



Planning Division (801) 569-5060
Engineering Department (801) 569-5070
Building & Safety Division (801) 569-5050
Fire Marshal (801) 260-7300

City of West Jordan
8000 South Redwood Road
West Jordan, Utah 84088

ADMINISTRATIVE CONDITIONAL USE PERMIT INFORMATION

GENERAL

The purpose of the attached documents is to provide information necessary to plan for, apply for and submit the necessary information to obtain approval for an Administrative Conditional Use Permit 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 you and will unnecessarily delay progress and final approval.

This document is meant to act as a guide to for your permit. Individual projects may require additional information be provided, depending upon the nature of the project.

CONTENTS

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

- City of West Jordan Application
- Property Owner Affidavit
- Administrative Conditional Use Permit Process
- Administrative Conditional Use Permit Checklist

WHAT IS A COMPLETE APPLICATION

A complete application will include all of the document items as listed above, 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 the Planning Office at (801) 569-5060 to schedule your submittal meeting.

GETTING HELP

Once your application has been submitted, a Project Team will be assigned to the project. The Planner is your point of contact and you can contact them for project status inquires or to contact the Project Team for information about their various specialties.



Development Services Application

8000 South Redwood Road, 2nd Floor, South
801-569-5060

WJPlanning@westjordan.utah.gov

Property:

Sidwell/Parcel # from SL Cnty: _____ Acreage _____ Lots: _____

Approximate Street Address: _____

Project Name: _____

Project Location: _____

Type of Application:

Concept Preliminary Final

- | | | |
|---|--|---|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan Amended | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Design Review Committee | <input type="checkbox"/> Subdivision Major | <input type="checkbox"/> Planned Community |
| <input type="checkbox"/> Development Plan | <input type="checkbox"/> Subdivision Minor | |
| <input type="checkbox"/> General Land Use Amendment | <input type="checkbox"/> Subdivision Amended | |

Other: _____

Applicant: _____ **Company:** _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Consultant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

**** Property Owner(s):**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

**** Applicant must identify as a "Property Owner", all holders of any legal title to the Property; if necessary, attach additional page(s) to this Application to identify additional Property Owners.**

By signing below, the Applicant hereby represents, and affirms the following:

1. Definitions.
 - a. "Application": Application includes (i) this Application form, (ii) the Property Owner(s) Affidavit, and (iii) all information (whether written or verbal) provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other person or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Application ("Supporting Parties").
 - b. "Property Owner(s)": Holders of any legal title to the Property.
2. Information is True and Correct. The information described on this Application form and contained in the Property Owner's Affidavit, is true and correct. The Applicant will use its best efforts to ensure all contents of the Application are accurate and current.
3. Property Owner(s) Consent to this Application. All Property Owner(s) (i) have reviewed and expressly approve of the contents of this Application form, and (ii) consent to the Applicant pursuing approval of the Application.
4. City's Right to Contact Property Owner(s). The City has the right to contact the Property Owner(s) directly, in writing or through other means, to verify any information contained in the Application.
5. Contact with Property Owner(s) is not Interference. Contact by the City as outlined in "4." above is and shall not be considered interference with the Applicant's business dealings.
6. Incorrect or Untrue Information Voids this Application. If any information provided as part of the Application is untrue or incorrect, at the option of the City (i) this Application shall be considered void *ab initio*, (ii) the City shall have no obligation to process the Application, (iii) any commitments allegedly made by the City or flowing from the Application, including also the alleged grant of any development rights by the City, shall be considered void *ab initio* and unenforceable, and (iv) the Applicant shall indemnify and hold the City harmless for any costs or claims resulting from false or incorrect representations (A) of or from the Applicant, and/or (B) of or from the Property Owner(s), the Consultant, and/or the Supporting Parties of which the Applicant has or had knowledge.
7. Notice to the City of a Changed Event. The Applicant has an affirmative duty to (i) notify the City in writing of a Changed Event, (ii) fully inform the City of the nature and details of a Changed Event, and (iii) provide such notice and information within two (2) business days of a Changed Event. A Changed Event is any action or occurrence, (i) that occurs subsequent to the date the Applicant executes this Application form, and (ii) which alters the legal relationship of the Applicant and the Property Owner(s) to an extent that either (A) the Applicant no longer has authorization from the Property Owner(s) to pursue the Application, or (B) results in any representation or information in this Application or the Property Owner's Affidavit to be, in whole or in part, untrue, incorrect, or inaccurate.

Applicant Signature: _____ **Date:** _____

(Completed Notary Block for Applicant's signature must be attached to this Application form)

OFFICE USE ONLY			
MUNIS #: _____	Date Received: _____	Date of Meeting: _____	
ODA _____	Planner: _____	Engineer: _____	Fire: _____

PROPERTY OWNER AFFIDAVIT

STATE OF _____ }
 } ss
COUNTY OF _____ }

I, _____, being duly sworn, by my signature represent, affirm and attest as follows:

1. **Definitions.** The following definitions apply in this Affidavit:
- a. “Application”: Application includes (i) the document entitled *West Jordan City Development Services Application* (“Application Form”), (ii) this Property Owner Affidavit (“Affidavit”) and any other Property Owner Affidavit(s), and (iii) all information (whether written or verbal) provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other person or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Application (“Supporting Parties”).
 - b. “Applicant”: The individual and/or entity named as such on the Application Form.
 - c. “Property Owner”: Holder of any legal title to the Property.
 - d. “Property”: That parcel identified as sidwell/parcel# _____,
located at approximately _____
(*approximate street address*)

2. **Property Owner.** To the best of my knowledge (**check one**):
- I am the SOLE Property Owner.
- or-
- There is/are (an) additional Property Owner(s), whose name(s) follow:
- _____
- (*include additional pages with names if necessary*)

3. **Reviewed the Application.** I have reviewed the Application Form dated _____,
submitted to the West Jordan City by _____,
(name of Applicant as appears on the signature line of the Application form)
for the project entitled, “ _____”
(name of Project as appears on the Application form)
which Application requests approval by the City of West Jordan for the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan Amended | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Design Review Committee | <input type="checkbox"/> Subdivision Major | <input type="checkbox"/> Planned Community |
| <input type="checkbox"/> Development Plan | <input type="checkbox"/> Subdivision Minor | |
| <input type="checkbox"/> General Land Use Amendment | <input type="checkbox"/> Subdivision Amended | |
| <input type="checkbox"/> Other: _____ | | |

4. Information is True and Correct. The information contained in this Affidavit and the Application form, is true and correct. The Property Owner will use its best effort to ensure all contents of this Affidavit and the Application form are accurate and current.
5. Property Owner's Consent to the Application. The Property Owner (i) has reviewed and expressly approves the contents of the Application Form, and (ii) consents to the Applicant pursuing approval of the Application.
6. City's Right to Contact Property Owner. The City has the right and may contact the Property Owner directly, in writing or through other means, to verify any information contained in the Application.
7. Contact with Property Owner is not Interference. Contact by the City as outlined in "6." above is and shall not be considered interference with the Property Owner's business dealings with the Applicant.
8. Incorrect or Untrue Information Voids the Application. If any information provided as part of the Application or this Affidavit is untrue or incorrect, at the option of the City (i) the Application shall be considered void *ab initio*, (ii) the City shall have no obligation to process the Application, (iii) any commitments allegedly made by the City or flowing from the Application, including also the alleged grant of any development rights by the City, shall be considered void *ab initio* and unenforceable, and (iv) the Property Owner shall indemnify and hold the City harmless for any costs or claims from the Property Owner resulting from false or incorrect representations (A) of or from the Property Owner, and/or (B) resulting from the Application being voided.
8. Notice to the City of a Changed Event. The Property Owner has an affirmative duty to (i) notify the City in writing of a Changed Event, (ii) fully inform the City of the nature and details of a Changed Event, and (iii) provide such notice and information within two (2) business days of a Changed Event. A Changed Event is any action or occurrence, (i) that occurs subsequent to the date the Applicant executed the Application Form, and (ii) which alters the legal relationship of the Applicant and the Property Owner to an extent that either (A) the Applicant no longer has authorization from the Property Owner to pursue the Application in whole or in part, or (B) results in any representation or information of which the Property Owner is aware or becomes aware in the Application or this Affidavit to be, in whole or in part, untrue, incorrect, or inaccurate.

My signature below attests that I consent to the statements and information provided in the Application and attached plans and exhibits for the requested process(s) as checked above, and that all information presented by me is true and correct to the best of my knowledge.

 (Property Owner Signature)

 (Printed Name)

Subscribed and sworn to me this _____ day of _____, 20 ____.

 (Notary)
 Residing in _____,
 (County) (State)

My commission expires: _____



ADMINISTRATIVE CONDITIONAL USE PERMIT PROCESS

GENERAL

The purpose of the Administrative Conditional Use Permit process is to obtain approval and must meet the provisions of the City of West Jordan Municipal Code. Processing times will vary based upon availability of city staff time.

APPLICANT'S INITIAL CONTACT WITH CITY STAFF

Your 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 you are not familiar with city processes and requirements city staff can briefly discuss the processes and requirements with you.

APPLICATION

The process can be initiated by submitting the application, along with items listed on the checklist. The application will be not be accepted until a determination has been made that the application is complete.

STAFF REVIEW

Processing times are based upon the plans submitted and number of projects in for review, the first review may take approximately 4 weeks. Subsequent reviews, if needed, will be completed in approximately 2 weeks. The applicant should work directly with the project team to satisfy each department's requirements. A project team will be assembled for the review of the conditional use permit.

ZONING ADMINISTRATOR REVIEW AND ACTION

Once the development team has completed their review and determined it is complete, the City Planner will schedule the administrative conditional use permit for a hearing for 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 permit and arrange for publication of notice of a public hearing.
- B. Review and Action – The applicant must attend the administrative hearing meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the zoning administrator will render a decision. The decision will be one of the following:
 1. Approval of the conditional use permit
 2. Approval with modifications or conditions
 3. Postpone were further information or input is necessary
 4. Deny the conditional use permit

Notice of the action will be sent to the applicant regarding the zoning administrator's decision.



ADMINISTRATIVE CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

APPLICANT _____ DATE _____

PROJECT _____

SUBMITTAL REQUIREMENTS

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"/>	CD of all plans in PDF Format
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	1) North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	2) Drawing Scale
<input type="checkbox"/>	<input type="checkbox"/>	3) Name, Address, Lot Number
<input type="checkbox"/>	<input type="checkbox"/>	4) Property lines, Property line dimensions, Easements, Adjoining property owners, ingress, egress, streets, curbs, sidewalk, off-site utility fixtures, and adjacent buildings.
<input type="checkbox"/>	<input type="checkbox"/>	5) Location and separations of existing and proposed buildings and structures and their setbacks from property lines (Staff to indicate if elevation drawings of proposed buildings or structures should be submitted).
<input type="checkbox"/>	<input type="checkbox"/>	6) Driveways, parking areas, yard areas, fences, major landscape features, irrigation ditches, canals, manholes, storm drains or other on-site utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Provide a letter of intent. Describe business related activities, hours and days of operation, number of employees and/or students, description of storage area and materials (for outdoor storage requests only), and/or indicate any potential impact caused by noise, lights, parking, etc.
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

The Zoning Administrator may forward any conditional use to the Planning Commission for a full public hearing review

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