



## Community Development

7960 South 4000 West, 2<sup>nd</sup> Floor

West Jordan, Utah 84088

Phone 801-569-5060

Pre-application reviews are to help future applicants understand what will be required prior to formal application submittal. Staff will review pre-application documents and prepare comments that will be returned in letter form at the pre-application meeting. Pre-application meetings take place only on Monday between the hours of 2pm and 4pm. To schedule a pre-application meeting; submit the following documents, along with this application form by 3pm Tuesday one week prior. You will be notified by the assigned project manager of the time when your meeting is scheduled.

Provide all documents listed below. Incomplete submittals will not be accepted.

- ☐ Pre-application Meeting Form.
- ☐ Conceptual site plan.
- ☐ Conceptual building(s) rendering.
- ☐ Description of proposed residential density (if applicable).
- ☐ Current Zoning & Land use category from land use map. <https://gis.wjordan.com/city-info/>
- ☐ Proposed land use and zoning.
- ☐ Size of proposed building(s).
- ☐ Property Owner Permission Letter (Signed by Owner).
- ☐ Aerial View of Property (Google).
- ☐ Pre-application Narrative.

The cost of the pre-application review is \$116.00. After submitting the documents, you will be sent an invoice. The invoice must be paid before the project team will start their review. Please send a return email when the invoice has been paid.

For your convenience you can make payments over the phone by calling **801-569-5018** with VISA or MASTERCARD. Payment can also be made by mailing a check (which will slow the process) or submitting it in person at City Hall, 8000 South Redwood Road, in the finance department.

\*\*\*\*\*

### **Submittal Instructions**

- It is a form field document. The form can be filled out online prior to saving to your device, but it must be saved to and emailed from your device.
- The form can be downloaded first and filled out using any compatible PDF software.
- Save form to your device.
- Submit the pre-application form and the required documents to [WJPlanning@westjordan.utah.gov](mailto:WJPlanning@westjordan.utah.gov). PDF files are required for all submittals and plans.
- After submittal you will receive an email verification that the form and documents have been received. Incomplete submittals will not be accepted.



## Pre-Application Meeting Form

Project Name:

Project Address:

Parcel ID # (SL County)

Applicant:

Address:

Phone:

E-Mail:

Property Owner:

Address:

Phone:

E-mail:

Current use of property:

Current Zoning:

Property Acreage:

Applicant's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff Use Only**

Project#  Date Received:

Meeting Date and Time:

Planner:  Engineer:  Public Utilities:

Fire:  Parks:

**Pre-Application Meeting Narrative**

Provide staff with as much information on your proposed project as possible.

Project Name (not your name):

**Provide a brief written description of your project: (You may also attach a typed description)**

**Do you have any specific questions or concerns regarding your proposed development?**

There will be additional fees that will be associated with your development that you will be responsible to pay. All applicable development application fees will be explained at the pre-application meeting. All applicable impact fees will be reviewed at the pre-application meeting. In addition to the pre-application fee, development application fees and impact fees you will also be responsible for all recording fees and building permit fees.

The process is as follows:

- Pre-application process
- Entitlement process
- Development process
- Construction process

Building Permit (for information regarding their fees contact them 801-569-5050) It is against the city policy to create an estimate fee invoice. Application fees are non-refundable.