



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 VACATION INFORMATION

PURPOSE

The purpose of the '*Subdivision Plat Vacation*' is to provide the Applicant with information necessary to plan for, apply for, submit the necessary information to obtain approval of, a '*Subdivision Plat Vacation*' in the City of West Jordan.

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

This document is meant to act as a guide to the Applicant. Individual projects may require additional information be provided, depending upon the project.

CONTENTS

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

- Subdivision Plat Vacation Checklist
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Subdivision Plat Vacation 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 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 (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) 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.



SUBDIVISION/STREET VACATION COMMUNITY DEVELOPMENT

APPLICANT _____ DATE _____

PROJECT _____

SUBDIVISION/STREET VACATION 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"/>	Title report prepared within 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Disconnect Service agreements from utility companies
<input type="checkbox"/>	<input type="checkbox"/>	2 sets 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"/>	6 – 24"x36" of the plat to be vacated
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format

Copy of recorded plat to be vacated showing the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Location Map – include name of adjacent subdivision, developments, property owners, land use 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 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



SUBDIVISION/STREET VACATION

- Street layout: including curb, gutter, and sidewalk
- Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
- Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirement at www.wjordan.com
- Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements at www.wjordan.com
- Airport Overlay Zone – If the project is is within the Airport Zone see requirements at www.wjordan.com



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 19.0

SUBDIVISION PLAT/STREET VACATION PROCESS

19.1 GENERAL

The purpose of the subdivision plat vacation process is to obtain formal approval, by the City Council to vacate a recorded plat. A subdivision plat may be vacated 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 vacation are contained in the Development Processing Manual located on the City's web site, *www.wjordan.com*

19.2 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.

19.3 SUBDIVISION/STREET VACATION SUBMITTAL

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

19.4 CITY REVIEW OF SUBDIVISION PLAT/STREET VACATION SUBMITTAL

The initial review of the vacation 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 from 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.

19.5 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 vacation 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 vacation 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 vacation 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 make a recommendation to the City Council.

The Planning Commission's action will be in one of the following forms:

1. The Planning Commission may make a positive recommendation to the City Council.
2. The Planning Commission may make a negative recommendation to the City Council.
3. The Planning Commission may continue the application to a future date within 45 days after holding the public hearing. If the planning Commission fails to forward a recommendation on the proposed amendment within 60 days, after the closing of the public hearing, it shall be forwarded to the City Council as if the Planning Commission made a negative recommendation.

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

19.6 CITY COUNCIL REVIEW AND ACTION

After the Planning Commission has reviewed the proposed subdivision vacation, made its recommendation and passed those along to the party requesting the vacation, the project can then be reviewed by the City Council. The following activities will take place as part of this task:

- A. Scheduling and Public Notices for Subdivision Vacation - The Community Development Director will schedule the proposal for review by the City Council and arrange for publication of a notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for City Council review. The staff report will include the Planning Commission's recommendations.
- C. Review and Action - For a subdivision vacation to be considered by the City Council, the applicant must attend the City Council meeting to explain the proposal and answer questions. Once all questions have been answered to the City Council's satisfaction, the City Council will take action.

The City Council's action will be in one of the following forms:

1. The City Council may approve.
2. The City Council may not approve.

Notice of the action will be sent to the applicant regarding the City Council's action.

19.7 PREPARATION AND SUBMITTAL OF VACATED SUBDIVISION PLAT

After the City Council has approved the subdivision vacation, the applicant is to submit the mylar plat to the community development department. 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.

19.8 VACATED 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

19.9 FINAL 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.
