



Community Development
7960 South 4000 West, 2nd Floor
West Jordan, Utah 84088
Phone 801-569-5182

Hello,

Pre-app application reviews are designed to help landowners, developers and their consultants become aware and have an upfront understanding of what will be required of them before starting their project. With the required documents that you submit, city staff will review and prepare comments that will be offered back to you in a letter form. If there are any concerns or questions that have not been addressed in the letter, you will be given the opportunity to contact that project team member individually and discuss your concerns. The pre-app process will take anywhere from 10 to 14 days from when your invoice is paid to when you receive your letter.

To accelerate your project, I urge you to provide **ALL** the necessary documentation listed below.

- Application
- Letter of Intent (What do you intend to do with the property)
- Concept Rendering (Can be hand drawn with graph paper)
- Description of property Density
- Current Zoning & Rezone Zoning
- Size Home or Building
- Property Owner Permission Letter (Signed by Owner)
- Aerial View of Property (Google)
- Exhibit A - *Pre-application Narrative*

Submit the above required documents to the Development Coordinator Kristi.Peterson@westjordan.utah.gov, I will enter your project into the City of West Jordan system and create an \$100 invoice for the cost of the pre-app. This fee must be paid before I will send it to the project team to start their review, please email me letting me know that the invoice has been paid.

For your Convenience you can make payments over the phone by calling **801-569-5018** with VISA or MASTERCARD. Payment can also be made by mailing a check (which will slow the process) or submitting it in person at City Hall* in the finance department.

Please be diligent about submitting a complete packet to avoid any delays. Incomplete submittals will not be accepted.

I look forward to working with you.

Respectfully,

Kristi

Kristi Peterson,
Planning Development Coordinator

*Customer Service in the Finance Office at City Hall, 8000 S Redwood Road, is open during renovations.

Pre-Application Meeting Form



Community Development

7960 South 4000 West

2nd Floor

West Jordan, Utah 84088

Kristi.peterson@westjordan.utah.gov

To schedule a pre-application meeting; submit the following documents, along with this application form by 3pm Tuesday one week prior to the desired Wednesday meeting.

- Letter of Intent (*What do you intend to do with the property*)
- Concept Rendering (*Can be hand drawn with graph paper*)
- Description of property density
- Current Zoning & Rezone Zoning
- Size of Home or Building(s)
- Property Owner Permission Letter, (Signed by Owner)
- Aerial View of Property and surrounding area (*Google*)
- Exhibit A Form – *Pre-application Narrative*

There is a charge of \$100 for this meeting, which needs to be paid prior to being sent to project team.

Contact Information:

Project Name: _____

Project Address: _____

Parcel ID # (SL County) _____

Applicant /Consultant: _____

Address: _____

Phone _____

E-Mail: _____

Property Owner _____

(If a different from Applicant): _____

Address: _____

Phone & E-mail: _____

Current Land-Use: _____

Current Zoning: _____

Proposed Land-Use: _____

Proposed Zoning: _____

Is it an Overlay District: Yes or No (circle one) if so which one? _____

Acreage / Square Footage: _____

Applicants Signature: _____ **Date:** _____

For City Staff Only

Project #: _____ Date Received: _____

Planner: _____ Engineer: _____

Pre-Application Meeting Narrative

To provide staff with as much information on your proposed project as possible, please comment below.

All items may not apply to every project.

Project Name (not your name): _____

Please provide a brief description of your project:

A. General information. Provide a general statement as to the proposed use of the property for each of the following:

Project Type: Residential, Office, Commercial, Industrial, Warehouse, Office: _____

Location (address and nearest intersection): _____

Existing Conditions: _____

Proposed Uses: _____

Gross area of proposed and existing structures (include overall dimensions) _____

Type of Residential (single-family attached, multi family, etc.) _____

Type of Commercial (retail, service, etc.) _____

Type of Industrial (warehousing, distribution, manufacturing, etc.) _____

Does this proposal include outside storage? _____

Does this proposal include any other site functions? _____

Does this proposal include phasing for development? _____

What is the anticipated development timeline? _____

B. Operations Plan. Provide an explanation for how the user and/or property functions:

Hours of Operation: _____

Number of Employees: _____

Number of Shifts: _____

Number of Residential Units: _____

Number of Buildings: _____

Number of Proposed Parking Spaces: _____

Proposed street(s) for access: _____

C. Description of Proposed Structures/Additions. Provide a statement addressing the following exterior items:

Architecture to include materials and colors: _____

D. Do you have any specific questions or concerns regarding your proposed development?

Also, there will be at least four city sets of fees that will be associated with your development.

1. Pre-application meeting \$100
2. Development Application Fees (Prelim & Final submittal fees)
3. Impact Fees (at approval of development every development, impact fees are assessed)
4. Building Permit (for information regarding their fees contact them 801-569-5050)

It is against the city policy to create an estimate fee invoice.

Fees are non-refundable

I look forward to meeting and working with you.

Please be meticulous about submitting a whole packet. We do not accept piece mill packets.
A complete packet avoids delays.

Respectfully,

Kristi

Kristi Peterson,
Planning Development Coordinator
Kristi.peterson@westjordan.utah.gov



DEVELOPMENT APPLICATION FEES

Preliminary and Final Review fee amount includes two (2) reviews only.
3rd plus 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.
Fees are non-refundable.

CONDITIONAL USE AND TEMPORARY USE PERMITS

_____ Conditional Use Permit –	CUP	\$875
_____ Administrative Conditional Use Permit -	CUPA	\$360
_____ Engineering Review Fee -	ECUP	\$225 PER APPLICATION
_____ Amended Conditional Use -	CUAM	\$200
_____ Temporary Use Permit Planning Commission -	TUPC	\$375
_____ Temporary Use Permit Administrative -	TUPA	\$150
_____ Temporary Use Permit Renewal -	TUPR	\$150

GENERAL PLAN AND ZONE AMENDMENTS

_____ General Land Use Map Amendment --	LUPA	\$1,765
_____ Engineering Review Fee –	ERFO	\$350 PER APPLICATION
_____ General Land Use Text Amendment --	GPTA	\$2,010
_____ Zone Change Review --	ZCR	\$1,650
_____ Zone Text Amendment --	TAZ	\$2,075

AGREEMENTS AND DEVELOPMENT PLANS

_____ Agreement Request -	AGR	\$1,000 Deposit plus Staff time
<i>(Reimbursement, Franchise, Deferral, Development, Real Property etc.)</i>		
_____ Conceptual Development Plan –	DPC	\$450
_____ Preliminary Development Plan –	DPP	\$1,240 (includes 2 reviews)
_____ Preliminary Development Plan Supplemental –	DPPS	\$85 Hourly Charge, per person
_____ Final Development Plan –	DPF	\$875 (includes 2 reviews)
_____ Final Development Plan Supplemental –	DPFS	\$85 Hourly Charge, per person
_____ Revised Preliminary Development Plan –	DPFR	\$1,025 (includes 2 reviews)
_____ Revised Preliminary Development Plan Supplemental - DVRS		\$85 Hour Charge, per person
_____ Revised Final Development Plan –	DPFR	\$875 (includes 2 reviews)
_____ Revised Final Development Supplemental -	DPRS	\$85 Hourly Charge, per person
_____ Engineering Review Fee -	ERFO	\$350 PER APPLICATION <small>2-25-18</small>

MISCELLANEOUS

_____ Amended Subdivision Condition –	SAC	\$2030 (includes 2 reviews)
_____ Amended Subdivision Condition Supplemental -	SASC	\$85 Hourly Charge
_____ Annexation -	ARP	\$2,450 (includes 2 reviews)
_____ Annexation Supplemental Review -	ARPS	\$85 Hourly Charge, per person
_____ Concept Plan Meeting – Pre-application Mtg	PRE	\$100
_____ Design Review Committee –	DRC	\$300
_____ Development Time Extension --	DTE	\$150
_____ Miscellaneous PC Application --	MISC	\$400
_____ Request for Modification of Eng. Design Standards-	EMDS	\$500
_____ Request for Modification of Design Standards -	RMDS	\$1,150
_____ Request for Deferral –	DEFR	\$1,150
_____ Sheet Change Correction –	SCC	\$50 per Sheet
_____ Street Vacation -	ROWV	\$1490 (includes 2 reviews)
_____ Street Vacation Supplemental Review -	RWVS	\$81.50 Hourly Charge, per person
_____ Subdivision Vacation -	SVA	\$1490 (includes 2 reviews)
_____ Subdivision Vacation Supplemental Review -	SVAS	\$81.50 Hourly Charge, per person
_____ Zoning Administration / Interpretation –	ZAIN	\$85 per Hour
_____ Zoning Verification Letter --	ZVL	\$85

APPEALS

_____ Board of Adjustments Variance Request –	BOAV	\$825
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_____ Board of Adjustment Expansion of Non-Conforming Use –BOAE		\$825
_____ Sign Plan Review/Appeal –	SPP	\$300
_____ City Council -	ACC	\$1,190
_____ Appeal of Administrative Decision -	AAD	\$1,110

MAJOR SUBDIVISION REVIEW (10 Lots or more)

_____ Preliminary Subdivision Review –	SMAP	\$1,555 plus \$45 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review -	SMAS	\$85 Hourly Charge, per person
_____ Engineering Review Fee -	ERFA	\$1,000 PER APPLICATION
_____ Final Subdivision Review –	SMAF	\$1,740 plus \$45 per Lot (includes 2 reviews)
_____ Final Supplemental Review -	SMFS	\$85 Hourly Charge, per person

MINOR SUBDIVISION REVIEW (9 Lots or fewer)

_____ Preliminary Subdivision Review -	SMIP	\$1,190 plus \$45 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review -	SMPS	\$85 Hourly Charge, per person
_____ Engineering Review Fee -	ERFA	\$1,000 PER APPLICATION
_____ Final Subdivision Review -	SMIF	\$1,215 plus \$45 per Lot (includes 2 reviews)
_____ Final Supplemental Review -	SMFS	\$85 Hourly Charge, per person

AMENDED MAJOR AND MINOR SUBDIVISION REVIEW

_____ Major Amended Subdivision -	SMAA	\$1,740 plus \$45 per Lot (includes 2 reviews)
_____ Major Amended Supplemental Review-	SMFA	\$85 Hourly Charge, per person
_____ Minor Amended Subdivision -	SMAI	\$1,215 plus \$45 per Lot (includes 2 reviews)
_____ Minor Amended Supplemental Review-	SMFS	\$85 Hourly Charge, per person
_____ Engineering Review Fee –	ERFO	\$350 (includes 2 reviews)

LOT LINE ADJUSTMENT

_____ Lot Line Adjustment –	LLA	\$1,240 (includes 2 reviews)
_____ Supplemental Review –	LLAS	\$85 Hourly Charge. Per person
_____ Engineering Review Fee –	ERFO	\$1,000 PER APPLICATION

CONDOMINIUM PLAT/CONDOMINIUM CONVERSION

_____ Preliminary Condominium Plat -	CPP	\$1,555 plus \$45 per Lot (includes 2 reviews)
_____ Preliminary Condominium Supplemental -	CPPS	\$85 Hourly Charge, per person
_____ Engineering Review Fee -	ERFA	\$450 (includes 2 reviews)
_____ Final Condominium Plat -	CPF	\$1,740 plus \$45 per Lot (includes 2 reviews)
_____ Final Condominium Supplemental –	CPFS	\$77 Hourly Charge, per person

AMENDED CONDOMINIUM PLAT

_____ Condominium Amended Plat -	CPCA	\$1,685 plus \$45 per Lot (includes 2 reviews)
_____ Condominium Amended Supplemental –	CPAS	\$85 Hourly Charge, per person
_____ Engineering Review Fee -	ERFO	\$450 PER APPLICATION

PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT

_____ Preliminary Subdivision Review -	SPPP	\$2,185 plus \$45 per Lot
_____ Preliminary Supplemental Review –	SPCR	\$85 Hourly Charge
_____ Engineering Review Fee -	ERFA	\$1000 PER APPLICATION
_____ Final Subdivision Review -	SPCF	\$1,215 plus \$45 per Lot
_____ Final Supplemental Review –	SPCS	\$85 Hourly Charge

AMENDED FINAL PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT

_____ Amended Final Subdivision -	SPCF	\$1,215 plus \$45 per Lot
_____ Amended Final Supplemental –	SDPR	\$85 Hourly Charge
_____ Engineering Review Fee -	ERFO	\$375 (includes 2 reviews)

SITE PLAN REVIEW

_____ Preliminary Commercial & Industrial –	SPCP	\$1,435 plus \$125per Acre (includes 2 reviews)
_____ Supplemental Review -	SPPS	\$85 Hourly Charge
_____ Engineering Review Fee -	ERFA	\$1,000 PER APPLICATION
_____ Final Commercial &Industrial -	SPF	\$1,450 plus \$125 per Acre (includes 2 reviews)
_____ Supplemental Review -	SPFS	\$85 per Hourly Charge

Preliminary Multi Family Residential

Engineering Review Fee		\$1000 PER APPLICATION
_____ 2-25 Units Prelim Multi-Family Residential –	<i>SPP1</i>	\$1,320 plus \$125 per Acre (includes 2 reviews)
_____ 2-25 Units Prelim Supplemental Review –	<i>SPS1</i>	\$125 per Hourly Charge
_____ 26-100 Units Prelim Multi-Family Residential –	<i>SPP2</i>	\$1,805 plus \$125 per Acre (includes 2 reviews)
_____ 26-100 Units Prelim Supplemental Review –	<i>SPS2</i>	\$85 Hourly Charge
_____ 101 + Units Prelim Multi-Family Residential –	<i>SPP3</i>	\$1,815 plus \$125 per Acre (includes 2 reviews)
_____ 101+ Units Prelim Supplemental Review –	<i>SPS3</i>	\$85 Hourly Charge

Final Multi-Family Residential

_____ 2-25 Units Final Multi-Family Residential –	<i>SMF1</i>	\$1,555 plus \$125 per Acre (includes 2 reviews)
_____ 2-25 Units Final Supplemental Review –	<i>SFS1</i>	\$85 Hourly Charge
_____ 26-100 Unit Final Multi-Family Residential –	<i>SMF2</i>	\$1,615 plus \$125 per Acre (includes 2 reviews)
_____ 26-100 Unit Final Supplemental Review –	<i>SFS2</i>	\$85 Hourly Charge
_____ 101 + Units Final Multi Family Residential –	<i>SMF3</i>	\$1,810 plus \$125 per Acre
_____ 100 +Units Final Supplemental Review –	<i>SFS3</i>	\$78.50 Hourly Charge

AMENDED SITE PLAN REVIEW

_____ Commercial & Industrial -	<i>SPA</i>	\$1,450 plus \$125 per Acre (includes 2 reviews)
_____ Supplemental Review -	<i>SPAS</i>	\$85 Hourly Charge
_____ Engineering Review Fee -	<i>ERFA</i>	\$1,000 PER APPLICATION
_____ Multi-Family Residential 2-25 Units –	<i>SMF1</i>	\$1,320 plus \$125 per Acre (includes 2 reviews)
_____ Supplemental Review 2-25 units –	<i>MFA1</i>	\$85 Hourly Charge
_____ Multi-Family Residential 26-100 Units –	<i>SMF2</i>	\$1,805 plus \$125 per Acre (includes 2 reviews)
_____ Supplemental Review 26-100 Units –	<i>SMA2</i>	\$85 Hourly Charge
_____ Multi-Family Residential 101 + Units –	<i>SMF3</i>	\$1,815 plus \$125 per Acre (includes 2 reviews)
_____ Supplemental Review 101+ Units –	<i>SMA3</i>	\$85 Hourly Charge

MISCELLANEOUS

_____ Amended Site Plan Condition -	<i>SPAC</i>	\$625 (includes 2 reviews)
_____ Supplemental Review –	<i>SPSR</i>	\$85 Hourly Charge

TEMPORARY USE PERMITS

_____ Temporary Use Permit Planning Commission -	<i>TUPC</i>	\$525
_____ Temporary Use Permit Administrative -	<i>TUPA</i>	\$155
_____ Temporary Use Permit Renewal -	<i>TUPR</i>	\$155

OTHER:

_____ Temp Sign Permit –	<i>SRT</i>	\$25
_____ Micro -Cell Pre-app Meeting –	<i>MCPA</i>	\$50
_____ Micro Cell-	<i>MC</i>	\$250

Impact Fee Schedule

These are Community Development Fees - Building Fees are Separate

Category	Fire Per Building	Police Per Building	Road Per Building	Storm Per Acre
Commercial	\$ 0.16	\$ 0.12	\$ 2.71	\$ 18,425.00
Office	\$ 0.26	\$ 0.08	\$ 1.71	\$ 15,354.00
Industrial	\$ 0.14	\$ 0.02	\$ 0.39	\$ 12,283.00
Warehousing	\$ 0.07	\$ 0.02	\$ 0.37	\$ 12,283.00
Hospital	\$ 0.23	\$ 0.06	\$ 1.36	\$ 15,354.00
Nursing Home	\$ 0.19	\$ 0.04	\$ 0.78	\$ 15,354.00

Assisted Living	Per Bed	Per Bed	Per Bed	Per Acre
	\$ 53.00	\$ 12.00	\$ 273.00	\$ 15,354.00

Motel	Per Room	Per Room	Per Room	Per Acre
	\$ 34.00	\$ 25.00	\$ 578.00	\$ 18,425.00

	Per Housing Unit	Per Housing Unit	Per Housing	Per Acre
Single Family	\$ 33.00	\$ 192.00	\$ 2,333.00	\$ 7,165.00
Multifamily	\$ 26.00	\$ 150.00	\$ 1,690.00	\$ 12,283.00

IMPACT FEE		
Meter Size	Water	Sewer
.75"	\$ 2,514.00	\$ 1,973.00
1"	\$ 4,274.00	\$ 3,353.00
1.5"	\$ 8,296.00	\$ 6,509.00
2"	\$ 13,324.00	\$ 10,454.00
3"	\$ 26,900.00	\$ 21,106.00
4"	\$ 41,984.00	\$ 32,942.00
6"	\$ 83,716.00	\$ 65,686.00
8"	\$ 133,996.00	\$ 105,138.00

Water Meter and Installation Fee's <i>(installation included for meters over 1")</i>	
Size	Total Cost
.75"	\$ 500.00
1"	\$ 700.00
1.5"	\$ 2,450.00
2"	\$ 2,750.00
3"	\$ 3,250.00
4"	\$ 4,000.00
6"	\$ 6,000.00
8"	\$ 7,500.00
10"	\$ 13,500.00

WATER METER LANDSCAPE	
Meter Size	Total Cost
0.75"	\$ 500.00
1"	\$ 700.00
2"	\$ 2,450.00