



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 TEXT AMENDMENT INFORMATION

PURPOSE

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

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents to 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 Text Amendment Checklist
- City of West Jordan Application
- Application Fees
- Zoning Ordinance Text 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 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 primary contact. You can contact your assigned Development Coordinator for projects status inquires or to contact any of the Project Team for information about their various specialties.



ZONING ORDINANCE TEXT AMENDMENT PLANNING AND ZONING

APPLICANT _____ DATE _____

PROJECT _____

ZONING ORDINANCE TEXT AMENDMENT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	In writing, explain the reason and justification for the zoning text change and a statement setting forth the manner in which a proposed zoning text 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"> <input type="checkbox"/> Public purpose for the amendment <input type="checkbox"/> Confirmation that the public purpose is best served by the amendment <input type="checkbox"/> Compatibility of the proposed amendment with general plan policies, goals and objectives <input type="checkbox"/> Consistency of the proposed amendment with the general plan's timing and sequencing provisions on changes of use. <input type="checkbox"/> Potential of the proposed amendment to hinder or obstruct attainment of the general plan's policies <input type="checkbox"/> How each of the approval criteria are being met per the Municipal Code
<input type="checkbox"/>	<input type="checkbox"/>	Provide comparisons to regulation of other jurisdictions

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: _____

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	_____

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 22.0

ZONING ORDINANCE TEXT AMENDMENT PROCESS

22.1 GENERAL

Text amendments to Title 13 of the Municipal Code may be initiated by the City Council based upon a motion of a member of the City Council, or 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. A checklist for this process is contained in the Development Process Manual, Zoning Ordinance Text Amendment change Process or on the City's web site at www.wjordan.com.

22.2 ZONING ORDINANCE TEXT AMENDMENT APPLICATION

The process may be initiated by submitting the zoning text amendment application to the development department along with items listed on the zoning text amendment checklists

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.

22.3 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 text amendment for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Planning Commission 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.
- B. Planning Commission Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Planning Commission Review and Action - For a zoning ordinance text amendment to be recommended by the Planning Commission, the party requesting the change and his/her engineer 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 forward the amendment to the City Council for approval, or

2. The Planning Commission may forward the amendment to the City Council with a recommendation to adopt the zoning ordinance text amendment change with modifications or subject to conditions, or
3. The proposal may be forwarded to the City Council with a recommendation not to adopt the proposed zoning ordinance text amendment.
4. 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 regarding the Planning Commission's action.

22.4 CITY COUNCIL REVIEW AND ACTION

After the Planning Commission has reviewed the proposed zoning ordinance text amendment, made its recommendations for changes, if any, and passed those along to the party requesting the 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 Text Amendment- The Community Development Director will arrange for publication of a notice of a public hearing on the proposal and schedule the change for City Council action.
- 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 text 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 text amendment.
2. The City Council may change the text 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 text amendment.

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