



PRELIMINARY MAJOR SUBDIVISION

GENERAL

The attached documents will provide information necessary to plan for, apply for, and submit the necessary information to obtain approval for a Preliminary Major 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.

Complete Application Checklist:

Your Check	City Check	
		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.
		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
- Preliminary Major Subdivision Process
- Preliminary Major 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 about their various specialties.



PRELIMINARY MAJOR SUBDIVISION PROCESS

1. GENERAL

The purpose of the final major subdivision process is to obtain West Jordan Planning Commission approval. Only after preliminary major subdivision approval can the applicant apply for final major subdivision approval. The preliminary 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 15 – business days
Second Review	Maximum 15 – business days

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

The information contained in paragraphs 2-7 of this document is a general outline of the process associated with the preliminary 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 Preliminary 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. PLANNING COMMISSION REVIEW AND ACTION

Once the development team has completed their review and determined all applicable West Jordan City Code has been complied with, the City Planner will schedule the preliminary subdivision application for a Planning Commission meeting for their review, public hearing and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the preliminary subdivision for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Review and Action –For a preliminary subdivision to be considered by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. *(A handout will be provided explaining this.)* Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will act in one of the following forms:
 - 1. Approval of the preliminary subdivision
 - 2. Approval with modifications
 - 3. Postpone if the Commission requires additional information or input
 - 4. Deny the subdivision plat

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

7. EXPIRATION OF PRELIMINARY APPROVAL

Preliminary Subdivision Plat: An approved preliminary subdivision plat shall remain valid for one year following the date of approval.

1. A preliminary subdivision plat consisting of phases will remain valid provided a final plat on at least one phase is approved, recorded and developed within twelve (12) months of the date of preliminary approval, and provided each successive phase is approved, recorded and developed within twelve (12) months of the previous phase's recording date.

2. 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. The decision of the zoning administrator may be appealed to the planning commission as provided in section 15-5-2 of this code.

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.



PRELIMINARY MAJOR SUBDIVISION SUBMITTAL CHECKLIST

PROJECT _____

APPLICANT _____ DATE _____

GENERAL INFORMATION

Your Check	City Check	Description
		Completed Application
		Owner Affidavit (for each Owner of property on the Application)
		Electronic copy of all plans in PDF Format
		Pre-application Meeting Responses
		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)
		Fees are calculated and due after acceptance of application

PRELIMINARY SUBDIVISION DRAWINGS

Your Check	City Check	Description
<i>Drawings must have separate sheets for each plan and assembled in the following order</i>		
Cover Sheet		
		Subdivision Name, top of page and Right side of sheet
		"Preliminary 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
Subdivision Plat Drawings		
		Subdivision Name – at the top of the sheet and lower right corner
		Scale – not to be smaller than 100 feet to the inch
		Describe township, range and section and City of West Jordan
		North arrow, top of page direction either north or west
		Corner section tie
		Boundary bearings and dimensions, tied to public survey monuments
		Survey information and certificate – name, stamp, and signature of registered surveyor
		Subdivision boundary survey information including dimensions, bearings, and locations.



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	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 roads
	Rights of way centerlines and monuments and each intersection. Coordinates shall be shown at each intersection
	Dedication language and acknowledgment language as approved by city
	Show all proposed dedications for public use
	Vicinity Map – legible with major street names and highlighted subject property
	Legend showing all symbols, line types, hashing and abbreviations
	Date of drawing
	Applicant name and address
	Developer name and address
	Design firm name and address
	West Jordan revision blocks
	Adjoining property lots and parcels showing ownership name and parcel ID numbers
	Indicate ownership and maintenance responsibilities for detention and open space areas.
	Lots, blocks, and parcels. Parcels should be identified as private or dedicated for public use. Indicate ownership and maintenance of all parcels.
	Existing and proposed lots and parcels showing dimensions and area
	Lot numbering
	Standard lot and parcel exhibit showing Public Utility Easements (PUEs). 10' in the front of rear yard and 7' for side yards.
	Phases – All proposed phases of development, numbered and defined, with timetable for development
	Legend showing all symbols, line types, hashing and abbreviations
	Existing easements showing type of easement and recording information
	Proposed easements, including any off-site easements, sufficient ties are shown to locate easement, indicated to whom the easement is dedicated.
	Private irrigation and subsurface drainage easements to be a minimum of 15 feet wide
	Existing and proposed fences and indicate maintenance responsibility
Topographical Survey	
	Subdivision name.
	North arrow, legend, scale at 1" = 100'(max).
	Show proposed road right-of-way, lots and easement lines.
	Topography – 2-foot contour intervals. Show slopes of 10-percent or greater. (Hillside ordinance applies). All existing and “to be constructed” block walls are shown.
	Show existing FEMA 100-year flood plain.
	Show existing channels, canals, ditches, springs, wells, wetlands, culverts and ponds.
	Existing irrigation ditches that must be altered, piped, or abandoned as approved by the ditch master.
	Existing and proposed utilities – sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and streetlights.
	Location of storm water retention/detention.
Overlay Zone Information	



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		Airport Overlay Zone – if the project is within the Airport Overlay Zone see requirements at https://codelibrary.amlegal.com/codes/westjordanut/latest/westjordan_ut/0-0-0-49379
		Hillside Development Overlay Zone – If the project is within the Hillside Development Overlay Zone see requirements at: https://codelibrary.amlegal.com/codes/westjordanut/latest/westjordan_ut/0-0-0-49623
		Drinking Water Source Protection Overlay Zone– if the project is within the Drinking Water Source Protection Overlay Zone see requirements at: https://codelibrary.amlegal.com/codes/westjordanut/latest/westjordan_ut/0-0-0-49899



Preliminary Major Subdivision Application

Property: Parcel Number(s): _____

Property Acreage: _____ Number of Lots: _____

Project Name: _____

Project Address: _____

Applicant: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Consultant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

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

(1) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

(2) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

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

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

1. Definitions.

- a. "Application": Application includes (i) this Application form, (ii) the Property Owner(s) Affidavit, and (iii) all information (whether written or verbal) provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other person or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Application ("Supporting Parties").
- b. "Property Owner(s)": Holders of any legal title to the Property.

2. Information is True and Correct. The information described on this Application form and contained in the Property Owner's Affidavit, is true and correct. The Applicant will use its best efforts to ensure all contents of the Application are accurate and current.

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

Applicant Signature: _____ Date: _____

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

Privacy Notice:

The personal data being collected is included in a public record as defined under Utah Code 63G-2-301 and may be available to the public as provided in Utah Code 63G-2-201. Prior to making a record available to the public, the City of West Jordan redacts private, protected, or controlled information as defined in Utah Code 63G-2-302, 304, and 305. For more information, please contact the City's Data Privacy Officer, Tangee Sloan – tangee.sloan@westjordan.utah.gov

Notary Block for Applicant's Signature

STATE OF UTAH)
 : ss.
County of Salt Lake)

On this _____ day of _____, 20____, before the undersigned notary public in and for the said state, personally appeared _____ [name of person], known or identified to me to be a/the _____ [position of responsibility] of _____ [name of company or entity], and the person who executed the foregoing instrument and acknowledged to me that said company or entity executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Notary Public for Utah

PROPERTY OWNER AFFIDAVIT

STATE OF _____ }
COUNTY OF _____ } ss

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 that I consent to the statements and information provided in the Application and attached plans and exhibits for the requested process(s) as checked above, and that all information presented by me is true and correct to the best of my knowledge.

(Property Owner Signature)

(Printed Name)

Subscribed and sworn to me this _____ day of _____, 20 ____.

(Notary)

Residing in _____,

(County)

(State)

My commission expires: _____

Privacy Notice:

The personal data being collected is included in a public record as defined under Utah Code 63G-2-301 and may be available to the public as provided in Utah Code 63G-2-201. Prior to making a record available to the public, the City of West Jordan redacts private, protected, or controlled information as defined in Utah Code 63G-2-302, 304, and 305. For more information, please contact the City's Data Privacy Officer, Tangee Sloan – tangee.sloan@westjordan.utah.gov



PRELIMINARY MAJOR SUBDIVISION DEVELOPMENT FEES

Preliminary 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.

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



PRELIMINARY MAJOR SUBDIVISION APPLICATION FEES

Preliminary Review fee amount includes two (2) reviews. Only if requested by the applicant, additional reviews beyond two will be charged the supplemental rate fee of \$100.00 per hour. 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)

- Preliminary Subdivision Review \$1,833.00 plus \$54.00 per lot
- Preliminary Engineering Review Fee \$1,180.00

PC, PRD, WSPA&TSOD Zones

- Preliminary Subdivision Review \$2,575.00 plus \$54.00 per lot
- Preliminary Engineering Review Fee \$1,180.00
- Public Notice Mailing Fee \$0.75 per address