



CONDOMINIUM SUBDIVISION 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 a Condominium Subdivision 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 for individual projects and 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
- Preconstruction Meeting Form
- Condominium Subdivision Checklist

WHAT IS A COMPLETE APPLICATION

A complete application will include all of the documents 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 inquiries or to the Project Team for information about their various specialties.



Development Application

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

WJPlanning@westjordan.utah.gov

Property:

Sidwell/Parcel #: _____ Acreage: _____ Lots: _____ Zoning: _____

Project Name: _____

Project Location: _____

Type of Application:

☐ Concept

☐ Preliminary

☐ Final

☐ Agreement

☐ Site Plan

☐ Temporary Use Permit

☐ Conditional Use Permit

☐ Site Plan Amended

☐ Zone Change

☐ Design Review Committee

☐ Subdivision Major

☐ Planned Community

☐ Development Plan

☐ Subdivision Minor

☐ General Land Use Amendment

☐ Subdivision Amended

☐ Other: _____

Applicant: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Consultant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

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

(1) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

(2) 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: _____

Notary Block for Applicant's Signature

STATE OF UTAH)
 : ss.
County of Salt Lake)

On this _____ day of _____, 20____, before the undersigned notary public in and for the said state, personally appeared _____ [name of person], known or identified to me to be a/the _____ [position of responsibility] of _____ [name of company or entity], and the person who executed the foregoing instrument and acknowledged to me that said company or entity executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public for Utah



CONDOMINIUM SUBDIVISION PROCESS

GENERAL

The purpose of the condominium subdivision process is to obtain Planning Commission approval. The subdivision, construction drawings and procedures must comply with the provisions of the City of West Jordan Municipal Code, the Design and Construction Standards and Utah Code. No regulatory permits will be issued, no clearing, grubbing, grading, drainage work, parking lot construction or other site improvement will be allowed until final approval and proper permits are obtained. Processing times will vary based upon availability of city staff time and the completeness of the applicant's submitted plans. Checklists for a condominium subdivision are attached and are located on the City's website at www.westjordan.utah.gov.

APPLICANT'S INITIAL CONTACT WITH CITY STAFF

Your initial contact with city staff will take place with the Planning Department, either by telephone or by meeting at the Community Development Department counter. If you are not familiar with city processes and requirements city staff can briefly discuss the processes and requirements with you.

PRE-APPLICATION MEETING

The applicant can contact the community development department staff to schedule a pre-application meeting. Pre-applications meetings are held weekly.

The purposes of the pre-application conference are:

1. To better facilitate the development process by establishing initial contacts between city staff and the applicant.
2. Provide an opportunity for the applicant to present the project to city staff and receive comments from them.
3. Provide an opportunity for the applicant to ask questions regarding city requirements in order to eliminate unnecessary delays to the proposed project

If the applicant is familiar with the city's processes and requirements, they may skip this step and go directly to preparation of the preliminary subdivision.

PRELIMINARY SUBDIVISION APPLICATION

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

COVENANTS, CONDITIONS, AND RESTRICTIONS HOMEOWNERS ASSOCIATION.

STAFF REVIEW

Review 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. After staff have completed their review, the applicant will be contacted to schedule a redline comment meeting.

PLANNING COMMISSION REVIEW AND ACTION

Once the development team has completed their review and determined it is complete, the City Planner will schedule the preliminary subdivision 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 condominium preliminary subdivision for review by the Planning Commission and arrange for publication of a public hearing.
- B. Review and Action –For a condominium preliminary subdivision to be considered 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 take action in one of the following forms:
 - 1. Approval of the condominium preliminary subdivision
 - 2. Approval with modifications or conditions
 - 3. Postpone were further information or input is necessary
 - 4. Deny the condominium preliminary subdivision

Notice of the action will be sent to the applicant regarding the Planning Commission's action.

EXPIRATION OF PRELIMINARY APPROVAL

An approved condominium preliminary subdivision is valid for one year following the date of approval. The one-year period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown by the applicant as a written petition prior to expiration of the original time period. In cases where the subdivision is to be developed in phases, the approval will remain valid, provided that a final subdivision on at least one phase is approved, recorded and developed within 12 months of the date of preliminary approval and provided that each successive phase is approved, recorded and developed within 12 months of the previous phase's recording date.

FINAL CONDOMINIUM SUBDIVISION APPLICATION

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

STAFF REVIEW

Review 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. After staff have completed their review, the applicant will be contacted to schedule a redline comment meeting.

STAFF ACTION

City staff will notify the applicant that the final condominium subdivision is approved and the final subdivision mylar can be created.

PREPARATION AND SUBMITTAL OF SUBDIVISION

The applicant will prepare the final condominium subdivision mylar and obtain the signatures of the following companies.

- a. Natural gas provider
- b. Salt Lake County Board of Health
- c. Cable provider
- d. Electric power provider
- e. Signatures of property owners and beneficiaries with notary acknowledgement
- f. Others as required

After obtaining the required signatures submit the original mylar, along with the following:

- a. Payment of Impact Fees.
- b. Public Improvement Construction and Assurance Agreement (Bond) or Restoration and Revegetation Bond
- c. Current title report no older than 30 days.

CITY SIGNATURES

City staff will be responsible for obtaining the required city department signatures.

- a. Planning Commission
- b. City Engineering
- c. City Attorney
- d. Mayor and City Recorder

SUBDIVISION RECORDATION

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the subdivision. The applicant is responsible for providing Salt Lake County Recorder's requirements for recordation, including approval to record and recording fees. The City of West Jordan is only there to provide a continuous chain of custody.

EXPIRATION OF FINAL SUBDIVISION APPROVAL

An approved, unrecorded final subdivision is valid for two (2) years. The one-year period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown by the applicant as a written petition prior to expiration of the original time period.

PRECONSTRUCTION MEETING

After all code requirements are met, the community development department will schedule a preconstruction meeting with the applicant, his contractor and city staff. During the meeting a set of approved construction drawings will be given to the applicant, which must be on site at all times during the construction of the project. At this time a land disturbance permit will be granted, and the Building Permit Requirements Form will be signed.

BUILDING PERMIT

A building permit may be issued after the final subdivision has been recorded, a preconstruction held, erosion control measure has been installed, inspected and approved, applicable impact fees paid, and fire department requirements has been met.

WARRANTY PERIOD

After final inspections of the public improvements are completed, a 12-month warranty period begins. The applicant is required to meet all requirements specified in the City of West Jordan Municipal Code.

FINAL INSPECTION

After the 12-month warranty period, a final inspection of the improvements will take place in accordance with the City's City of West Jordan Municipal Code.

DEVELOPMENT AGREEMENT (if applicable)

The Development Agreement is a formal written agreement between the city and the applicant, which details the responsibilities of both parties. The responsibilities detailed in the agreement for the city are those that are provided for in the Municipal Code and are reiterated in the Agreement. In addition to the standard items the city agrees to provide, any project specific items the city agrees to do are outlined in the 'Special Provisions' section of the agreement. The agreement also details items the applicant will provide along with any special requirements, which are also outlined in the 'Special Provisions' section. The Development Agreement is prepared by the city attorney's office, then

distributed and reviewed by other city departments who provide input into the Agreement. The Agreement is then reviewed as part of the project by the Planning Commission and approved, rejected, or returned for changes. A Development Agreement for a project will require City Council approval.

REIMBURSEMENT AGREEMENT (if applicable)

If the Applicant feels that certain facilities being constructed may be subject to reimbursement, the applicant shall prepare a letter addressed to the City Engineer prior to Final Approval of the project detailing the reasons. Facilities included in City master plans and impact fee studies may be subject to reimbursement dependent upon the findings of the City Engineer and Community Development Director who will respond in writing to the Applicant. If the City Engineer and Community Development Director agree that such facilities may be subject to reimbursement, the City Attorney will prepare an Agreement. The Reimbursement Agreement requires approval by the City Council.



CONDOMINIUM PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST

PROJECT _____

APPLICANT _____ DATE _____

GENERAL INFORMATION

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"/>	Electronic copy of all plans in PDF Format
<input type="checkbox"/>	<input type="checkbox"/>	Fee are calculated and due after acceptance of application
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Title report prepared within 60 days
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

PRELIMINARY SUBDIVISION DRAWINGS

Your Check	City Check	Description
<i>Drawings must have separate sheets for each plan and assembled in the following order</i>		
Cover Sheet		
Subdivision Plat Drawings		
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name – at the top of the sheet
<input type="checkbox"/>	<input type="checkbox"/>	Township, range and section
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale
<input type="checkbox"/>	<input type="checkbox"/>	Corner section tie
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary survey information including dimensions and bearings
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Dedication language
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map – legible with major street names and highlighted subject property
<input type="checkbox"/>	<input type="checkbox"/>	Legend showing all symbols, line types, hashing and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	Date of drawing
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and address
<input type="checkbox"/>	<input type="checkbox"/>	Developer name and address
<input type="checkbox"/>	<input type="checkbox"/>	Design firm name and address
<input type="checkbox"/>	<input type="checkbox"/>	West Jordan revision blocks
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining property lots and parcels showing ownership name and tax ID numbers
<input type="checkbox"/>	<input type="checkbox"/>	Indicate ownership and maintenance responsibilities for detention and open space areas.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed roads
<input type="checkbox"/>	<input type="checkbox"/>	Existing lots and parcels showing dimensions and area

CONDOMINIUM PRELIMINARY SUBDIVISION

<input type="checkbox"/>	<input type="checkbox"/>	Phases – All proposed phases of development, numbered and defined, with timetable for development
<input type="checkbox"/>	<input type="checkbox"/>	Existing easements showing type of easement and recording information
<input type="checkbox"/>	<input type="checkbox"/>	Proposed easements
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Proposed dedications for public use
<input type="checkbox"/>	<input type="checkbox"/>	Provide a letter of intent or maintenance plan for open space and parks maintained by the project.
<input type="checkbox"/>	<input type="checkbox"/>	Locations of all existing buildings
The following dimensions shall be shown on the floor plans:		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions
<input type="checkbox"/>	<input type="checkbox"/>	All perimeters dimensions of each unit
<input type="checkbox"/>	<input type="checkbox"/>	Hallways, stairwells, escapes and shafts
<input type="checkbox"/>	<input type="checkbox"/>	Exterior wall thickness and common well thickness
<input type="checkbox"/>	<input type="checkbox"/>	Ownership of attic space
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each space
<input type="checkbox"/>	<input type="checkbox"/>	Interior square footage of each proposed unit
Legend showing:		
<input type="checkbox"/>	<input type="checkbox"/>	Private ownership – slashed lines
<input type="checkbox"/>	<input type="checkbox"/>	Common areas – bold outline
<input type="checkbox"/>	<input type="checkbox"/>	Limited common areas – cross-hatching
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of building specifications of existing buildings signed by a licensed surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of floors, ceilings and their thickness
Show the following information on a separate sheet		
<input type="checkbox"/>	<input type="checkbox"/>	Description of the land included within the project
<input type="checkbox"/>	<input type="checkbox"/>	The linear measurement and location of the exterior boundaries of the building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of the building, identifying each convertible space and physical unit.
<input type="checkbox"/>	<input type="checkbox"/>	A description or delineation of the boundaries of any unit or convertible space not contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	A distinguishing number for every unit.
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all easements
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each such space
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of convertible lands
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of any withdrawable lands
<input type="checkbox"/>	<input type="checkbox"/>	Phases – All proposed phases of development, numbered and defined, with timetable for development
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streetlights
<input type="checkbox"/>	<input type="checkbox"/>	Street layout: including curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Proposed dedication of public use areas – Right of ways

CONDOMINIUM PRELIMINARY SUBDIVISION

Utility and Drainage Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision name
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, legend
<input type="checkbox"/>	<input type="checkbox"/>	Show existing roads, lots and easements lines
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed roads, curb, gutter, and sidewalk, lots and easement lines
<input type="checkbox"/>	<input type="checkbox"/>	Topography – 2 foot contour intervals
<input type="checkbox"/>	<input type="checkbox"/>	Show existing FEMA 100 year flood plain
<input type="checkbox"/>	<input type="checkbox"/>	Show existing channels, canals, ditches, springs, wells, wetlands, culverts and ponds
<input type="checkbox"/>	<input type="checkbox"/>	Show existing storm drains, manholes, inlet boxes, combination boxes and cleanouts
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location of the proposed detention facility
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the proposed connection to the existing storm water system. Include project discharge amount. (0.2 cubic feet per second per acre max)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage arrows indicating the direction of storm water flow in proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	Show existing sanitary sewer system, culinary water system, subsurface drains, gas lines, pow lines, cable lines and phone lines
<input type="checkbox"/>	<input type="checkbox"/>	Location of the proposed project connection to the existing city water system. Include project fire flow, fire storage and demand calculations
<input type="checkbox"/>	<input type="checkbox"/>	Location of the proposed project connection to the existing city sanitary system. Include peak discharge amount.
Overlay Zones		
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at www.westjordan.utah.gov
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone – if the project is within the Well Protection Zone see requirements at www.westjordan.utah.gov
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone – if the project is within the Airport Overlay Zone see requirements at www.westjordan.utah.gov
DECLARATION, COVENANTS, CONDITIONS AND RESTRICTIONS, as required by Utah Code which shall include the following:		
<input type="checkbox"/>	<input type="checkbox"/>	Description of the land included within the project
<input type="checkbox"/>	<input type="checkbox"/>	The linear measurement and location of the exterior boundaries of the building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of the building, identifying each convertible space and physical unit.
<input type="checkbox"/>	<input type="checkbox"/>	A description or delineation of the boundaries of any unit or convertible space not contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	A distinguishing number for every unit.
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all easements
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each such space
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of convertible lands
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of any withdrawable lands
<input type="checkbox"/>	<input type="checkbox"/>	A description of the building stating <ol style="list-style-type: none"> 1. Architecture 2. Number of stories 3. Number of basements 4. Number of units 5. Principal materials 6. Description of improvements contained in the project.



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<input type="checkbox"/>	<input type="checkbox"/>	Description of common areas and facilities
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of person authorized to receive service or process.
<input type="checkbox"/>	<input type="checkbox"/>	If the project contains convertible land a statement is required providing the following 1. maximum number of units within each convertible land 2. Compatibility with structures within the condominium project
<input type="checkbox"/>	<input type="checkbox"/>	Signed and acknowledged by all person have an ownership
HOMEOWNERS ASSOCIATION – To ensure maintenance of the common open space and other improvements the owner/developer shall incorporate under the laws of the state a homeowners association prior to recording the final plat, including the following:		
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory membership
<input type="checkbox"/>	<input type="checkbox"/>	Permanent common open space restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	Property taxes
<input type="checkbox"/>	<input type="checkbox"/>	Maintaining recreational and other facilities
<input type="checkbox"/>	<input type="checkbox"/>	All lot owners to pay their prorated share of costs
<input type="checkbox"/>	<input type="checkbox"/>	Assessments levied by the association may become a lien
If the homeowners' association does not maintain the common open space and improvements as required, the city may, at its option, perform the maintenance or contract to have the maintenance performed. The city may recover all costs incident thereto by means of a lien against the involved properties or the members of the homeowners association.		



CONDOMINIUM FINAL SUBDIVISION SUBMITTAL CHECKLIST

PROJECT _____

APPLICANT _____ DATE _____

GENERAL INFORMATION

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"/>	Electronic copy of all plans in PDF Format.
<input type="checkbox"/>	<input type="checkbox"/>	Preconstruction Meeting Form
<input type="checkbox"/>	<input type="checkbox"/>	Fees - Calculated and due after acceptance of application
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Title report prepared within 60 days
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Phase 1 Environmental Report
<input type="checkbox"/>	<input type="checkbox"/>	Engineers Estimate
<input type="checkbox"/>	<input type="checkbox"/>	Off-site Dedication or Easement Legal Descriptions, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Public Easements, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent Property Owners Agreement, if applicable

FINAL PLAT DRAWINGS

Your Check	City Check	Description
<i>Drawings must have separate sheets for each plan and assembled in the following order</i>		
		Cover Sheet
		Subdivision Plat Drawings
<input type="checkbox"/>	<input type="checkbox"/>	Scale – not smaller than 100 feet to the inch
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name – at the top of the sheet
<input type="checkbox"/>	<input type="checkbox"/>	Township, range and section
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, top faces either north or west
<input type="checkbox"/>	<input type="checkbox"/>	Corner section tie
<input type="checkbox"/>	<input type="checkbox"/>	Boundary bearing and dimensions, tied to public survey monuments
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary survey information including dimensions and bearings and locations
<input type="checkbox"/>	<input type="checkbox"/>	Survey information and certificate – name, stamp and signature of registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Legal description
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed roads, curb, gutter and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way lines and monuments
<input type="checkbox"/>	<input type="checkbox"/>	Lots, blocks and parcels proposed for public use dedication
<input type="checkbox"/>	<input type="checkbox"/>	Existing lots and parcels showing dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Lot numbering
<input type="checkbox"/>	<input type="checkbox"/>	All lots to have PUE easements at least 7 foot wide
<input type="checkbox"/>	<input type="checkbox"/>	Street names and numbering



CONDOMINIUM FINAL SUBDIVISION

<input type="checkbox"/>	<input type="checkbox"/>	Streetlight locations
<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrants locations
<input type="checkbox"/>	<input type="checkbox"/>	Fences and notes
<input type="checkbox"/>	<input type="checkbox"/>	Dedication language and notary
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map – legible with major street names and highlighted subject property
<input type="checkbox"/>	<input type="checkbox"/>	Legend showing all symbols, line types, hashing and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	Date of drawing
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and address
<input type="checkbox"/>	<input type="checkbox"/>	Developer name and address
<input type="checkbox"/>	<input type="checkbox"/>	Design firm name and address
<input type="checkbox"/>	<input type="checkbox"/>	West Jordan revision blocks
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining property lots and parcels showing ownership name and tax ID numbers
<input type="checkbox"/>	<input type="checkbox"/>	Existing easements showing type of easement and recording information
<input type="checkbox"/>	<input type="checkbox"/>	Proposed easements – sufficient ties are to be shown to locate the easement
<input type="checkbox"/>	<input type="checkbox"/>	Subsurface drain – protective covenants and maintenance agreements
<input type="checkbox"/>	<input type="checkbox"/>	Indicate ownership and maintenance responsibilities for detention and open space areas.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Lands reserved in private ownership for community use
<input type="checkbox"/>	<input type="checkbox"/>	Locations of jurisdictional boundary lines for: FEMA, US Corps of Engineers and SLCounty Flood Control District
<input type="checkbox"/>	<input type="checkbox"/>	Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters
<input type="checkbox"/>	<input type="checkbox"/>	Outside Agencies/Entities approvals with might be affected by the project
<input type="checkbox"/>	<input type="checkbox"/>	Any other special notes or requirements
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Easement to be a minimum of 15 foot wide
<input type="checkbox"/>	<input type="checkbox"/>	City of West Jordan signature blocks for: City Engineer, City Attorney, Planning Commission, City Council (a signature line for the Mayor and attestation by the City Recorder) and County Recorder
<input type="checkbox"/>	<input type="checkbox"/>	Utility signature blocks for: natural gas, electric power, telephone, cable and Salt Lake County Health
Plat Second Sheet		
Floor plans:		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions
<input type="checkbox"/>	<input type="checkbox"/>	All perimeters dimensions of each unit
<input type="checkbox"/>	<input type="checkbox"/>	Hallways, stairwells, escapes and shafts
<input type="checkbox"/>	<input type="checkbox"/>	Exterior wall thickness and common well thickness
<input type="checkbox"/>	<input type="checkbox"/>	Ownership of attic space
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each pace
<input type="checkbox"/>	<input type="checkbox"/>	Interior square footage of each proposed unit
<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions
<input type="checkbox"/>	<input type="checkbox"/>	All perimeters dimensions of each unit
<input type="checkbox"/>	<input type="checkbox"/>	Hallways, stairwells, escapes and shafts
<input type="checkbox"/>	<input type="checkbox"/>	
Legend:		
<input type="checkbox"/>	<input type="checkbox"/>	Private ownership – slashed lines
<input type="checkbox"/>	<input type="checkbox"/>	Common areas – bold outline
<input type="checkbox"/>	<input type="checkbox"/>	Limited common areas – cross-hatching

CONDOMINIUM FINAL SUBDIVISION

<input type="checkbox"/>	<input type="checkbox"/>	Certificate of building specifications of existing buildings signed by a licensed surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of floors, ceilings and their thickness
<input type="checkbox"/>	<input type="checkbox"/>	
Additional Information can be supplied on the plat map or on a separate sheet		
<input type="checkbox"/>	<input type="checkbox"/>	Description of the land included within the project
<input type="checkbox"/>	<input type="checkbox"/>	The linear measurement and location of the exterior boundaries of the building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of the building, identifying each convertible space and physical unit.
<input type="checkbox"/>	<input type="checkbox"/>	A description or delineation of the boundaries of any unit or convertible space not contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	A distinguishing number for every unit.
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all easements
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each such space
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of convertible lands
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of any withdrawable lands
<input type="checkbox"/>	<input type="checkbox"/>	Phases – All proposed phases of development, numbered and defined, with timetable for development
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streetlights
<input type="checkbox"/>	<input type="checkbox"/>	Street layout: including curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Proposed dedication of public use areas – Right of ways
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone - The project is within the Hillside District Overlay Zone
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone - The project is within the Well Protection Zone
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone - The project is within the Airport Zone
Utility and Drainage Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Title block
<input type="checkbox"/>	<input type="checkbox"/>	Scale at 1"= 60' or 1"= 100'
<input type="checkbox"/>	<input type="checkbox"/>	"Call Before You Dig" symbol and telephone number
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, and site plan underlay.
<input type="checkbox"/>	<input type="checkbox"/>	Relationship of utilities to each other on plan view.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities – sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights.
<input type="checkbox"/>	<input type="checkbox"/>	Water meter locations. A separate meter for irrigation connection to main is required for landscape area of 100 sq ft or more
<input type="checkbox"/>	<input type="checkbox"/>	Streetlights are provided at ends of cul-de-sacs, all street intersections, entrance to any pedestrian pass-through.
<input type="checkbox"/>	<input type="checkbox"/>	Overhead utilities must be buried. Show existing overhead utilities on this drawing and indicate how and where they will be buried.
<input type="checkbox"/>	<input type="checkbox"/>	Utility Easements – Location and dimensions. Provide a 20-foot easement for one utility, and a 25-foot easement for two utilities.

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<input type="checkbox"/>	<input type="checkbox"/>	All streets are named and existing and future right-of-way width to centerline is shown.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed hydrants.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing improvements in, and adjacent to, the project. Must clearly distinguish “existing” and “to be constructed” improvements (Plan Sheets).
<input type="checkbox"/>	<input type="checkbox"/>	Show water and sewer facilities and dimension from the centerline of the road or property line with a mandatory 10-foot separation between culinary water and sewer facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Driveways, if known – sidewalk ramps are located
<input type="checkbox"/>	<input type="checkbox"/>	Minimum fire flow required by the IFC for the proposed structures. Fire flow calculations at all hydrant locations.
<input type="checkbox"/>	<input type="checkbox"/>	A note on the drawing from the design engineer verifying that the proposed improvements comply with the City’s design and construction standards.
<input type="checkbox"/>	<input type="checkbox"/>	A note on the drawing from the design engineer verifying that the proposed improvements comply with the City’s design and construction standards.
Overall Drainage Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale. (1”=100’ max.)
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number
<input type="checkbox"/>	<input type="checkbox"/>	Revisions block
<input type="checkbox"/>	<input type="checkbox"/>	Compliance Note indicating all facilities conform to the City’s Design and Construction Standards and Master Storm Drain Plan.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed and existing conditions for the property being developed and within 100-feet of the project’s boundary.
<input type="checkbox"/>	<input type="checkbox"/>	Dashed lines and labels showing existing improvements, with elevations to show the project’s conformity with the existing conditions.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed contours (use solid lines) and spot elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Topography - Contour lines at 2-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed contours for site, parking lot and landscaping are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sidewalks, sidewalk ramps curb and gutter with spot elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Storm Drain Calculations
<input type="checkbox"/>	<input type="checkbox"/>	Elevations shown (top of curb, flowline and crowline) at limits of construction, P.C.’s, P.T.’s, and grade breaks.
<input type="checkbox"/>	<input type="checkbox"/>	Percentage of grade and direction of flow is indicated.
<input type="checkbox"/>	<input type="checkbox"/>	Pad and finished floor elevations for all new structures are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
<input type="checkbox"/>	<input type="checkbox"/>	All existing and “to be constructed” block walls are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing drainage easements, with dimensions, elevations and typical sections
<input type="checkbox"/>	<input type="checkbox"/>	Shows existing or “to be dedicated” rights-of-way and easements.
<input type="checkbox"/>	<input type="checkbox"/>	“Sight visibility easements” with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Flood Plain and Wetland Information - Flood plain or wetland boundary locations.
<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations – Hydraulic and hydrologic storm drainage calculations using a 10-year storm and a 100-year storm event with 0.2 cubic foot per second/acre discharge in 24 hours stamped by a registered professional engineer. Engineer is to use rational method and provide output from these calculations. (Separate report)

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<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Facilities - Size, slope, location, and description of existing and “to be constructed” storm drain facilities line elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Direction of storm water flows, catch basins, manholes, combination boxes, invert and rim elevations; inlets, outlets, waterways, culverts, detention basins, orifice plate sizes, required riprap, required double inlet/dissipater, outlets to off-site facilities, and off-site drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed roof drains, include size, type slope, and flow
<input type="checkbox"/>	<input type="checkbox"/>	Existing culverts, streams, channels, and detention ponds with proposed changes include typical section, erosion protection, permanent structures, freeboard, and access.
<input type="checkbox"/>	<input type="checkbox"/>	An overland release for storm water is provided for all sag points such that no structures would be flooded if the underground drain system were blocked or the capacity exceeded.
<input type="checkbox"/>	<input type="checkbox"/>	Detention areas and details are shown. This is to include spillways at a 3:1 maximum side slopes.
<input type="checkbox"/>	<input type="checkbox"/>	Subdrain system – Required if project fronts canal property, the geotechnical report indicates groundwater within the footing zone, or the area is known for a high groundwater table. Subsurface drains must lower groundwater levels to 3-feet below all basement levels. (To be maintained by Homeowner’s Association)
<input type="checkbox"/>	<input type="checkbox"/>	Existing irrigation ditches have been piped or abandoned as approved by the ditch master.
<input type="checkbox"/>	<input type="checkbox"/>	Existing irrigation tailwater ditches or sheet flow is properly conveyed through the property.
<input type="checkbox"/>	<input type="checkbox"/>	Erosion protection is provided for all cut and fill slopes.
<input type="checkbox"/>	<input type="checkbox"/>	Energy dissipaters are provided on the outfall of drain lines discharging into creeks and earthen channels capable of slowing velocities to 3-feet per second
<input type="checkbox"/>	<input type="checkbox"/>	Oil water separator system in place before it discharges into the city system.
<input type="checkbox"/>	<input type="checkbox"/>	Approval from County Flood Control – Obtain a flood control permit for facilities under the jurisdiction of Salt Lake County Flood District
<input type="checkbox"/>	<input type="checkbox"/>	Approval from the Army Corps of Engineers – If the site is within or adjacent to any known wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	Federal, State and Local Permits – Acquire permits necessary for the project.
<input type="checkbox"/>	<input type="checkbox"/>	State stream alteration permit
Overall Grading Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale. (1”=100’ max.)
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number are shown
<input type="checkbox"/>	<input type="checkbox"/>	Revisions block
<input type="checkbox"/>	<input type="checkbox"/>	Compliance note indicating all facilities conform to the City’s Design and Construction Standards.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing conditions for the property being developed and within 100-feet of the project’s boundary.
<input type="checkbox"/>	<input type="checkbox"/>	Dashed lines and labels showing existing improvements, with elevations noted to show the project’s conformity with the existing conditions.
<input type="checkbox"/>	<input type="checkbox"/>	Show proposed contours (use solid lines) and spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Topography - Contour lines at 2-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed contours for site, parking lot and landscaping are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.

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<input type="checkbox"/>	<input type="checkbox"/>	Proposed curb and gutter with spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Elevations shown (top of curb, flowline and crown line) at limits of construction, P.C.'s, P.T.'s, and grade breaks.
<input type="checkbox"/>	<input type="checkbox"/>	Percentage of grade and direction of flow
<input type="checkbox"/>	<input type="checkbox"/>	Pad and finished floor elevations for all new structures
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
<input type="checkbox"/>	<input type="checkbox"/>	All existing and "to be constructed" block walls are shown.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed and existing drainage easements, with dimensions, elevations and typical sections as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Soils report required for all public roadways
<input type="checkbox"/>	<input type="checkbox"/>	Soils report required for all public roadways
SWPPP		
<input type="checkbox"/>	<input type="checkbox"/>	The project fulfills all the requirements of the Land Disturbance. See Land Disturbance Permit requirements at www.westjordan.utah.gov .
Public Street Design Plan View		
<input type="checkbox"/>	<input type="checkbox"/>	Street Monuments
<input type="checkbox"/>	<input type="checkbox"/>	Street name and number
<input type="checkbox"/>	<input type="checkbox"/>	Right of way width.
<input type="checkbox"/>	<input type="checkbox"/>	Design benchmark.
<input type="checkbox"/>	<input type="checkbox"/>	Property lines. Locations of easements (existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Center line with stationing. Please include any horizontal curve information.
<input type="checkbox"/>	<input type="checkbox"/>	Horizontal sight distance if road intersection is not 90 degrees or if road intersects a horizontal curve.
<input type="checkbox"/>	<input type="checkbox"/>	Existing edge of asphalt spot elevations as well as centerline spot elevations. 50 foot intervals.
<input type="checkbox"/>	<input type="checkbox"/>	Existing curb, gutter, sidewalk and drive approaches. Provide spot elevations for both sides of the street.
<input type="checkbox"/>	<input type="checkbox"/>	Profile spot elevation designations at curb return.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed street lights.
<input type="checkbox"/>	<input type="checkbox"/>	Extend limits of drawing 100' before and after proposed improvements. Include driveways and any road intersection.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sanitary sewer system. Include pipe length, material, and size. Include manhole size and rim elevation.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed culinary water system. Include length, size and class of pipe as well as valves, tees, crosses, fire hydrants and service laterals.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed secondary water system. Include length, size, and class of pipe as well as valves, tees, crosses, and service laterals.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fire hydrants. Maximum spacing 500 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fire hydrants. Maximum spacing 500 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Elevation at left and right side of sheet.
Public Street Design Profile View		
<input type="checkbox"/>	<input type="checkbox"/>	Existing ground profile at proposed profile grade line (center line or top back of curb).
<input type="checkbox"/>	<input type="checkbox"/>	Proposed profile grade line (center line or top back of curb). Include grade information, slope, VPI, VPC, CPT etc. Include elevations at points of interest.

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<input type="checkbox"/>	<input type="checkbox"/>	Vertical sight distance. Safe stopping distance when required.
<input type="checkbox"/>	<input type="checkbox"/>	All necessary vertical curve information including length of curve, AKA Value.
<input type="checkbox"/>	<input type="checkbox"/>	Extend profile line 100 feet each way showing existing improvements
<input type="checkbox"/>	<input type="checkbox"/>	Profiles of sanitary sewer system. Include length, size, type and slope of pipe. Include manhole size, rim and flow line elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Profiles of storm drain system. Include length, size, type and slope of pipe. Include hydraulic grade line and contributing system flow. Include all rim gate and low line elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Profiles of culinary and or secondary water system if line size is 12 inches or greater. Include length, size, type and slope of pipe. Include air vacuum station at all high points.
<input type="checkbox"/>	<input type="checkbox"/>	Show conflicts between utilities. Include distance between utilities pipe edge to pipe edge.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department review and comments on drawings.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant revision of proposed drawings and resubmission to Engineering Department.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department approval of public street plan.
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Department approval of public street plan.
<input type="checkbox"/>	<input type="checkbox"/>	Overall site layout complete with lot and easements lines.
Traffic Signs and Striping Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Street layout including curb, gutter, and sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	Stop bars as required by MUTCD
<input type="checkbox"/>	<input type="checkbox"/>	Cross walks.
<input type="checkbox"/>	<input type="checkbox"/>	Painted messages or arrows.
<input type="checkbox"/>	<input type="checkbox"/>	Stop signs per most current edition of MUTCD.
<input type="checkbox"/>	<input type="checkbox"/>	Street signs per most current edition of MUTCD.
<input type="checkbox"/>	<input type="checkbox"/>	Any additional signs as warranted by the most current edition of MUTCD.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic striping or tape for all lanes.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed signal loops if required.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed signal light if required.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed signal light if required.
Traffic Impact Analysis		
<input type="checkbox"/>	<input type="checkbox"/>	Engineering will determine if a Traffic Impact Analysis is required and provide the to the applicant the Guidelines for the Traffic Impact Study
Demolition Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale of drawing
<input type="checkbox"/>	<input type="checkbox"/>	"Call Before You Dig" symbol and telephone number are shown (plan sheets).
<input type="checkbox"/>	<input type="checkbox"/>	Revisions block is shown.
<input type="checkbox"/>	<input type="checkbox"/>	Structures and other facilities to be removed are shown, indicate SqFt for each structure.
Public Landscaping Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Designation of "landscape zones" (grouping plants with similar water needs)
<input type="checkbox"/>	<input type="checkbox"/>	The location of all proposed plants and a plant schedule specifying the quantity, size, common name botanical name, and spacing of all proposed plants

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<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed landscape grading of the site indicating contours at two foot (2') intervals. Proposed berming shall be indicated using one foot (1') contour intervals
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	The location, size, and common names of all existing mature trees and significant vegetation, on the site and within adjacent rights of way, indicating plants that will be retained and those that will be removed
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all existing and proposed buildings and structures, property lines, easements, parking lots and drives, streets and rights-of-way, signs, sidewalks, dumpster enclosures, fences.
<input type="checkbox"/>	<input type="checkbox"/>	The location of all meters, lighting, fire hydrants and utility boxes in the right-of-way or on the property
<input type="checkbox"/>	<input type="checkbox"/>	Designation of "landscape zones" (grouping plants with similar water needs)
<input type="checkbox"/>	<input type="checkbox"/>	Designation of "landscape zones" (grouping plants with similar water needs)
Public Irrigation Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Location of connection to water supply
<input type="checkbox"/>	<input type="checkbox"/>	Size of connection
<input type="checkbox"/>	<input type="checkbox"/>	Pipe type
<input type="checkbox"/>	<input type="checkbox"/>	Static water pressure(psi)
<input type="checkbox"/>	<input type="checkbox"/>	Backflow prevention device type and location
<input type="checkbox"/>	<input type="checkbox"/>	Water meter size and location
<input type="checkbox"/>	<input type="checkbox"/>	Layout of irrigation system and a legend summarizing the type and size of all major system components and irrigation heads, including manufacturer's name and model numbers
<input type="checkbox"/>	<input type="checkbox"/>	Flow rate in gallons per minute and design operating pressure in psi for each valve
<input type="checkbox"/>	<input type="checkbox"/>	Precipitation rate in inches per hour for each irrigation zone
<input type="checkbox"/>	<input type="checkbox"/>	Indicate either a pressure regulation device or pressure regulated spray heads
<input type="checkbox"/>	<input type="checkbox"/>	Show location of rain shutoff device and how connected to controller (wire or wireless)
<input type="checkbox"/>	<input type="checkbox"/>	Show location of rain shutoff device and how connected to controller (wire or wireless)
Landscape Worksheet of Summary Data		
<input type="checkbox"/>	<input type="checkbox"/>	Completed Water Allowance Worksheet available at www.westjordan.utah.gov

DECLARATION, COVENANTS, CONDITIONS AND RESTRICTIONS

Utah State Code Requirement		
<input type="checkbox"/>	<input type="checkbox"/>	Description of the land included within the project
<input type="checkbox"/>	<input type="checkbox"/>	The linear measurement and location of the exterior boundaries of the building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of the building, identifying each convertible space and physical unit.
<input type="checkbox"/>	<input type="checkbox"/>	A description or delineation of the boundaries of any unit or convertible space not contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	A distinguishing number for every unit.
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all easements
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each such space
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of convertible lands
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of any withdrawable lands.
<input type="checkbox"/>	<input type="checkbox"/>	A description of the building stating 1. Architecture



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		2. Number of stories 3. Number of basements 4. Number of units 5. Principal materials 6. Description of improvements contained in the project.
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of person authorized to receive service or process
<input type="checkbox"/>	<input type="checkbox"/>	Description of common areas and facilities
<input type="checkbox"/>	<input type="checkbox"/>	If the project contains convertible land a statement is required providing the following 1. maximum number of units within each convertible land 2. Compatibility with structures within the condominium project
<input type="checkbox"/>	<input type="checkbox"/>	Signed and acknowledged by all person have an ownership

HOMEOWNERS ASSOCIATION

To ensure maintenance of the common open space and other improvements the owner/developer shall incorporate under the laws of the state a homeowners association prior to recording the final plat, including the following

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory membership
<input type="checkbox"/>	<input type="checkbox"/>	Permanent common open space restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	Property taxes
<input type="checkbox"/>	<input type="checkbox"/>	Maintaining recreational and other facilities
<input type="checkbox"/>	<input type="checkbox"/>	All lot owners to pay their prorated share of costs
<input type="checkbox"/>	<input type="checkbox"/>	Assessments levied by the association may become a lien

If the homeowners' association does not maintain the common open space and improvements as required, the city may, at its option, perform the maintenance or contract to have the maintenance performed. The city may recover all costs incident thereto by means of a lien against the involved properties or the members of the homeowners association.