

Pre-Application Conference Form



Office of Development Assistance
8000 South Redwood Road, 2nd Floor
West Jordan, Utah 84088
Phone (801) 569-5183 Fax (801) 569-5099
E-mail Address: lorettag@wjordan.com

To schedule a pre-application conference fill out the following information and then return this form along with a conceptual plan to the above office by Tuesday 3:00 p.m. prior to the desired meeting. Once we receive this application and conceptual plan we will call you with the date and time of your meeting.

Contact Information

Project Name: _____

Project Location: _____

Sidwell # _____

Applicant / Consultant: _____

Address: _____
Street Address or P.O. Box

City

State

Zip

Phone & Fax: _____ fax: _____

E-Mail _____

Property Owner _____

Address: _____
Street Address or P.O. Box

City

State

Zip

Phone & E-mail: _____
Phone E-Mail

Current Land-Use: _____

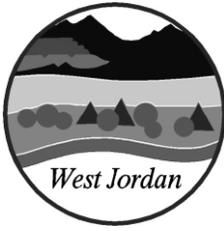
Current Zoning: _____

Proposed Land-Use: _____

Proposed Zoning: _____

Is it an Overlay District: Yes No
Circle One Overlay District

Property Acreage / Square Footage: _____



City of West Jordan
Office of Development Assistance
8000 South Redwood Road
West Jordan, Utah 84088
(801) 569-5180

SITE PLAN AND AMENDED SITE PLAN PRE-APPLICATION MEETING PROCESS

PURPOSE

The pre-application meeting is designed to help landowners, developers and their consultant team interested in proceeding with a development project on a specific site, to understand the City of West Jordan submittal requirements to obtain development approval and building permits. Pre-applications are set only for specific proposals on specific sites. The Office of Development Assistance (ODA) hosts the meeting on Monday afternoon.

TO SCHEDULE

- Step 1 Fill out Pre-application form
Provide a letter, **prepared by the property owner**, stating that the applicant has permission to discuss improvements on their property.
Provide a brief **letter of intent** describing proposed uses
- Step 2 Prepare 1 copy of the sketch site plan. Professional preparation is not required; however, the more detailed your information, the more detailed the city feedback on your project will be. This drawing should be in plan view, using engineering scale, and it should be displayed on an appropriate sized format for the scale. The drawing should include:
- | | |
|--|---|
| <input type="checkbox"/> North arrow | <input type="checkbox"/> Firelane delineated |
| <input type="checkbox"/> Scale | <input type="checkbox"/> Landscape location |
| <input type="checkbox"/> Property dimensions & perimeter | <input type="checkbox"/> Parking areas delineated (# of spaces) |
| <input type="checkbox"/> Site acreage | <input type="checkbox"/> Flood hazard boundary (if known) |
| <input type="checkbox"/> Building footprint | <input type="checkbox"/> Proposed and existing utilities (if known) |
| <input type="checkbox"/> Building square footage | <input type="checkbox"/> Storm water detention |
| <input type="checkbox"/> Construction Type | |
- Step 3 Submit application and site plan to ODA by **3:00 p.m. on the Tuesday prior** to the pre-application date desired. Once the submittal is determined to be complete, your project will be scheduled for the next available pre-application time slot. You will be notified of the scheduled date and time.

WHAT TO EXPECT FROM THE PRE-APPLICATION MEETING

The Development Assistance project manager will give a short orientation on the development review and permitting processes and schedule. City staff will review the site plan beforehand and will prepare comments that will be presented in the meeting. Questions of staff for clarification and a limited amount of discussion are encouraged. Occasionally, issues will be identified that need more time than available in the meeting to resolve, which will require separate follow-up. The comments will be documented in written minutes and mailed to the applicant and consultant (if applicable) within two weeks of the meeting.