



**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

## **ZONING ORDINANCE MAP AMENDMENT INFORMATION**

### **PURPOSE**

The purpose of the 'Zoning Ordinance Map Amendment' is to provide the Applicant with information necessary to plan for, apply for and submit the necessary information to obtain approval of a zoning map amendment in the City of West Jordan.

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents 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.

- Zoning Ordinance Map Amendment Checklist
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Zoning Ordinance Map Amendment 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 checklist. Partial submittals will not be accepted.

### **SUBMITTAL MEETING**

A submittal meeting is required to allow staff to check your application for completeness. Please contact ODA 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.



# ZONING ORDINANCE MAP AMENDMENT PLANNING AND ZONING

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

PROJECT \_\_\_\_\_

## ZONING MAP AMENDMENT

- | Your<br>Check            | City<br>Check            | Description   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fees  |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner(s) Affidavit  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide the names, addresses, phone numbers, and sidwell numbers of property owners in the area to be rezoned and their agents/developer  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a legal description and the acreage of each proposed zoning district  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a detailed map on the 8½" x 11" paper showing the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Requested zoning boundary change</li> <li><input type="checkbox"/> Present and proposed zoning</li> <li><input type="checkbox"/> All existing property lines</li> <li><input type="checkbox"/> All abutting properties</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a concept development plan (detailed design and engineering are not required) on 8½" x 11" paper showing the following in the rezone area <ul style="list-style-type: none"> <li><input type="checkbox"/> General layout of lots</li> <li><input type="checkbox"/> Roads</li> <li><input type="checkbox"/> Parking</li> <li><input type="checkbox"/> Buildings</li> <li><input type="checkbox"/> Landscaping in the rezone area</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | In writing, explain the reason and justification for such zone change and the manner in which a proposed zone map change would further promote the objectives and purposes of the West Jordan Municipal Code and the General Plan. The statement must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Public purpose for the amendment in question</li> <li><input type="checkbox"/> Confirmation that the public purpose is best served by the amendment in question.</li> <li><input type="checkbox"/> Compatibility of the proposed amendment with general plan policies, goals and objectives</li> <li><input type="checkbox"/> Consistency of the proposed amendment with the general plan's timing and sequencing provisions on changes of use</li> <li><input type="checkbox"/> Potential of the proposed amendment to hinder or obstruct attainment of the general plan's policies</li> <li><input type="checkbox"/> Adverse impacts on adjacent landowners</li> <li><input type="checkbox"/> Verification that the correctness in the original zoning or general land use plan map is correct for the area in question</li> <li><input type="checkbox"/> Impacts on City services such as water, sewer, storm drain, public streets, traffic, fire and police services</li> <li><input type="checkbox"/> Impacts on schools</li> <li><input type="checkbox"/> Impacts on the local economy and other factors as requested by the planning department</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain a Salt Lake County Plat of the area  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of property owners within 300' radius of the subject parcel, prepared by Salt Lake County Records Office on address labels   |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare two sets of addressed and stamped (not metered) #10 letter-sized envelopes to be mailed (by the City) to the neighboring property owners. Do not use envelopes with a return address  |
| <input type="checkbox"/> | <input type="checkbox"/> | CD of all documents and plans in PDF Format   |

NOTE: Incomplete applications will not be scheduled for Planning Commission Review.



# 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 DEVELOPMENT APPLICATION REVIEW FEES



8000 South Redwood Road  
(801) 569-5180

Preliminary and Final Review fee amount includes two (2) reviews.  
Additional reviews will be charged 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.

---

## CONDITIONAL AND TEMPORARY USE PERMITS

_____ Conditional Use Permit – CUP	\$700
_____ Administrative Conditional Use Permit - CUPA	\$350
_____ Engineering Review Fee - ECUP	\$200
_____ Amended Conditional Use - ACUP	\$200
_____ Temporary Use Permit Planning Commission - TUPC	\$350
_____ Temporary Use Permit Administrative - TUP	\$150
_____ Temporary Use Permit Renewal - TUPR	\$150

## GENERAL PLAN AND ZONE AMENDMENTS

_____ General Land Use Map Amendment -- PRG	\$1,590
_____ General Land Use Text Amendment -- MPA	\$2,010
_____ Zone Change Review --ZCR	\$1,590
_____ Zone Text Amendment --ZTA	\$2,010

## AGREEMENTS AND DEVELOPMENT PLANS

_____ Agreement Request (Reimbursement, Franchise etc) -DRPA	\$1,000 Deposit plus Staff time
_____ Conceptual Development Plan – DPC	\$490
_____ Preliminary Development Plan – PDP	\$1,065 (includes 2 reviews)
_____ Preliminary Development Plan Supplemental –PDPS	\$83.50 Hourly Charge
_____ Final Development Plan – FDP	\$850 (includes 2 reviews)
_____ Final Development Plan Supplemental – FDPS	\$84 Hourly Charge
_____ Revised Preliminary Development Plan – RPP	\$850 (includes 2 reviews)
_____ Revised Preliminary Development Plan Supplemental - RPDS	\$84 Hour Charge
_____ Revised Final Development Plan – RFP	\$850 (includes 2 reviews)
_____ Revised Final Development Supplemental - FDPS	\$84 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350

## MISCELLANEOUS

_____ Amended Subdivision Condition – ASC	\$450 (includes 2 reviews)
_____ Amended Subdivision Condition Supplemental - SASC	\$88 Hourly Charge
_____ Annexation - RRA	\$2375 (includes 2 reviews)
_____ Annexation Supplemental Review - RRAS	\$82 Hourly Charge
_____ Concept Plan Meeting – CPM	\$500
_____ Design Review Committee – ARC	\$250
_____ Development Time Extension -- DTE	\$150
_____ Miscellaneous PC Application -- MPC	\$400
_____ Request for Modification of Eng Design Standards-RMDS	\$500
_____ Request for Modification of Design Standards WAV	\$1,150
_____ Request for Deferral –DEF	\$1,150
_____ Sheet Change Correction – SCC	\$41 per Sheet
_____ Street Vacation - ROWV	\$1490 (includes 2 reviews)
_____ Street Vacation Supplemental Review- RWVS	\$81.50 Hourly Charge
_____ Subdivision Vacation - SVA	\$1490 (includes 2 reviews)
_____ Subdivision Vacation Supplemental Review - SVAS	\$81.50 Hourly
_____ Zoning Administration / Interpretation – ZAIN	\$52 per Hour
_____ Zoning Verification Letter -- ZVL	\$50

## APPEALS

_____ Board of Adjustments Variance Request – VRA	\$800
_____ Board of Adjustment Expansion of Non-Conforming Use –VRE	\$800
_____ Sign Plan Review/Appeal – SPP	\$250
_____ City Council -ACC	\$1,150
_____ Appeal of Administrative Decision - SPA	\$980
_____ Appeal to Board of Adjustments – ABAD	\$250

## SECTION 21.0

### ZONING ORDINANCE MAP AMENDMENT PROCESS

#### 21.1 GENERAL

Amendments to the zoning ordinance of the Municipal Code may be initiated by the City Council based upon a motion of a member of the City Council, upon recommendation of the Planning Commission, by the owner of the property, or a legal representative of the owner.

Processing times will vary based upon availability of City staff time and the Applicant's execution of the various tasks. The checklists for a zoning ordinance map amendment are contained in the Development Process Manual located on the City's web site at *www.wjordan.com*.

#### 21.2 AUTHORIZED APPLICANT

An application for a zoning ordinance map amendment on any property shall be one of the following:

1. The owner of the property
2. One or more joint owners of property who own individually, or as a group, a majority interested in the property
3. Both of the property owners where property is held in joint tenancy
4. Seventy five percent (75%) or more, of the owners of property in the area covered by the application when the application covers more than one property
5. The planning commission or city council on the own motion at the public hearing

#### 21.3 ZONING ORDINANCE MAP AMENDMENT APPLICATION

The process may be initiated by submitting an application to the development department along with items listed on the zoning ordinance map checklist.

Once the application is received, development department staff will determine if it is complete. No application will be scheduled for Planning Commission or City Council review until a determination has been made that the application is complete. The City needs a 36-day review period in which to complete its first review. During this time, the application will be distributed to other city departments and affected agencies, their reviews will be completed, and the development department will collect and summarize their comments.

#### 21.4 PLANNING COMMISSION REVIEW AND ACTION

Once the development department has completed its review and determined it is complete, the City Planner will schedule the zoning ordinance map or text amendment for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the proposal for review by the Planning Commission and arrange for publication of notice of a public hearing on the proposal.
- B. Planning Commission Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review and will include the adequate public facilities letter from the Engineering Department.

- C. Planning Commission Review and Action - For a zoning ordinance map to be recommended 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 make a recommendation to the City Council.

The Planning Commission's recommendation 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 by the Community Development Department to the applicant regarding the Planning Commission's action.

## **21.5 CITY COUNCIL REVIEW AND ACTION**

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

- A. Public Notices for Zoning Ordinance Map - 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 zoning ordinance map amendment to be approved 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 satisfaction of the City Council, 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, by ordinance, the zoning ordinance map amendment.
2. The City Council may change the map amendment other than as proposed but within the scope of the notice given for the Public Hearing.
3. The City Council may reject the proposed zoning ordinance map amendment.

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

\*\*\*\*\*