



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

## ZONING TEXT 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 Zoning Text 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
- Zoning Text Amendment Process
- Zoning Text 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 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 Services Application

8000 South Redwood Road, 2<sup>nd</sup> Floor, South  
801-569-5060

[WJPlanning@westjordan.utah.gov](mailto:WJPlanning@westjordan.utah.gov)

**Property:**

Sidwell/Parcel # from SL Cnty: \_\_\_\_\_ Acreage \_\_\_\_\_ Lots: \_\_\_\_\_

Approximate Street Address: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Type of Application:**

Concept                       Preliminary                       Final

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

**Other:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Consultant:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

<b>OFFICE USE ONLY</b>			
<b>MUNIS #:</b> _____	<b>Date Received:</b> _____	<b>Date of Meeting:</b> _____	
<b>ODA</b> _____	<b>Planner:</b> _____	<b>Engineer:</b> _____	<b>Fire:</b> _____

**Notary Block for Applicant’s Signature**

STATE OF \_\_\_\_\_)  
: ss.  
County of \_\_\_\_\_)

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



# ZONING ORDINANCE TEXT AMENDMENT PROCESS

---

## **GENERAL**

The purpose of the zoning ordinance text amendment process is to obtain City Council approval and must comply with the provisions of the City of West Jordan Municipal Code. Processing times will vary based upon availability of city staff time and the completeness of the submitted application. Checklists for a zoning ordinance text amendment are attached and are located on the City's website at [www.westjordan.utah.gov](http://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.

## **APPLICATION SUBMITTAL**

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

## **PLANNING COMMISSION REVIEW AND ACTION**

Once the development team has completed their review and determined it is complete, the City Planner will schedule the zoning ordinance text amendment 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 zoning ordinance text amendment for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Review and Action –For a zoning ordinance text amendment 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. Make a positive recommendation to the City Council
  2. Make a negative recommendation to the City Council
  3. Postpone were further information or input is necessary
  4. Continue the application to a future date within 45 days after holding the public hearing. If the Planning Commission fails to forward a recommendation on the proposed amendment within 60 days, after closing the public hearing, it shall be forwarded to the City Council as if the Planning Commission made a negative recommendation

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

### **CITY COUNCIL REVIEW AND ACTION**

After the Planning Commission has reviewed the proposed zoning ordinance text amendment, made its recommendation and passed those along to the party requesting the amendment, the amendment can then be reviewed by the City Council. The following activities will take place as part of this task:

- A. Scheduling and Public Notices - The Community Development Director will schedule the proposal for review by the City Council and arrange for publication of a notice of a public hearing.
- B. Review and Action - For the zoning ordinance text amendment to be approved by the City Council, the applicant must attend the City Council meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the City Council, the City Council will take action in one of the following forms
  1. The City Council may approve the zoning ordinance text amendment.
  2. The City Council may change the text other than as proposed but within the scope of the notice given for the Public Hearing.
  3. The City Council may reject the proposed zoning ordinance text amendment.

Notice of the action will be sent to the applicant regarding the City Council's action.



## ZONING ORDINANCE TEXT AMENDMENT SUBMITTAL CHECKLIST

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

### ZONING ORDINANCE TEXT AMENDMENT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>In writing, explain the reason and justification for such zone ordinance text change and a statement setting forth the manner in which a proposed zone text change would further promote the objectives and purposes of the West Jordan Municipal Code The statement must include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Public purpose for the amendment in question</li> <li><input type="checkbox"/> Confirmation that the public purpose is best served by the amendment.</li> <li><input type="checkbox"/> Compatibility of the proposed amendment with general plan policies, goals and objectives</li> <li><input type="checkbox"/> Consistency of the proposed amendment with the general plan's timing and sequencing provisions on changes of use</li> <li><input type="checkbox"/> Potential of the proposed amendment to hinder or obstruct attainment of the general plan's policies</li> <li><input type="checkbox"/> How each of the approval criteria are being met per the Municipal code</li> <li><input type="checkbox"/> Provide comparisons to regulation of other jurisdictions</li> </ul>

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