



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

FINAL MAJOR SUBDIVISION 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 Final 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.



FINAL MAJOR SUBDIVISION PROCESS

1. GENERAL

The purpose of the final major subdivision process is to obtain administrative staff approval. The final 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 to the proposed project.

4. APPLICATION

The final major subdivision process is initiated by submitting a complete application as described on page 1 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 final 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.

OTHER POSSIBLE APPLICABLE ITEMS

DEVELOPMENT AGREEMENT (if applicable)

The Development Agreement is a formal written agreement between the city and the applicant, which details the responsibilities of both parties. The responsibilities detailed in the agreement for the city are those that are provided for in the Municipal Code and are reiterated in the Agreement. In addition to the standard items the city agrees to provide, any project specific items the city agrees to do are outlined in the ‘Special Provisions’ section of the agreement. The agreement also details items the applicant will provide along with any special requirements, which are also outlined in the ‘Special Provisions’ section. The Development Agreement is prepared by the city attorney’s office, then distributed and reviewed by other city departments who provide input into the Agreement. The Agreement is then reviewed as part of the project by the Planning Commission and approved, rejected, or returned for changes. A Development Agreement for a project will require City Council approval.

REIMBURSEMENT AGREEMENT (if applicable)

If the Applicant feels that certain facilities being constructed may be subject to reimbursement, the applicant shall prepare a letter addressed to the City Engineer prior to Final Approval of the project detailing the reasons. Facilities included in City master plans and impact fee studies may be subject to reimbursement dependent upon the findings of the City Engineer and Community Development Director who will respond in writing to the Applicant. If the City Engineer and Community Development Director agree that such facilities may be subject to reimbursement, the City Attorney will prepare an Agreement. The Reimbursement Agreement will require approval by the Mayor and may require approval by the City Council.



Development Services Application

8000 South Redwood Road, 2nd Floor, South
801-569-5060

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)

OFFICE USE ONLY			
MUNIS #: _____	Date Received: _____	Date of Meeting: _____	
ODA _____	Planner: _____	Engineer: _____	Fire: _____

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

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"/> Other: _____ | | |

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: _____



FINAL MAJOR 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.

MAJOR SUBDIVISION REVIEW (More than 9 lots)

- Final Subdivision Review Fee \$2,010.00 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



MAJOR SUBDIVISION DEVELOPMENT FEES

Preliminary and Final Review fee amount includes two (2) reviews each. 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.

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
- Impact fees
- Utility connection fees
- Water meter fees
- Streetlight fees
- Streetlight connection fees
- Engineering inspection fee



FINAL MAJOR 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 I 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
<i>Drawings must have separate sheets for each plan and assembled in the following order</i>		
1. Cover Sheet		
		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
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



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

	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.
	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.



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

		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
3. Overall Utility Plan		
		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.
		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.
		Drinking Water Source Protection Overlay Zone – if the project is within the Well Protection Zone see requirements at https://codelibrary.amlegal.com/codes/westjordanut/latest/westjordan_ut/0-0-0-49910
4. Overall Drainage Plan		
		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



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

	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.
	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.



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

	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.
5. Overall Grading Plan	
	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.
	Show proposed contours (use solid lines) and spot elevations
	Topography - Contour lines at 2-foot intervals (minimum).
	Proposed contours for site, parking lot and landscaping are shown.
	Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.
	Proposed curb and gutter with spot elevations
	Elevations shown (top of curb, flowline and crown line) at property corners, limits of construction, P.C.’s, P.T.’s, and grade breaks.
	Percentage of grade and direction of flow
	Pad and finished floor elevations for all new structures
	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” walls are shown. Provide cross sections and construction details. Provide top of wall and bottom of wall spot elevations. Provide distances to property lines.
	Proposed and existing drainage easements, with dimensions, elevations and typical sections as needed.
	Soils report required for all public roadways per Chapter 3 of the Road and Bridge Standards.
6. SWPPP	
	The project fulfills all the requirements of the Land Disturbance. See Land Disturbance Permit requirements at https://www.westjordan.utah.gov/wp-content/uploads/2023/08/2023-LDP-for-web.pdf
7. Public Street Design Plan View	



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

	Street Monuments
	Street name and number
	Right of way width.
	Design benchmark.
	Property lines. Locations of easements (existing and proposed)
	Center line with stationing. Please include any horizontal curve information.
	Horizontal sight distance if road intersection is not 90 degrees or if road intersects a horizontal curve.
	Existing edge of asphalt spot elevations as well as centerline spot elevations. 50 foot intervals.
	Existing and proposed curb, gutter, sidewalk, and drive approaches. Provide spot elevations for both sides of the street.
	Profile spot elevation designations at curb return.
	Existing and proposed utilities.
	Existing and proposed streetlights (see WJCC Sec. 8-6-2).
	Extend limits of drawing 100' before and after proposed improvements. Include driveways and any road intersection.
	Proposed storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations.
	Proposed sanitary sewer system. Include pipe length, material, and size. Include manhole size and rim elevation.
	Proposed culinary water system. Include length, size and class of pipe as well as valves, tees, crosses, fire hydrants and service laterals.
8. Public Street Design Profile View	
	Existing ground profile at proposed profile grade line (center line or top back of curb).
	Proposed profile grade line (center line or top back of curb). Include grade information, slope, VPI, VPC, CPT etc. Include elevations at points of interest.
	Vertical sight distance. Safe stopping distance when required.
	All necessary vertical curve information including length of curve, AKA Value.
	Extend profile line 100 feet each way showing existing improvements
	Profiles of sanitary sewer system. Include length, size, type and slope of pipe. Include manhole size, rim, and flow line elevations.
	Profiles of storm drain system. Include length, size, type and slope of pipe. Include hydraulic grade line and contributing system flow. Include all rim gate and low line elevations.
	Profiles of culinary water system if line size is 12 inches or greater. Include length, size, type, and slope of pipe. Include air vacuum station at all high points.
	Show conflicts between utilities. Include distance between utilities pipe edge to pipe edge.
	Elevation at left and right side of sheet
9. Traffic Signs and Striping Plan	
	Street layout including curb, gutter, and sidewalk.
	Stop bars as required by MUTCD.
	Cross walks, including as required by WJCC Sec. 8-6-2.
	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.



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

	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
10. Traffic Impact Analysis	
	Traffic Impact Analysis as required by the West Jordan Transportation Master Plan. https://assets.westjordan.utah.gov/ugd/a5f54b_cda4a63d0015489ab7945b4a758a19f1.pdf
11. Demolition Plan	
	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, indicate SqFt for each structure.
12. Public Landscaping Plan	
	Designation of "landscape zones" (grouping plants with similar water needs)
	The location of all proposed plants and a plant schedule specifying the quantity, size, common name botanical name, and spacing of all proposed plants
	Existing and proposed landscape grading of the site indicating contours at two-foot (2') intervals. Proposed berming shall be indicated using one foot (1') contour intervals
	Location of existing buildings and structures.
	The location, size, and common names of all existing mature trees and significant vegetation, on the site and within adjacent rights of way, indicating plants that will be retained and those that will be removed
	The location and dimensions of all existing and proposed buildings and structures, property lines, easements, parking lots and drives, streets and rights-of-way, signs, sidewalks, dumpster enclosures, fences.
	The location of all meters, lighting (see WJCC Sec. 8-6-2), fire hydrants and utility boxes in the right-of-way or on the property
	Designation of "landscape zones" (grouping plants with similar water needs)
13. Public Irrigation Plan	
	Location of connection to water supply
	Size of connection
	Pipe type
	Static water pressure(psi)
	Backflow prevention device type and location
	Water meter size and location
	Layout of irrigation system and a legend summarizing the type and size of all major system components and irrigation heads, including manufacturer's name and model numbers.
	Flow rate in gallons per minute and design operating pressure in psi for each valve
	Precipitation rate in inches per hour for each irrigation zone



FINAL MAJOR SUBDIVISION SUBMITTAL CHECKLIST

		Indicate either a pressure regulation device or pressure regulated spray heads
		Show location of rain shutoff device and how connected to controller (wire or wireless)
		Show location of rain shutoff device and how connected to controller (wire or wireless)
14. Water Efficiency Standards		
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"> 1. Similar site; 2. Similar slopes; 3. Similar soil conditions; and 4. Plant materials with similar watering needs.
		Lawn/sod/turf and planting beds shall be irrigated on separate irrigation valves if an irrigation system is installed.
		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"> 1. Park strips; 2. Paths less than eight feet (8') wide; and 3. On slopes with a grade greater than twenty five percent (25%) or four to one (4:1) slope.
		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.