



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

MAJOR SUBDIVISION INFORMATION

PURPOSE

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

CONTENTS

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

- Major Subdivision Checklist (Preliminary and Final)
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Major Subdivision Process

WHAT IS A COMPLETE APPLICATION?

A complete application will include all of the documents 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.



FINAL MAJOR SUBDIVISION OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

FINAL MAJOR SUBDIVISION

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application.
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Owners Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	6 copies of the plat 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"/>	Stamped and signed by a professional engineer registered in Utah
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Dedication
<input type="checkbox"/>	<input type="checkbox"/>	Notarial Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	Title Report prepared within 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Phase I Environmental Study
<input type="checkbox"/>	<input type="checkbox"/>	Service agreement from utility companies
<input type="checkbox"/>	<input type="checkbox"/>	Storm Drain Calculations
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



FINAL MAJOR SUBDIVISION PLANNING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

FINAL PLAT MAP

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Paper Mylar Size - 24 x 36 inches.
<input type="checkbox"/>	<input type="checkbox"/>	Border Lines - heavy lines leaving a space of at least 1-1/2-inch on the left side and 1/2-inch margin on the other sides.
<input type="checkbox"/>	<input type="checkbox"/>	Orientation - top faces either north or west.
<input type="checkbox"/>	<input type="checkbox"/>	Waterproof Black Ink
<input type="checkbox"/>	<input type="checkbox"/>	Scale - not smaller than 100-feet to the inch.
<input type="checkbox"/>	<input type="checkbox"/>	Workmanship - neat, clean cut and readable.
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name - at the top of the sheet.
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow and Date
<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"/>	Revision blocks
<input type="checkbox"/>	<input type="checkbox"/>	Legend showing all symbols, line types, hashing and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	Date of drawing
<input type="checkbox"/>	<input type="checkbox"/>	Survey – is to close within a tolerance of 1-foot to 20,000-feet.
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries – proper bearing and dimensions, tied to public survey monuments.
<input type="checkbox"/>	<input type="checkbox"/>	Agreements - Copies of final agreements with adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Location Map - Include name of adjacent subdivision, development, property owners, land use and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Dimension and survey boundary information of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Dimension, acreage and square footage of each lot
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map – legible with major street names and highlighted subject property

LANDSCAPING PLAN and IRRIGATION PLAN - If the project has landscaping that will be dedicated to the City of West Jordan, provide a **separate sheet** showing all landscaping in accordance the City's Water Conservation Ordinance, Title 13-13-4 and 13-13-5 located at www.wjordan.com.

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



FINAL MAJOR SUBDIVISION

- 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.
- 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
- Completed Landscape Area and Water Conserving Landscape Calculations Worksheet
- Completed Water Allowance Worksheet



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

FINAL PLAT MAP

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Survey Monument
<input type="checkbox"/>	<input type="checkbox"/>	Lots, Blocks and Parcels Offered for Dedication
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Lines
<input type="checkbox"/>	<input type="checkbox"/>	Lot Numbering
<input type="checkbox"/>	<input type="checkbox"/>	Street Numbering
<input type="checkbox"/>	<input type="checkbox"/>	Easements
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient ties are to be shown to locate the easement
<input type="checkbox"/>	<input type="checkbox"/>	All lots to have easements at least 7 foot wide
<input type="checkbox"/>	<input type="checkbox"/>	Drainage easements are to be a minimum of 15 foot wide
<input type="checkbox"/>	<input type="checkbox"/>	Monument Location
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Monuments
<input type="checkbox"/>	<input type="checkbox"/>	Survey Information and Certificate - name, stamp and signature of registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Metes and Bounds Description
<input type="checkbox"/>	<input type="checkbox"/>	Bond Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface Drain - protective covenants and maintenance agreements
<input type="checkbox"/>	<input type="checkbox"/>	Utility Signature Blocks for : natural gas, electric power, telephone and cable
<input type="checkbox"/>	<input type="checkbox"/>	City Of West Jordan Signature Blocks for: City Engineer, City Attorney, City Council (a signature line for the Mayor and an attestation by the City Recorder) and County Recorder
<input type="checkbox"/>	<input type="checkbox"/>	Lands Reserved in Private Ownership for Community Use
<input type="checkbox"/>	<input type="checkbox"/>	Location of jurisdictional boundary lines for: FEMA, US Corps of Engineers and SL County Flood Control District
<input type="checkbox"/>	<input type="checkbox"/>	Outside Agency/Entities Approvals which might be affected by the project
<input type="checkbox"/>	<input type="checkbox"/>	Street lights
<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining lot lines or property owners
<input type="checkbox"/>	<input type="checkbox"/>	Fencing notes
<input type="checkbox"/>	<input type="checkbox"/>	Any other special notes or requirements
<input type="checkbox"/>	<input type="checkbox"/>	Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

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 is required for landscape area of 100 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 20-foot easement for one utility, and a 25-foot easement for two utilities.
<input type="checkbox"/>	<input type="checkbox"/>	All streets are named and existing and future right-of-way width to centerline is shown.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed hydrants and streetlights are shown.
<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"/>	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.



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

Overall Drainage Plan cont

Your Check	City Check	Description
<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
<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 registered professional engineer. Engineer is to use rational method 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"/>	Subdrain 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 tailwater 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.



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

Overall Drainage Plan cont

Your Check	City Check	Description
<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
<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



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

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. See Land Disturbance Permit requirements 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)
<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.



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

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, AKA 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.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department review and comments on drawings.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant revision of proposed drawings and resubmission to Engineering Department.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department approval of public street plan.

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.



FINAL MAJOR SUBDIVISION ENGINEERING DEPARTMENT

TRAFFIC IMPACT ANALYSIS – Provide a traffic impact analysis.

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Completion of the Traffic Impact Analysis in accordance with City requirements indicated in Appendix R – Guidelines for Traffic Impact Studies of the Development Processing Manual.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department review and comments on analysis.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant revision analysis.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department approval of analysis.

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 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 17.0

MAJOR SUBDIVISION PROCESS

17.1 GENERAL

The purpose of the major subdivision process is to obtain formal subdivision approval, by the Planning Commission. The subdivision plat, construction drawings and procedures must comply with the provisions of the Municipal Code and the City's design and construction standards.

No regulatory permits will be issued, no clearing, grubbing, grading, drainage work, parking lot construction or other site improvement will be allowed until the subdivision is approved and proper permits obtained.

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

17.2 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 processes and requirements with the applicant.

17.3 PRE-APPLICATION MEETING

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

PRELIMINARY APPROVAL

17.4 GENERAL

The purpose of the preliminary subdivision plat is to obtain formal Planning Commission preliminary approval of the subdivision. The preliminary plat, all information and procedures are to be in compliance with the provisions of the Municipal Code.

17.5 PRELIMINARY SUBDIVISION SUBMITTAL

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

17.6 CITY REVIEW OF PRELIMINARY SUBDIVISION

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, based upon the plans submitted 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.

17.7 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 subdivision 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 subdivision 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 subdivision to be considered 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 plat.
 2. Approval with modifications or conditions.
 3. Postpone were further information or input is necessary
 4. Deny the preliminary plat.

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

17.8 EXPIRATION OF PRELIMINARY SUBDIVISION APPROVAL

An approved preliminary subdivision plat is valid for one year following the date of approval. The time period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown with the applicant petitioning the City prior to expiration of the original time period.

In cases where the subdivision is to be developed in phases, the approval will remain valid, provided that a final plat on at least one phase is approved, recorded and developed within 12 months of the date of preliminary approval and provided that each successive phase is approved, recorded and developed within 12 months of the previous phase's recording date.

FINAL SUBDIVISION

17.9 GENERAL

The purpose of the final plat is to obtain formal approval from the City of West Jordan. The final subdivision, all information and procedures are to be in compliance with the provisions of the Municipal Code.

Processing times will vary based upon availability of city staff time and the applicant's execution of the various tasks. Checklists for a major final subdivision are included in the Development Processing Manual located on the City's website at www.wjordan.com.

17.10 DEVELOPMENT AGREEMENT (if applicable)

The *'Development Agreement'* is a formal written agreement between the city and the applicant that details the responsibilities of both parties. The responsibilities detailed in the Agreement are those, which are provided for in the Municipal Code and are reiterated in 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 main reason for the preparation of a *'Development Agreement'* is to better define the special requirements of both parties.

The *'Development Agreement'* is prepared by the City Attorney, 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 City Attorney and Planning Commission who forwards the Agreement on to the City Council with a recommendation to reject or approve the agreement. The City Council will then review the Agreement, request changes if appropriate and then direct staff to finalize the Agreement and have the Mayor sign the Agreement for the City.

17.11 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 prior to Final Approval of the project detailing the reasons. Facilities included in City master plans and impact fee studies may be subject to reimbursement dependant upon the findings of the City Engineer and Community Development Director who will respond in writing to the Applicant. If the City Engineer and Community 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.

17.12 SUBMIT FINAL SUBDIVISION APPLICATION

The major final subdivision process can be initiated by submitting the application to the community development department along with items listed on the major final subdivision checklist.

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 subdivision submittal, the following may be required.

- A. Impact Fees – Payment of storm drain, engineering inspection and street light fee.
- B. Engineers Estimate - Public improvements engineers estimate is required so a Final Bond Estimate can be prepared.
- C. 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.
- D. Off-site Dedications - Easement and fee parcels required as part of the development will need to be provided separately from the subdivision.
- E. Development Agreement – Submit a signed original of the Development Agreement.
- F. Reimbursement Agreement – Submit a signed original of the Reimbursement Agreement.
- G. 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 the City Attorney prior to recordation.
- H. 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.
- I. Salt Lake County Development and Construction Permit - Obtain and submit this permit if the subdivision 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.
- J. 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.
- K. 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.

L. 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

17.13 STAFF REVIEW OF THE FINAL PLAT AND CONSTRUCTION DRAWINGS

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.

Once the final subdivision and construction drawings are complete the final subdivision can be approved by city staff

17.14 CITY STAFF ACTION ON FINAL PLAT

City staff will prepare a memorandum indicating that the final plat and construction drawings are approved and the final plat in mylar form can be created.

17.15 PREPARATION AND SUBMITTAL OF FINAL DOCUMENT

The applicant will prepare the final plat mylar for signatures

It is the applicant's responsibility to obtain signatures of the following companies:

- a. Natural gas provider
- b. Salt Lake County Flood Control District
- c. Salt Lake County Board of Health
- d. Cable provider
- e. Telephone service provider
- f. Electric power provider
- g. Others as required
- h. Signatures of property owners, beneficiaries.
- i. The Applicant is to submit the mylar and an electronic copy in PDF format to the City, along with a current title report.

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

17.16 FINAL 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

17.17 FINAL PLAT RECORDATION

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

17.18 EXPIRATION OF FINAL PLAT APPROVAL

If the final plat is not recorded within 24-months from the date of final approval, such approval is to be null and void. The time period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown with the Applicant petitioning the City prior to expiration of the original time period.

17.19 ISSUE 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 Municipal Code.

17.20 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 which 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 after all approvals have been given. 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.

17.21 BUILDING PERMIT ISSUANCE

A building permit may be issued after the final plat has been recorded, a preconstruction held and approvals from the engineering and fire departments.

17.22 WARRANTY PERIOD FOR PUBLIC FACILITIES

After final inspections of the public improvements are completed, a 12-month warranty period begins. The applicant is required to meet all requirements specified in the City's Municipal Code and Development Processing Manual.

17.23 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
