



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

## **MINOR SUBDIVISION INFORMATION**

### **GENERAL**

The purpose of the attached documents is to provide information necessary to plan, apply, and submit the necessary information to obtain approval for a Minor Subdivision Approval in the City of West Jordan.

Providing the required information will result in a complete application and the timely completion of the project. Not providing the required information will result in an incomplete application and the return of the application and submitted documents.

To be a complete application, the following is required:

- The project complies with the established zoning (including any overlay zone) of the property.
- All items listed on the checklist have been submitted, all items required by West Jordan City Code have been submitted, and all items required by any development agreement and/or development plan have been complied with.
- All application fees have been paid.

This document is a guide for projects. Additional information may be required depending upon the nature of the project. The assigned planner/project manager will provide additional information when it becomes available.

### **CONTENTS**

The following documents are provided.

- City of West Jordan Application
- Application Affidavit
- Property Owner Affidavit
- Final Subdivision Process
- Final Subdivision Checklist of required submittals
- Required Application Fees
- List of All Required Fees for the Project

### **SUBMITTAL MEETING**

An application submittal meeting is required to check the application submittal for completeness. Please contact the assigned planner/project manager to schedule an application submittal meeting.

### **GETTING HELP**

When the application has been submitted, a Project Team will be assigned. The planner/project manager is the point of contact. All inquiries must go through the planner/project manager.



# MINOR SUBDIVISION PROCESS

## 1. GENERAL

The purpose of the minor subdivision process is for the subdivision of property where no public dedication is required, and the development consists of ten lots or less. Minor subdivisions are processed as final applications. The minor subdivision submittal must comply with all provisions of the West Jordan City Code. This document and accompanying documents are not necessarily a comprehensive list of all requirements of the West Jordan City Code.

Review times are as follows:

Application Completeness Review	Maximum 2 – business days
First Review	Maximum 20 – business days
Second Review	Maximum 20 – business days

*Business Day Means - Monday through Friday, except the legal declared state or federal public holidays.*

The information contained in paragraphs 2-14 of this document is a general outline of the process associated with the final major subdivision application. However, processes may be adjusted or altered depending upon the size and complexity of the project.

## 2. APPLICANT’S INITIAL CONTACT WITH CITY STAFF ABOUT PROJECT

Contact the Planning Division by telephone or by a meeting at the Community Development Department offices. If you are not familiar with City processes and requirements, city staff will briefly discuss the process and requirements with you.

## 3. PRE-APPLICATION MEETING

A pre-application meeting is required for all projects. Pre-application meetings are held weekly. The pre-application form can be downloaded at <https://www.westjordan.utah.gov/wp-content/uploads/2023/11/00-Pre-application-form-form-fill-version-for-website-Aug-2022.pdf>

The purpose of a pre-application meeting is:

- To better facilitate the development process by establishing initial contacts between City staff and the applicant.
- To provide an opportunity for the applicant to present the project to city staff and receive comments from them.
- To provide an opportunity for the applicant to ask questions regarding city requirements to eliminate unnecessary delays.

## 4. APPLICATION

The minor subdivision process is initiated by submitting a complete application as described on page one of this packet. Incomplete applications will not be accepted.

## 5. STAFF REVIEW

Staff review of the complete application will be based upon adopted City of West Jordan ordinances and development standards. Review times are outlined in paragraph 1. After staff review, the applicant will be contacted to schedule a redline comments/corrections meeting.

## 6. STAFF ACTION

When appropriate, city staff will notify the applicant that the minor subdivision and construction drawings are approved and the subdivision mylar can be created.

## 7. MYLAR PREPARATION AND SUBMITTAL

- **The applicant must have completed the Preliminary Plat Review and be ready to Record with Salt Lake County before a Plat can be recorded. Information regarding this can be found at <https://slco.org/recorder/industry/plat-map/>**

The applicant will prepare the approved 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 60 days.

**Once the mylar has been submitted and accepted by the city for city signatures, it will not leave the custody of the city until recorded.**

## 8. CITY SIGNATURES

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

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

## 9. RECORDATION

An appointment is made between city staff and developer to meet at the Salt Lake County Recorder's Office to record the subdivision. **Staff will set up the appointment both with the County and applicant.** The applicant is responsible for providing Salt Lake County Recorder's requirements for recordation, including approval to record and recording fees. **The applicant must attend this appointment.** The City of West Jordan is only there to provide a continuous chain of custody of the plat.

## 10. EXPIRATION OF FINAL APPROVAL

An approved, unrecorded final subdivision plat shall remain valid for two (2) years. One 6-month extension may be granted by the zoning administrator if, upon written request by the owner/developer, the zoning administrator finds that the extension will not adversely affect the public health, safety, or welfare of the city.

## 11. PRECONSTRUCTION MEETING

After all code requirements are met, the engineering coordinator will schedule a preconstruction meeting with the applicant, identified contractors 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.

**12. BUILDING PERMIT**

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

**13. 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.

**14. 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 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: \_\_\_\_\_

**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> _____



**PROPERTY OWNER AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
  } ss  
COUNTY OF \_\_\_\_\_ }

I, \_\_\_\_\_, being duly sworn, by my signature represent, affirm and attest as follows:

1. **Definitions.** The following definitions apply in this Affidavit:

- a. "Application": Application includes (i) the document entitled *West Jordan City Development Services Application* ("Application Form"), (ii) this Property Owner Affidavit ("Affidavit") and any other Property Owner Affidavit(s), 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. "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 \_\_\_\_\_  
*(approximate street address)*.

2. **Property Owner.** To the best of my knowledge (**check one**):

- 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)*

3. **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 form)*

for the project entitled, " \_\_\_\_\_"  
*(name of Project as appears on the Application form)*

which Application requests approval by the City of West Jordan for the following:

- |   |  |   |
|---|--|---|
| <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 |   |
| <input type="checkbox"/> <b>Other:</b> _____        |  |   |



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 the 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: \_\_\_\_\_



# MINOR SUBDIVISION SUBMITTAL CHECKLIST

PROJECT \_\_\_\_\_

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

## GENERAL INFORMATION

Your Check	City Check	Description of required item.
		Application
		Owner Affidavit (for each Owner of property in the Application)
		Electronic copy of all plans in PDF format
		Preconstruction Meeting Form
		Fees, including storm water impact fees, if not yet paid – Calculated and due after acceptance of application
		Title Report - A full and comprehensive preliminary title commitment dated within 60 days of application, showing all liens and encumbrances against the property. (may need an updated copy)
		Geotechnical Report
		Final Drainage Report
		Phase 1 Environmental
		Engineer’s Estimate of Project Cost
		Offsite Dedications or Easement Legal Descriptions
		Public Easements (if applicable)
		Adjacent Property Owner Agreements (if applicable)
		Third Party Agreements or letters of consent (UDOT, a canal company, Salt Lake County, Rocky Mountain Power, Army Corps of Engineers, etc. if applicable)
		All drawings which require professional certification must be stamped and signed

## FINAL PLAT DRAWINGS

Your Check	City Check	Description
<b><i>Drawings must have separate sheets for each plan and assembled in the following order</i></b>		
<b>1. Cover Sheet</b>		
		Subdivision Name, top of page and Right side of sheet
		“Final Submittal” top of page and Right side of sheet
		Complete address, top of page
		“Call Before You Dig” symbol and telephone number, top of page
		Index of drawings(pages)
		Date of drawing
		Applicant name and address
		Developer name and address
		Design firm name and address, engineer stamp
		Vicinity Map
		Key Map
		Notes and notices



# MINOR SUBDIVISION

2. Subdivision Plat Drawings	
	Scale – not smaller than 100 feet to the inch
	Subdivision Name – at the top of the sheet and lower right corner
	Township, range, and section and City of West Jordan
	North arrow, top faces either north or west
	Corner section tie
	Boundary bearings and dimensions, tied to public survey monuments
	Subdivision boundary survey information including dimensions, bearings, and locations.
	Survey information and certificate – name, stamp, and signature of registered surveyor
	Legal Description to be rectified with surrounding subdivisions and deeds. Legal description and plan view callouts to match.
	Metes and bounds description
	Existing and proposed roads, road to be identified as a public or private road
	Rights of way centerlines and monuments and each intersection. Coordinates shall be shown at each intersection
	Lots, blocks, and parcels. Parcels should be identified as private or dedicated for public use. Indicate ownership and maintenance of all parcels.
	Existing lots and parcels showing dimensions and area
	Lot numbering
	All lots and parcels to be addressed according to Salt Lake County standards
	All lots to have Public Utility Easements (PUEs). 10' in the front of rear yard and 7' for side yards.
	Street names and numbering. Street names to be approved by Salt Lake County Addressing. A copy of the Salt Lake County Addressing approval letter should be submitted with the plat.
	Fences and walls. Indicate ownership and maintenance responsible parties.
	Dedication language and notary acknowledgments as approved by the City of West Jordan
	Vicinity Map – legible with major street names and highlighted subject property and North arrow
	Legend showing all symbols, line types, hashing and abbreviations
	Date of drawing
	HOA name and address (if applicable)
	Applicant name and address
	Developer name and address
	Design firm name and address
	Adjoining property lots and parcels showing ownership name and tax ID numbers
	Existing easements showing type of easement and recording information
	Proposed easements – sufficient ties are shown to locate easement, indicated to whom the easement is dedicated.
	Protective covenants, maintenance agreements and cross access easements as needed.
	Indicate ownership and maintenance responsibilities for detention and open space areas.



# MINOR SUBDIVISION

	Lands reserved in private ownership for community use - indicate ownership and maintenance
	Locations of jurisdictional boundaries for: FEMA, US Corps of Engineers, and Salt Lake County Flood Control District
	Any necessary agreements/easements with adjacent property owners regarding storm water, irrigation, utilities, access, or other matters. Submit legal description and exhibit to City for review
	Outside agency / Entities approval which might be affected by the project.
	Any other special notes or requirements
	For any off-site utility easement to be dedicated to the City, submit a legal description and exhibit for review. City to provide the easement documentation.
	Private irrigation and subsurface drainage easements to be a minimum of 15 foot wide.
	City of West Jordan signature blocks for: City Engineer, City Attorney, Planning Commission, Mayor, and attestation by the City Recorder (space for stamp to be provided) and County Recorder, and County Surveyor
	Utility signature blocks for: natural gas, electric power, major public fiber companies and Salt Lake County Health
<b>3. Overall Utility Plan</b>	
	Subdivision name
	North arrow, legend, scale at 1" = 60' or 1" = 100'
	Existing and proposed roads, curb, gutter, and sidewalk, lots, and easement lines
	Existing utilities – sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and streetlights (see WJCC Sec. 8-6-2).
	Additional Utility Easements – Location and dimensions.
	Proposed project sanitary sewer system. Include pipe length, material, and size. Include service lateral to each lot, manhole size and rim elevation. Include subdivision connection point and flow amount.
	Proposed master planned sanitary sewer system improvements (if applicable). Include pipe length, material, and size. Include manhole size and rim elevation. Check city web site for most current plan.
	Proposed project storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations. Include connection pint and proposed flow amount.
	Proposed master planned storm drain system improvements (if applicable). Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations. Check city web site for most current plan.
	Proposed project culinary water system. Include length, size, and class of pipe as well as tees, crosses, service laterals to each lot. Provide waterlines across the frontage of all lots.
	Proposed water valve size and locations. Valves are required every 500 feet and at each branch of a tee or cross fitting.
	Proposed water meter size and locations. A separate meter for irrigation connection to main is required for all landscape areas of 100 square feet or more.
	Proposed fire hydrant locations. Fire hydrants are to be spaced at a maximum distance of 500 feet.



# MINOR SUBDIVISION

		Culinary water pressure zone boundaries. Install PRV if two lines from different pressures zones connect (include permission from Utility Engineering Manager for cross zone connection). Label all pressure zone lines when within 500 feet of pressure zone boundary.
		Proposed master planned culinary water system improvements. Include length, size, and class of pipe as well as tees, crosses, valves, and fire hydrants. Check city web site for latest copy of the master plan.
		Overhead utilities must be buried. Show existing overhead utilities on this drawing and indicate how and where they will be buried.
		Well Protection Overlay Zone – if the project is within the Well Protection Zone see requirements at <a href="http://www.westjordan.utah.gov">www.westjordan.utah.gov</a>
<b>4. Overall Drainage Plan</b>		
		North arrow and scale. (1" =100' max.)
		"Call Before You Dig" symbol and telephone number
		Revisions block
		Compliance Note indicating all facilities conform to the City's Design and Construction Standards and Master Storm Drain Plan.
		Show proposed and existing conditions for the property being developed and within 100-feet of the project's boundary.
		Dashed lines and labels showing existing improvements, with elevations to show the project's conformity with the existing conditions.
		Show proposed contours (use solid lines) and spot elevations.
		Topography - Contour lines at 2-foot intervals
		Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
		Proposed contours for site, parking lot and landscaping are shown.
		Proposed sidewalks, sidewalk ramps curb and gutter with spot elevations.
		Storm Drain Calculations: Drainage calculations – Hydraulic and hydrologic storm drainage calculations using a 10-year storm and a 100-year storm event with 0.1 cubic foot per second/acre discharge in 24 hours stamped by a registered professional engineer. Include calculations for Low Impact Development Best Management Practices, detention, pipe hydraulics, and inlet spacing. (Separate report not shown on drainage plan)
		Elevations shown (top of curb, flow line and crown line) at limits of construction, P.C.'s, P.T.'s, and grade breaks.
		Percentage of grade and direction of flow is indicated.
		Pad and finished floor elevations for all new structures are shown.
		Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.
		All existing and "to be constructed" block walls are shown.
		Proposed and existing drainage easements, with dimensions, elevations and typical sections
		Shows existing or "to be dedicated" rights-of-way and easements.
		"Sight visibility easements" with dimensions
		Flood Plain and Wetland Information - Flood plain or wetland boundary locations.
		Storm Water Facilities - Size, slope, location, and description of existing and "to be constructed" storm drain facilities line elevations.



# MINOR SUBDIVISION

	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.
	Existing culverts, streams, and channels, with proposed changes. Include plan and profile sheets, typical section, erosion protection, permanent structures, freeboard, and access.
	Proposed culverts, streams, channels, and detention ponds. Include plan and profile sheets, typical section, erosion protection, permanent structures, freeboard, and access.
	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.
	Detention areas and details are shown. This is to include spillways, freeboard, distance from top of basin to private property lines, inlet and outlet improvements, access from street to outlet, and grading.
	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)
	Side and rear lot drainage conveyances, such as swales, inlets and the necessary details so that they can be constructed and connect to the storm drain system.
	Existing irrigation ditches have been piped or abandoned as approved by the ditch master.
	Existing irrigation tailwater ditches or sheet flow is properly conveyed through the property.
	Erosion protection is provided for all cut and fill slopes.
	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
	Oil water separator system in place before it discharges into the city system.
	Approval from County Flood Control (if applicable) – Obtain a flood control permit for facilities under the jurisdiction of Salt Lake County Flood District
	Approval from the Army Corps of Engineers (if applicable) – If the site is within or adjacent to any known wetlands.
	Federal, State and Local Permits (if applicable) – Acquire permits necessary for the project. State stream alteration permit.
<b>5. Overall Grading Plan</b>	
	Project title
	North arrow and scale. (1” =100’ max.)
	“Call Before You Dig” symbol and telephone number are shown
	Revisions block
	Compliance note indicating all facilities conform to the City’s Design and Construction Standards.
	Proposed and existing conditions for the property being developed and within 100- feet of the project’s boundary.
	Dashed lines and labels showing existing improvements, with elevations noted to show the project’s conformity with the existing conditions.



# MINOR SUBDIVISION

	<p>Show proposed contours (use solid lines) and spot elevations</p> <p>Topography - Contour lines at 2-foot intervals (minimum).</p> <p>Proposed contours for site, parking lot and landscaping are shown.</p> <p>Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.</p> <p>Proposed curb and gutter with spot elevations</p> <p>Elevations shown (top of curb, flowline and crown line) at property corners, limits of construction, P.C.'s, P.T.'s, and grade breaks.</p> <p>Percentage of grade and direction of flow</p> <p>Pad and finished floor elevations for all new structures</p> <p>Finished floor elevation of all buildings adjacent to this property and spot grades on adjacent properties to show elevational relationships.</p> <p>All existing and "to be constructed" walls are shown. Provide cross sections and construction details. Provide top of wall and bottom of wall spot elevations. Provide distances to property lines.</p> <p>Proposed and existing drainage easements, with dimensions, elevations and typical sections as needed.</p> <p>Soils report required for all public roadways per Chapter 3 of the Road and Bridge Standards.</p>
<b>6. SWPPP</b>	
	<p>The project fulfills all the requirements of the Land Disturbance. See Land Disturbance Permit requirements at <a href="https://www.westjordan.utah.gov/wp-content/uploads/2023/08/2023-LDP-for-web.pdf">https://www.westjordan.utah.gov/wp-content/uploads/2023/08/2023-LDP-for-web.pdf</a></p>
<b>7. Street Design Plan View</b>	
	<p>Street Monuments</p> <p>Street name and number</p> <p>Right of way width.</p> <p>Design benchmark.</p> <p>Property lines. Locations of easements (existing and proposed)</p> <p>Center line with stationing. Please include any horizontal curve information.</p> <p>Horizontal sight distance if road intersection is not 90 degrees or if road intersects a horizontal curve.</p> <p>Existing edge of asphalt spot elevations as well as centerline spot elevations. 50 foot intervals.</p> <p>Existing and proposed curb, gutter, sidewalk, and drive approaches. Provide spot elevations for both sides of the street.</p> <p>Profile spot elevation designations at curb return.</p> <p>Existing and proposed utilities.</p> <p>Existing and proposed streetlights (see WJCC Sec. 8-6-2).</p> <p>Extend limits of drawing 100' before and after proposed improvements. Include driveways and any road intersection.</p> <p>Proposed storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations.</p> <p>Proposed sanitary sewer system. Include pipe length, material, and size. Include manhole size and rim elevation.</p> <p>Proposed culinary water system. Include length, size and class of pipe as well as valves, tees, crosses, fire hydrants and service laterals.</p>



# MINOR SUBDIVISION

<b>8. Traffic Signs and Striping Plan</b>	
	Scale
	Overall site layout, complete with lot and easements lines.
	Street layout including curb, gutter, and sidewalk.
	Stop bars as required by MUTCD
	Cross walks.
	Painted messages or arrows.
	Stop signs per most current edition of MUTCD.
	Street signs per most current edition of MUTCD.
	Any additional signs as warranted by the most current edition of MUTCD.
	Traffic striping or tape for all lanes.
	Proposed signal loops if required.
	Proposed signal light if required.
	ADA ramps at intersections-perpendicular to the road centerline – PROWAG R 304.2
	ADA pedestrian crosswalks designed at a maximum slope of 2% if stop controlled - PROWAG R 302.5
	Show traffic calming measures for roads exceeding 600 feet in length
<b>9. Traffic Impact Analysis</b>	
	Engineering will determine if a Traffic Impact Analysis is required and provide the to the applicant the Guidelines for the Traffic Impact Study
<b>10. Site Demolition Plan</b>	
	Project title
	North arrow
	Scale of drawing
	“Call Before You Dig” symbol and telephone number are shown (plan sheets).
	Revisions block is shown.
	Structures and other facilities to be removed are shown, including SqFt for each structure.
<b>11. Adjacent Property Owners Agreements</b>	
	Adjacent property owners’ agreements regarding storm drainage, irrigation or other matters.
<b>12. Water Efficiency Standards</b>	
All new construction, for all zones and types of uses, shall comply with the water efficiency standards listed below. Design landscaping and irrigation to meet these standards.	
	All irrigation shall be appropriate for the designated plant material to achieve the highest water efficiency.
	Drip irrigation or bubblers shall be used except in lawn/sod/turf areas.
	Drip irrigation systems shall be equipped with a pressure regulator, filter, flush-end assembly, and any other appropriate components.
	If installed each irrigation valve shall irrigate landscaping with: <ol style="list-style-type: none"> <li>1. Similar site;</li> <li>2. Similar slopes;</li> <li>3. Similar soil conditions; and</li> <li>4. Plant materials with similar watering needs.</li> </ol>
	Lawn/sod/turf and planting beds shall be irrigated on separate irrigation valves if an irrigation system is installed.





## MINOR SUBDIVISION

		Landscaped areas shall be provided with a smart irrigation controller which has the ability to automatically adjust the frequency and/or duration of irrigation events in response to changing weather conditions. All controllers shall be equipped with automatic rain delay or rain shut-off capabilities.
		A minimum of three (3) to four (4) inches of mulch, permeable to air and water, shall be used in planting beds.
		At maturity it is recommended that landscapes have enough plants (trees, perennials, and shrubs) to create at least fifty percent (50%) living plant cover at maturity.
		Lawn/sod/turf shall not be installed in: <ol style="list-style-type: none"><li>1. Park strips;</li><li>2. Paths less than eight feet (8') wide; and</li><li>3. On slopes with a grade greater than twenty five percent (25%) or four to one (4:1) slope.</li></ol>
		Lawn/sod/turf areas of all dwelling units shall not exceed the greater of two hundred fifty (250) square feet or thirty five percent (35%) of the front yard/side yard landscaped area, as defined in section 13-2-3.



## MINOR SUBDIVISION DEVELOPMENT FEES

**Final Review fee amount includes two (2) reviews. Only if requested by the applicant, additional reviews beyond two will be charged the supplemental rate as stated in the West Jordan Consolidated fee schedule. The fees listed here are in no way a guarantee that these are the only fees assessed by the City of West Jordan.**

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Fees may include and are detailed in the West Jordan Consolidated fee schedule:  
<https://www.westjordan.utah.gov/fee-schedule/>

- Application fees
- Engineering review fees
- Public notice mailing fee (If determined that Planning Commission review is warranted)
- Impact fees
- Utility connection fees
- Water meter fees
- Streetlight fees
- Streetlight connection fees
- Engineering inspection fee



## MINOR SUBDIVISION APPLICATION FEES

Final Review fee amount includes two (2) reviews. Only if requested by the applicant, additional reviews beyond two will be charged the supplemental rate as noted. The fees listed here are in no way a guarantee that these are the only fees assessed by the City of West Jordan.

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### *MINOR SUBDIVISION REVIEW (Less than 9 lots no dedication)*

- Final Subdivision Review \$1,404.00 plus \$52.50 per lot
- Final Engineering Review Fee \$1,155.00

#### PC, PRD, WSPA&TSOD Zones

- Final Subdivision Review \$1,404.00 plus \$52.50 per lot
- Final Engineering Review Fee \$1,155.00