



**CITY OF WEST JORDAN**

8000 South Redwood Road  
West Jordan, Utah 84088

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

**SUBDIVISION PLAT AMENDMENT  
INFORMATION**

**PURPOSE**

The purpose of the *'Subdivision Plat Amendment'* is to provide the Applicant with information necessary to plan for, apply for and submit the necessary information to obtain approval for a subdivision amendment 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 nature project.

**CONTENTS**

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

- Amended Subdivision Checklist
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Amended Subdivision Process

**WHAT IS A COMPLETE APPLICATION?**

A complete application will include all of the documents listed for the approval you are seeking, including items listed in checklist. 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 569-5182 or (801) 569-5183 to schedule your submittal meeting.

**GETTING HELP**

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



# SUBDIVISION AMENDMENT OFFICE OF DEVELOPMENT ASSISTANCE

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

PROJECT \_\_\_\_\_

### AMENDED SUBDIVISION PLAT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	6 copies 24 x 36 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"/>	Title report prepared within 30 days
<input type="checkbox"/>	<input type="checkbox"/>	1 set of 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
<input type="checkbox"/>	<input type="checkbox"/>	Property Owners List: Provide a copy of the list of property owners mentioned above.
<input type="checkbox"/>	<input type="checkbox"/>	Petition from property owners who consent to the project.
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



# SUBDIVISION AMENDMENT PLANNING DEPARTMENT

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

PROJECT \_\_\_\_\_

## AMENDED SUBDIVISION PLAT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Name of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Location Map – include name of adjacent subdivision, developments, property owners, land use and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map – legible with major street names and highlighted subject property
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and addresses
<input type="checkbox"/>	<input type="checkbox"/>	Developer name and address
<input type="checkbox"/>	<input type="checkbox"/>	Design Firm name and address
<input type="checkbox"/>	<input type="checkbox"/>	Acreage/square footage of each lot
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Date of Drawing
<input type="checkbox"/>	<input type="checkbox"/>	Revision blocks
<input type="checkbox"/>	<input type="checkbox"/>	Legend showing all symbols, line types, hashing and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	Scale and North Arrow

**Additional Information: The following information can be supplied either with the plat map or on a separate Cover/Title sheet**

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Show Remaining Lots
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing streetlights
<input type="checkbox"/>	<input type="checkbox"/>	Street layout: including curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at <a href="http://www.wjordan.com">www.wjordan.com</a>
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements at <a href="http://www.wjordan.com">www.wjordan.com</a>
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone – If the project is within the Airport Zone see requirements at <a href="http://www.wjordan.com">www.wjordan.com</a>



# SUBDIVISION AMENDMENT

## ENGINEERING DEPARTMENT

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

PROJECT \_\_\_\_\_

### AMENDED SUBDIVISION PLAT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way and easements -
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures within the subdivision or within 200 feet thereof
<input type="checkbox"/>	<input type="checkbox"/>	Property and survey monuments
<input type="checkbox"/>	<input type="checkbox"/>	Snow Storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Transportation linkage to adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	Street monuments
<input type="checkbox"/>	<input type="checkbox"/>	Owners Dedication and Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor's certificate stamped and signed by engineer
<input type="checkbox"/>	<input type="checkbox"/>	Property Description
<input type="checkbox"/>	<input type="checkbox"/>	Signature Blocks
<input type="checkbox"/>	<input type="checkbox"/>	Fire Hydrants locations
<input type="checkbox"/>	<input type="checkbox"/>	Street Names
<input type="checkbox"/>	<input type="checkbox"/>	Lot Addresses
<input type="checkbox"/>	<input type="checkbox"/>	Bearings and Curve Data

### GRADING AND DRAINAGE PLAN – A separate sheet showing the grading and drainage plan

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement line.
<input type="checkbox"/>	<input type="checkbox"/>	A north arrow
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision name
<input type="checkbox"/>	<input type="checkbox"/>	Topography - 2-foot contour intervals, show proposed (solid lines and existing (dashed lines). Use spot elevations where appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed detention facility: Include contours, spot elevations, high water mark, and access ramp.
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic and hydrologic storm drainage calculations, signed and stamped by a registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Show Existing water courses, canals, ditches, springs, wells, culverts, detention ponds and storm drains.
<input type="checkbox"/>	<input type="checkbox"/>	Show Existing and proposed storm drain lines, manholes, inlet boxes, combination boxes, and cleanouts. Include size, type, elevations and slope



# SUBDIVISION AMENDMENT ENGINEERING DEPARTMENT

**Grading and Drainage Plan cont.**

- Natural Channels: Include typical section, erosion protection, permanent structures, freeboard, and access.
- FEMA 100 year flood plain location
- Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters.
- Areas of substantial earth moving with erosion control plan.

**UTILITY PLAN – A separate sheet showing the utility plan**

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement line.
<input type="checkbox"/>	<input type="checkbox"/>	A north arrow
<input type="checkbox"/>	<input type="checkbox"/>	The subdivision name
		Existing and Proposed Utilities - Show all existing and proposed utilities including:
<input type="checkbox"/>	<input type="checkbox"/>	1) Sewer
<input type="checkbox"/>	<input type="checkbox"/>	2) Culinary water
<input type="checkbox"/>	<input type="checkbox"/>	3) Secondary water
<input type="checkbox"/>	<input type="checkbox"/>	4) Fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	5) Storm drains
<input type="checkbox"/>	<input type="checkbox"/>	6) Subsurface drains
<input type="checkbox"/>	<input type="checkbox"/>	7) Gas lines
<input type="checkbox"/>	<input type="checkbox"/>	8) Power lines
<input type="checkbox"/>	<input type="checkbox"/>	9) Street lights
<input type="checkbox"/>	<input type="checkbox"/>	Show location and dimensions of all utility easements



# CITY OF WEST JORDAN COMMUNITY DEVELOPMENT APPLICATION

8000 South Redwood Road  
(801) 569-5180

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# WEST JORDAN CITY 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.

## **MAJOR SUBDIVISION REVIEW (10 Lots or more)**

_____ Preliminary Subdivision Review – PRPS	\$1,380 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review - PPRS	\$80.50 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000 (includes 2 reviews)
_____ Final Subdivision Review – RFS	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Final Supplemental Review - RFSL	\$77 Hourly Charge

## **MINOR SUBDIVISION REVIEW (9 Lots or fewer)**

_____ Preliminary Subdivision Review --PLM	\$1,015 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review - PLMS	\$82 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000 (includes 2 reviews)
_____ Final Subdivision Review -- RMSF	\$1,215 plus \$40 per Lot (includes 2 reviews)
_____ Final Supplemental Review -- SFMS	\$79.50 Hourly Charge

## **AMENDED MAJOR AND MINOR SUBDIVISION REVIEW**

_____ Major Amended Subdivision -- ASRL	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Major Amended Supplemental Review- RFSL	\$77 Hourly Charge
_____ Minor Amended Subdivision - SPMA	\$1,215 plus \$40 per Lot (includes 2 reviews)
_____ Minor Amended Supplemental Review- SFMS	\$79.50 Hourly Charge
_____ Engineering Review Fee – EAPR	\$350 (includes 2 reviews)

## **LOT LINE ADJUSTMENT**

_____ Lot Line Adjustment – LLA	\$1,200
_____ Supplemental Review – LLAS	\$81 Hourly Charge
_____ Engineering Review Fee – ERIA	\$1,000 (includes 2 reviews)

## **CONDOMINIUM PLAT/CONDOMINIUM CONVERSION**

_____ Preliminary Condominium Plat - PCP	\$1,380 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Condominium Supplemental - PCPS	\$80.50 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350 (includes 2 reviews)
_____ Final Condominium Plat - FCP	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Final Condominium Supplemental –FCPS	\$77 Hourly Charge

## **AMENDED CONDOMINIUM PLAT**

_____ Condominium Amended Plat --FCPA	\$1,685 plus \$40 per Lot
_____ Condominium Amended Supplemental –ACPS	\$77 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350 (includes 2 reviews)

## **PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT**

_____ Preliminary Subdivision Review --PDPR	\$2,010 plus \$40 per Lot
_____ Preliminary Supplemental Review – PRDS	\$83 Hourly Charge
_____ Engineering Review Fee -- EAPR	\$1000 (includes 2 reviews)
_____ Final Subdivision Review - FDPR	\$1,990 plus \$40 per Lot
_____ Final Supplemental Review – PRFS	\$80 Hourly Charge

## **AMENDED FINAL PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT**

_____ Amended Final Subdivision --ADPR	\$1,990 plus \$40 per Lot
_____ Amended Final Supplemental – ADPS	\$80 Hourly Charge
_____ Engineering Review Fee -- EAPR	\$350 (includes 2 reviews)

## **SECTION 16.0**

### **SUBDIVISION PLAT AMENDMENT PROCESS**

#### **16.1 GENERAL**

The purpose of the subdivision plat amendment process is to obtain formal approval, by the Planning Commission to change a recorded subdivision plat when subdivision boundaries and street right-of-way lines need to be changed. A subdivision plat may be amended in accordance with the Utah Code and the City of West Jordan Municipal Code.

Processing times will vary based upon availability of city staff time and the applicant's execution of various tasks. Checklists for a subdivision plat amendment are contained in the Development Processing Manual located on the City's web site, *www.wjordan.com*

#### **16.2 APPLICANT'S INITIAL CONTACT WITH CITY STAFF**

The applicant's initial contact with city staff needs to take place with the planning department either by telephone or by meeting at the community development 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 process and requirements with the applicant.

#### **16.3 PRE-APPLICATION CONFERENCE**

The applicant can contact the community development department staff to schedule a pre-application conference. Pre-applications 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.

#### **16.4 SUBDIVISION PLAT AMENDMENT SUBMITTAL**

The subdivision plat amendment process can be initiated by submitting the application to the community development department along with items listed on the amended subdivision 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.

#### **16.5 CITY REVIEW OF SUBDIVISION PLAT AMENDMENT SUBMITTAL**

The initial review of the amendment 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 will take from 2 to 3 weeks based upon the complexity of the project and number of projects in for review. Subsequent reviews will be completed in 1 week. Once each review is complete, the applicant will be contacted to pick up the redline comments.

### **16.6 PLANNING COMMISSION REVIEW AND ACTION**

Once the development department has completed its review and determined it is complete, the City Planner will schedule the subdivision amendment 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 subdivision amendment 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 subdivision amendment to be considered by the Planning Commission, the party requesting the amendment 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 subdivision amendment.
  - 2. Approval with modifications or conditions.
  - 3. Postpone where further information or input is necessary.
  - 4. Deny the subdivision amendment.

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

### **16.7 PREPARATION AND SUBMITTAL OF AMENDED SUBDIVISION PLAT**

After the Planning Commission has rendered its decision, the applicant is to submit the mylar plat including Planning Commission conditions. The Applicant will be responsible for obtaining the signatures of the following companies/agencies along with a current title report:

- a. Subdivision Owners
- b. Natural gas provider
- c. Salt Lake County Flood Control District
- d. Salt Lake County Board of Health
- e. Cable provider
- f. Telephone service provider
- g. Electric provider
- h. Others as required

After obtaining the required signatures, the original mylar, along with a title report no older than 30 days can be submitted to the city.

### **16.8 AMENDED SUBDIVISION PLAT CITY SIGNATURES**

City staff will be responsible for obtaining the required city department signatures.

Planning Commission  
City Engineering

City Attorney  
Mayor and City Recorder

**16.9 AMENDED SUBDIVISION PLAT RECORDATION**

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the amended subdivision plat.

The applicant is responsible for providing all information necessary, including recording fees, to meet the Salt Lake County Recorder's requirements for recordation. The City of West Jordan is only there to provide a continuous chain of custody.

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