



**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

## **MINOR SUBDIVISION INFORMATION**

### **PURPOSE**

The purpose of the '*Minor 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**

This packet contains the following information:

- Minor Subdivision Checklists (preliminary and final)

- City of West Jordan Application

- Property Owner Affidavit

- Application Fess

- Minor 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 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 of the Project Team for information about their various specialties.



# MINOR SUBDIVISION OFFICE OF DEVELOPMENT ASSISTANCE

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

PROJECT \_\_\_\_\_

## FINAL PLAT

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"/>	Notaries 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"/>	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"/>	CD of all plans in PDF Format



## MINOR 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"/>	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

**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"/>	Phases – All proposed phases of development, numbered and defined, with timetable for development
<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 and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed 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"/>	Proposed dedication of public use areas – Right of ways
<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>



# MINOR SUBDIVISION ENGINEERING DEPARTMENT

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

PROJECT \_\_\_\_\_

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## 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



## MINOR 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.



## MINOR 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.



## MINOR 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



# MINOR 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 <a href="http://www.jordan.com">www.jordan.com</a> .

## 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.

## 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 owner’s 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:** \_\_\_\_\_

<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	_____

**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 18.0**

### **MINOR SUBDIVISION PROCESS**

#### **18.1 GENERAL**

The purpose of the minor subdivision process is to provide for the potential of a simpler expedited processing of residential developments of ten (10) lots or less, which meets specific criteria, as follows:

Minor subdivisions may be approved by the zoning administrator if the zoning administrator certifies in writing that the proposed subdivision meets specific criteria as follows:

1. The proposed subdivision is not traversed by the mapped lines of a proposed street as shown in the general plan.
2. Does not require the dedication of any land for street or other public purposes
3. Has been approved by the culinary water and sanitary sewer authorities
4. Is located in a zoning district
5. Conforms to all applicable ordinances or has properly received a variance
6. The minor subdivision application is uncontested.

The Zoning Administrator has the ability to approve, approve with conditions, or deny a minor subdivision in accordance with the regulations outlined in the Municipal Code.

If the proposed subdivision does not meet the requirements for an administrative review and approval, the project will be taken before the Planning Commission for preliminary approval. Final approval will receive staff approval in accordance with the Municipal Code.

Processing times will vary based upon availability of City staff time and the Applicant's execution of the various tasks. The checklist for a minor subdivision are contained in the Development Processing Manual located on the City's website at [www.wjordan.com](http://www.wjordan.com)

#### **18.2 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.

#### **18.3 PRE-APPLICATION MEETING**

The applicant can contact the community 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 plat.

## **PRELIMINARY PLAT**

### **18.4 GENERAL**

The purpose of the preliminary minor subdivision plat is to obtain formal approval by Planning Commission or City staff depending on the determined type of review process. The minor preliminary plat, all information and procedures are to be in compliance with the provisions of the Municipal Code and the city's design and construction standards.

### **18.5 SUBMIT PRELIMINARY SUBDIVISION APPLICATION**

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

### **18.6 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 will take from 2 to 3 weeks, depending on 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.

### **18.7 PLANNING COMMISSION**

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 on the proposal.
- 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 approved by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will take action in one of the following forms:
  1. Approval of the preliminary subdivision plat.

2. Approval with modifications or conditions.
3. Postponement where further information or input is necessary.
4. Deny the preliminary subdivision plat.

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

### **18.8 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 PLAT**

#### **18.9 GENERAL**

The purpose of the final subdivision 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 staff time and the applicant's execution of the various tasks. The checklists for the minor subdivision plat are included in the Development Processing Manual located on the City's website at *www.wjordan.com*.

#### **18.10 DEVELOPMENT AGREEMENT (If applicable)**

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

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

#### **18.11 SUBMIT FINAL SUBDIVISION APPLICATION**

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

### **18.12 CITY STAFF REVIEW OF FINAL PLAT**

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 will take from 2 to 3 weeks, depending on the plans submitted and number of project 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.

Once the final subdivision is complete the final subdivision can be approved by city staff.

### **18.13 STAFF APPROVAL AND ACTION OF FINAL SUBDIVISION**

City staff will prepare a memorandum indicating that the final subdivision plat has been approved. Notice of this action will be sent, by the community development department, to the applicant.

### **18.14 PREPARATION AND SUBMITTAL OF FINAL DOCUMENTS**

After obtaining final approval, 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 Board of Health
- c. Cable provider
- d. Telephone service provider
- e. Electric Power provider
- f. Others as required
- g. Signatures of property owners, beneficiaries.

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

### **18.15 FINAL PLAT CITY SIGNATURES**

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

Planning Commission  
City Engineer  
City Attorney  
Mayor and City Recorder

### **18.16 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 to be 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.

#### **18.17 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.

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