have been met.

Before a certificate of occupancy can be issued for commercial, industrial and other developments requiring site plan approval, certain inspections have to be completed by different departments in the city. In order to coordinate these inspections and make the procedure less confusing for the contractors, the Building Division will schedule all final inspections and collect and process escrow deposits, if other City departments agree the project is ready to proceed.

14.25 TEMPORARY CERTIFICATE OF OCCUPANCY

A temporary certificate of occupancy, not to exceed 6 months, may be issued if the City Manager or his designee makes a written determination that conditions of zoning, site plan, or other required approvals have been substantially met, but that acceptable circumstances have prevented or a delay in the installation of certain improvements required by the approved site plan. During the months of October to April, a cash bond equal to 100 percent of the estimated completion costs shall be required prior to issuance of the temporary certificate. During the months of May to September, a cash bond of 150 percent of the estimated completion costs shall be required prior to issuance of the temporary certificate.

14.26 WARRANTY PERIOD FOR PUBLIC FACILITIES

After final inspections of the public improvements are completed, a 12-month warranty period begins. The applicant also needs to be familiar with the City's bond release procedure as indicated in the City's Municipal Code and Development Processing Manual.

14.27 FINAL INSPECTION OF PUBLIC FACILITIES

After the 12 month warranty period, a final inspection of the improvements will take place in accordance with the City's Municipal Code and Development Processing Manual.
