

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

## DEVELOPMENT PLAN **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 Development Plan 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 **Development Plan Process** Development Plan 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 inquires or to the Project Team for information about their various specialties.



# **Development Application**

8000 South Redwood Road, 2<sup>nd</sup> 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 ☐ Conditional Use Permit ☐ Design Review Committee ☐ Development Plan ☐ General Land Use Amendme		Amended □ Z on Major □ F	emporary Use Permit Cone Change Planned Community
Applicant:		Company:	
Address:			
City:		State:	Zip:
Phone:			
Email:			
Consultant:			
Address:			
			Zip:
Phone:		Cell:	
Email:			
** Property Owner(s):			
(1) Name:			
Address:			
			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.

Applicant Signature:

- 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. <u>Property Owner(s) Consent to this Application</u>. 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. <u>City's Right to Contact Property Owner(s)</u>. 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. <u>Contact with Property Owner(s) is not Interference</u>. 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.

(Com	pleted Notary Block for Applicant's	signature must be att	ached to this Application form)	
	<u>OFFI</u>	CE USE ONLY		
MUNIS #:	Date Received	: <u> </u>	Date of Meeting:	
ODA	Planner:	Engineer:	Fire:	

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Date:

## Notary Block for Applicant's Signature

STATE OF UTAH	)			
	: SS.			
County of Salt Lake	)			
On this	day of	, 20	, before the undersi	gned notary public in and for
the said state, persona	lly appeared			[name of person], known
or identified to me to be	e a/the			[position of responsibility]
of			[na	ame of company or entity], and
the person who execut same.	ed the foregoing ins	trument and acknowl	edged to me that said	company or entity executed the
IN WITNESS \	WHEREOF, I have h	ereunto set my hand	and seal the day and	year first above written.
		Notar	y Public for Utah	

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## **PROPERTY OWNER AFFIDAVIT**

STATE OF }	
STATE OF }	
I,, being duly sworn, by my signature represent, affirm and attes follows:	t as
<ol> <li>Definitions. The following definitions apply in this Affidavit:         <ul> <li>"Application": Application includes (i) the document entitled West Jordan City Developm Services Application ("Application Form"), (ii) this Property Owner Affidavit ("Affidavit") any other Property Owner Affidavit(s), and (iii) all information (whether written or ver provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other per or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Applicant ("Supporting Parties").</li> </ul> </li> </ol>	and rbal) rson
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	·
2. <u>Property Owner</u> . To the best of my knowledge ( <b>check one</b> ):	
☐ 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)	
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 for for the project entitled, "	m) ,,
(name of Project as appears on the Application form)	
which Application requests approval by the City of West Jordan for the following:	
☐ 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:	

- 4. <u>Information is True and Correct</u>. 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. <u>Property Owner's Consent to the Application</u>. 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. <u>City's Right to Contact Property Owner</u>. 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. <u>Contact with Property Owner is not Interference</u>. 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. <u>Incorrect or Untrue Information Voids the Application</u>. 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)	
My commission expires:	Residing in(County)	(State)



# CONCEPT DEVELOPMENT PLAN WEST SIDE PLANNING AREA PLANNED COMMUNITY PLANNED RESIDENTIAL DEVELOPMENT SUBMITTAL CHECKLIST

PROJEC'	Γ					
APPLIC <i>i</i>	APPLICANTDATE					
GENER	AL INFO	ORMATION				
Your Check	City Check	Description				
		Outline of the subject property(s)				
		Site acreage				
		General subdivision layout (if a subdivision is required)				
		General site plan layout (if mixed use)				
		Phasing Plan				
		Types of land use(s)				
		General street and pedestrian layout				
		General Building footprints (if mixed use)				
		Conceptual elevations of structures, buildings, monuments				
		General landscape and or open space areas (trails, riparian corridors, equestrian				
ļ		and\or animal keeping areas)				
		Proposed parking areas				
		Proposed storm water detention				
		Flood plain boundary (if known)				
		Sensitive hillsides or wetlands				
		Density Bonuses (proposed amenity checklist completion)				
		Overall maximum density calculation based on proposed installation of amenities and improvements.				



# PRELIMINARY DEVELOPMENT PLAN WEST SIDE PLANNING AREA PLANNED COMMUNITY PLANNED RESIDENTIAL DEVELOPMENT SUBMITTAL CHECKLIST

PROJEC	CT	
APPLIC	CANT	DATE
GENER	RAL INF	ORMATION
Your	City	Description
Check	Check	
		Application
		Owner Affidavit
		Electronic copy of all plans in PDF Format.
		Fees - Calculated and due after acceptance of application
		Subsequent submittal may require 8 1/2 x 14 bound color textual and visual report
F	·,	Y DEVELOPMENT PLAN INFORMATION
Your	City	Description
	Check	
Drawin	igs must	have separate sheets for each plan and assembled in the following order
Cover	Sheet	
Subdiv	ision Pla	t Drawings
		Outline of the subject property(s)
		Site acreage
		General subdivision layout (if a subdivision is required)
		General site plan layout (if mixed use)
		Phasing Plan
		Types of land use(s)
		General street and pedestrian layout
		General Building footprints (if mixed use)
		Conceptual elevations of structures, buildings, monuments
		General landscape and or open space areas (trails, riparian corridors, equestrian and or
		animal keeping areas)
		Proposed parking areas
		Proposed storm water detention
		Flood plain boundary (if known)
		Sensitive hillsides or wetlands
		Density Bonuses (proposed amenity checklist completion)
		Overall maximum density calculation based on proposed installation of amenities and
		improvements.



# PRELIMINARY DEVELOPMENT PLAN

Scope					
Introdu	ction wh	nich explains the land use and zoning characteristics			
		Overall project area			
		Number of proposed dwelling units			
		Number of phases			
		Mixed use areas			
		Parks			
		Schools			
		Trails			
		Special amenities			
Locatio	n	······································			
		Overall location of the project			
		Location of differing proposed land uses			
Land fe		description and location of existing physical features			
		Drainage canals			
		Irrigation canals			
		Flood plain			
		Steep slopes			
		Infrastructure			
		Ditches			
		Easements			
		and amenities installation – this portion o the report shall explain which			
		provement and amenities are being selected for the purposed density bonus			
		Exactly how the criterion is being met			
		The purpose of the improvements or amenity			
		Describe how the improvements or amenity serve the development (outside of			
		increasing overall density			
_	_	Define what is being installed to meet the criterion by giving the number, type and or placement of each type of improvement or amenity feature (i.e. traffic calming			
		devices)			
Zoning	regulatio	ons — explain how the city zoning regulations apply to the proposed development			
		Minimum and average lot area			
		Minimum and average lot width			
		Setback information based on garage placement			
		Minimum living area per each proposed structure type			
		Maximum and average height of each proposed structure type			
Building	g and str				
		Number and placement of each dwelling/structure type			
		Direct reference on the plan to specific building elevations			
Fencing	Fencing and wall – explain and indicate the following				
		Placement			
		Height			
		Туре			
		Maintenance responsibilities			
		Elevation			
Lighting	g – expla	in and indicate the following:			
		Placement			



# PRELIMINARY DEVELOPMENT PLAN

		Height
		Style(s)
		Elevation/profile
		O Light
		O Light base
		O Fixture
Public a	and priva	ate use areas – explain areas which will serve as either public or private use areas
		Recreational
		Open space
		Park
		Public utility
		Maintenance responsibilities for each use area
Landsca	aping - i	dentify the following;
		Location
		Amount sq ft
		Purpose
Reimbu	rsement	of Public Improvements
		Explain and specify all improvements, facilities and amenities that meet the criteria
		and eligibility for a reimbursement agreement
Include	as an ap	pendix or inserted throughout the report detailed renderings and drawings of the
followin		
		Existing land use and zoning surrounding the proposed development
		Location of all abutting structures within 100 ft
		Identify all abutting property owners
Exterio	r elevatio	ons of all sides or exterior perspectives of the following:
		Residential buildings
		Mixed use buildings
		Monuments
		Gateway features
		Any additional structures
Residen	tial deve	elopment
		Building envelope of every lot
		Lot dimensions
		Building footprint
		Lot area
		Street layout system
Parking	g layout	
		Parking stalls
		Ingress and egress areas
		Emergency lanes
		Medians
		ting services
		Water
		Sanitary sewer
		Storm Drain
		Electricity
		Natural gas



# PRELIMINARY DEVELOPMENT PLAN

Copy of	Copy of preliminary site plan showing:		
		Site plan	
		Landscape and irrigation plan	
		Fencing /wall plan	
		Lighting	
Copy of	Copy of preliminary subdivision or condominium plat showing:		
		Slope analysis map for projects with a slope in excess of 10%	
		Drainage ways	
		Roadway plans	
		Traffic impact study (if applicable)	
		Existing public facilities/utilities	



# FINAL DEVELOPMENT PLAN WEST SIDE PLANNING AREA PLANNED COMMUNITY PLANNED RESIDENTIAL DEVELOPMENT SUBMITTAL CHECKLIST

PROJEC	CT	
APPLIC	ANT	DATE
GENER	RAL INF	ORMATION
Your	City	Description
Check	Check	
		Application
		Owner Affidavit
		Electronic copy of all plans in PDF Format.
		Fees - Calculated and due after acceptance of application
FINAL	DEVEL	OPMENT PLAN
Your	City	Description
i	Check	
Provide	the follo	owing
		Modified and updated information from the <i>preliminary development plan</i> reflecting
		City Council conditions of approval or other conditions or requirements
		Indicate the location of the project
		Describe all existing and proposed land features, attributes and amenities
		Provide a map of the project's area differentiating land uses
		Provide information on all improvements and amenities to be installed with details on
		how these features meet the criteria for density bonuses (if applicable)
	and Intro	
Provide	e informa	ition on all zoning regulations detailing
		Lot area
		Setbacks
		Building heights
Show th	he numbe	er and placement of each building and structure, while also representing the
numbei	r of prop	osed dwelling units, indicating:
		Lot area
		Setbacks
		Building heights
		Phasing
		Refer to the zoning ordinance for specific submittal requirements within the WSPA
Buildin	g and str	
		Number and placement of each dwelling/structure type
		Direct reference on the plan to specific building elevations



# FINAL DEVELOPMENT PLAN

Fencing	g and wa	ll – explain and indicate the following
		Placement
		Height
		Туре
		Maintenance responsibilities
		Elevation
	36	in and indicate the following:
		Placement
		Height
		Style(s)
		Elevation/profile – showing light, light base and fixture
Public a	and priva	ate use areas – explain areas which will serve as either public or private use areas
		Recreational
		Open space
		Park
		Public utility
		School
		Maintenance responsibilities for each use area
Landsc	aping - i	identify the following;
		Location
		Amount - percentages
		Purpose trails
Reimbu	ırsement	of Public Improvements
		Explain and specify all improvements, facilities and amenities that meet the criteria
	<u> </u>	and eligibility for a reimbursement agreement
Include	as an ap	ppendix or inserted throughout the report detailed renderings and drawings of the
followir		
		Existing land use and zoning surrounding the proposed development
		Location of all abutting structures within 100 ft
		Identify all abutting property owners
	r elevatio	ons of all sides or exterior perspectives of the following:
		Residential buildings
		Mixed use buildings
		Monuments
		Gateway features
		Any additional structures
Signage	,	
<u> </u>		Style
<u> </u>		Height
		Туре
	ř —	elopment
<u> </u>		Building envelope of every lot
<u> </u>	<u>u</u>	Lot dimensions
<u> </u>		Building footprint
		Lot area
<u> </u>		Renderings and profiles of traffic calming measures and features
	g lavout	



# FINAL DEVELOPMENT PLAN

		Parking stalls
		Ingress and egress areas
		Emergency lanes
		Medians
Location of existing services		
		Water
		Sanitary sewer
		Storm Drain
		Electricity
		Natural gas
Copy of preliminary site plan showing:		
		Site plan
		Landscape and irrigation plan
		Fencing /wall plan
		Lighting
Copy of preliminary subdivision or condominium plat showing:		
		Slope analysis map for projects with a slope in excess of 10%
		Drainage ways
		Roadway plans
		Traffic impact study (if applicable)
		Existing public facilities/utilities