



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

AMENDED SITE PLAN INFORMATION

PURPOSE

The purpose of the '*Amended Site Plan*' is to provide the Applicant with information necessary to plan for, apply for, and submit the necessary information to obtain approval of an amended 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.

- Amended Site Plan Checklist
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Amended 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 inquires or to contact any member of the Project Team for information about their various specialties.



AMENDED 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"/>	Traffic Impact Study (if applicable)
<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



AMENDED 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
<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed easements, walkways, streets, right of ways 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
<input type="checkbox"/>	<input type="checkbox"/>	Existing/proposed utilities including fire hydrants, culinary water, secondary water, sewer storm drain and utility boxes/telephone poles

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.

LANDSCAPING PLAN and IRRIGATION PLAN

Your Check	City Check	Description
<i>Landscape Plan Requirements</i>		
<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.



AMENDED SITE PLAN

- The location of all meters, lighting, fire hydrants and utility boxes in the right-of-way or on the property
- Designation of "landscape zones" (grouping plants with similar water needs)
- The location of all proposed plants and a plant schedule specifying the quantity, size, common name botanical name, and spacing of all proposed plants
- 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
- All existing and proposed fences and retaining walls on the site

Irrigation Plan Requirements

Irrigation Plans prepared by an "irrigation designer" as defined by the West Jordan City Municipal Code 13-2-3

- Location of connection to water supply
- Size of connection
- Pipe type
- Static water pressure(psi)
- Backflow prevention device type and location
- Water meter size and location
- 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
- Flow rate in gallons per minute and design operating pressure in psi for each valve
- Precipitation rate in inches per hour for each irrigation zone
- Indicate either a pressure regulation device or pressure regulated spray heads
- Show location of rain shutoff device and how connected to controller (wire or wireless)

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

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

HILLSIDE DISTRICT OVERLAY ZONE ORDINANCE REQUIREMENTS As a separate sheet

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



AMENDED 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.



AMENDED 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



AMENDED 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



AMENDED 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)



AMENDED 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.



AMENDED 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.jordan.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 15.0

AMENDED SITE PLAN PROCESS

15.1 GENERAL

The purpose of the amended site plan process is to obtain approval by the Zoning Administrator or by the Planning Commission. The amended site plan, construction drawings and all information and procedures relating to the amended site plan must comply 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 an amended site plan are contained in the Development Processing Manual located on the City's web amended site *www.wjordan.com*

15.2 APPLICANT'S INITIAL CONTACT WITH CITY STAFF

The applicant's initial contact with city staff needs to take place with Planning and Zoning, 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.

15.3 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 amended site plan.

The purpose of the preliminary amended site plan is to obtain formal preliminary approval from the Planning Commission. The preliminary amended 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 amended site plan are included in Development Processing Manual located on the City's web amended site *www.wjordan.com*

15.4 SUBMIT AMENDED SITE PLAN APPLICATION

The final amended site plan process can be initiated by submitting the application along with items listed on the amended 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 amended site plan submittal the following may be required.

- A. Engineers Estimate - If the amended site plan has public improvements an engineer's 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 Amended 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 amended 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

15.5 CITY REVIEW OF AMENDED 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 amended site plan and construction drawings are complete the amended site plan can be approved by city staff.

15.6 STAFF APPROVAL AND ACTION ON FINAL AMENDED SITE PLAN

City staff will prepare a memorandum indicating that the final amended site plan and construction drawings are approved.

15.7 EXPIRATION OF FINAL AMENDED SITE PLAN APPROVAL

An approved final amended 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.

15.8 CITY ATTORNEY REVIEW

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

15.9 RECORDATION OF DOCUMENTS

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

15.10 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-amended amended site. The requirements for obtaining this permit are located in the Municipal Code.

15.11 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 amended site plan construction drawings will be given to the applicant and must be on amended 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, amended site or public improvements or any other activity, which disturbs existing soil on-amended amended site.

Public improvements are subject to inspection.

15.12 COMPLETION AND MAINTENANCE OF AMENDED SITE

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

15.13 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.

15.14 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 amended 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.

15.15 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, amended 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 amended 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.

15.16 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.

15.17 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.
