



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

SUBDIVISION AMENDMENT 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 Subdivision Amendment 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
- Subdivision Amendment Process
- Subdivision Amendment 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 ODA Development Coordinator 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 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: | <input type="checkbox"/> Concept | <input type="checkbox"/> Preliminary | <input type="checkbox"/> 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):**

(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

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: _____



AMENDED SUBDIVISION PROCESS

GENERAL

The subdivision, construction drawings and procedures must comply with the provisions of the City of West Jordan Municipal Code and the Design and Construction Standards. 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 amended 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 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 plat.

APPLICATION

The subdivision amendment process can be initiated by submitting the application, along with items listed on the subdivision amendment checklist. The application will be 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 subdivision amendment and construction drawings are approved and the mylar can be created.

MYLAR PREPARATION

The applicant will prepare the 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 60 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

RECORDATION

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the subdivision amendment. 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.



SUBDIVISION AMENDMENT 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"/>	Title report prepared within 60 days

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"/>	Name of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Location Map – include name of adjacent subdivision, developments, property owners, land use and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map – legible with major street names and highlighted subject property
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and addresses
<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"/>	Acreage/square footage of each lot
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Date of Drawing
<input type="checkbox"/>	<input type="checkbox"/>	Revision blocks
<input type="checkbox"/>	<input type="checkbox"/>	Legend showing all symbols, line types, hashing and abbreviations
<input type="checkbox"/>	<input type="checkbox"/>	Scale and North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way and easements -
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures within the subdivision or within 200 feet thereof
<input type="checkbox"/>	<input type="checkbox"/>	Property and survey monuments
<input type="checkbox"/>	<input type="checkbox"/>	Snow Storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Transportation linkage to adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	Street monuments
<input type="checkbox"/>	<input type="checkbox"/>	Owners Dedication and Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	Surveyor’s certificate stamped and signed by engineer
<input type="checkbox"/>	<input type="checkbox"/>	Property Description
<input type="checkbox"/>	<input type="checkbox"/>	Signature Blocks
<input type="checkbox"/>	<input type="checkbox"/>	Fire Hydrants locations



SUBDIVISION AMENDMENT

<input type="checkbox"/>	<input type="checkbox"/>	Street Names
<input type="checkbox"/>	<input type="checkbox"/>	Lot Addresses
<input type="checkbox"/>	<input type="checkbox"/>	Bearings and Curve Data
Additional Information supplied with the plat drawings or on a separate sheet		
<input type="checkbox"/>	<input type="checkbox"/>	Show Remaining Lots
<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 fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing 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"/>	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at www.wjordan.com
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements at www.wjordan.com
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone – If the project is within the Airport Zone see requirements at www.wjordan.com
Utility Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement line.
<input type="checkbox"/>	<input type="checkbox"/>	A north arrow
<input type="checkbox"/>	<input type="checkbox"/>	The subdivision name
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Utilities - Show all existing and proposed utilities including:
<input type="checkbox"/>	<input type="checkbox"/>	1) Sewer
<input type="checkbox"/>	<input type="checkbox"/>	2) Culinary water
<input type="checkbox"/>	<input type="checkbox"/>	3) Secondary water
<input type="checkbox"/>	<input type="checkbox"/>	4) Fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	5) Storm drains
<input type="checkbox"/>	<input type="checkbox"/>	6) Subsurface drains
<input type="checkbox"/>	<input type="checkbox"/>	7) Gas lines
<input type="checkbox"/>	<input type="checkbox"/>	8) Power lines
<input type="checkbox"/>	<input type="checkbox"/>	9) Street lights
<input type="checkbox"/>	<input type="checkbox"/>	Show location and dimensions of all utility easements
Grading and Drainage Plan		
<input type="checkbox"/>	<input type="checkbox"/>	Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement line.
<input type="checkbox"/>	<input type="checkbox"/>	A north arrow
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision name
<input type="checkbox"/>	<input type="checkbox"/>	Topography - 2-foot contour intervals, show proposed (solid lines and existing (dashed lines). Use spot elevations where appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed detention facility: Include contours, spot elevations, high water mark, and access ramp.
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic and hydrologic storm drainage calculations, signed and stamped by a registered surveyor



SUBDIVISION AMENDMENT

<input type="checkbox"/>	<input type="checkbox"/>	Show Existing water courses, canals, ditches, springs, wells, culverts, detention ponds and storm drains.
<input type="checkbox"/>	<input type="checkbox"/>	Show Existing and proposed storm drain lines, manholes, inlet boxes, combination boxes, and cleanouts. Include size, type, elevations and slope
<input type="checkbox"/>	<input type="checkbox"/>	Natural Channels: Include typical section, erosion protection, permanent structures, freeboard, and access.
<input type="checkbox"/>	<input type="checkbox"/>	FEMA 100 year flood plain location
<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"/>	Areas of substantial earth moving with erosion control plan.
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.
<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