



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

RESIDENTIAL NOT IN A RECORDED 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 Residential Not In A Recorded Subdivision in the City of West Jordan.

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents to you and will unnecessarily delay progress and final approval.

This document is meant to act as a guide for individual projects and may require additional information be provided, depending upon the nature of the project.

CONTENTS

The following documents are provided to help you through the process, from application to approval.

- City of West Jordan Application
- Property Owner Affidavit
- Residential Not In A Recorded Subdivision Process
- Residential Not In A Recorded Subdivision Checklist

WHAT IS A COMPLETE APPLICATION

A complete application will include all of the documents listed above, including items listed in the checklists. Partial submittals will not be accepted.

SUBMITTAL MEETING

A submittal meeting is ***required*** to allow staff to check your application for completeness. Please contact the Planning Office at 801 569-5060 to schedule your submittal meeting.

GETTING HELP

Once your application has been submitted, a Project Team will be assigned to the project. The Planner assigned is your point of contact and you can contact them for project status inquiries or to contact the Project Team for information about their various specialties.



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: _____

Approximate Street Address: _____

Project Name: _____

Project Location: _____

Type of Application:

☐ Concept

☐ Preliminary

☐ Final

☐ Agreement

☐ Conditional Use Permit

☐ Design Review Committee

☐ Development Plan

☐ General Land Use Amendment

☐ Other: _____

☐ Site Plan

☐ Site Plan Amended

☐ Subdivision Major

☐ Subdivision Minor

☐ Subdivision Amended

☐ Temporary Use Permit

☐ Zone Change

☐ Planned Community

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)

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 _____)
: 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 _____ }
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 _____, _____

My commission expires: _____

(County)

(State)

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



RESIDENTIAL CONSTRUCTION NOT IN A RECORDED SUBDIVISION PROCESS

GENERAL

The purpose of the residential construction not in a recorded subdivision process is to obtain formal approval by the planning and engineering departments before residential dwellings are ready for construction. The site plan, construction drawings and all information and procedures must comply with the provisions of the Municipal Code, and the Design and Construction Standards. No regulatory permits will be issued and no clearing, grubbing, grading, drainage work or other site improvement will be allowed until the site plan and building permit are approved. Checklists are available on the City's website www.westjordan.utah.gov.

The Applicant/Homebuilder will need to work closely with the Building, Development, Fire and Engineering Departments in preparing the residential dwelling site plan, construction drawings for any public improvements, and house construction plans.

BUILDING PERMIT AND CONSTRUCTION DRAWINGS

The review of the building permit and construction drawings can be initiated by submitting an application along with the items listed on the residential construction not in a recorded subdivision checklist.

CITY REVIEW

Review times are based upon the plans submitted and number of projects in for review, the first review may take approximately 4 weeks. Subsequent reviews, if needed, will be completed in approximately 2 weeks. After staff have completed their review, the applicant will be contacted to schedule a redline comment meeting.

CITY ATTORNEY REVIEW

Documents that require the Mayor's signature or recordation with the Salt Lake County Recorders office will require review and approval from the City Attorney. All documents are to be original documents.

RECORDATION OF DOCUMENTS

The approved documents will be recorded at the Salt Lake County Recorder's Office. The applicant is responsible for payment of any recordation fees. An appoint is made between city staff and developer to meet at the Salt Lake County Recorder Office to record the necessary documents.

PRECONSTRUCTION MEETING

After all code requirements are met, the community development department will schedule a preconstruction meeting with the applicant, his contractor 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, and the Building Permit Requirements Form will be signed. Public improvements are subject to city inspections.

BUILDING PERMIT

A building permit may be issued after a preconstruction held, erosion control measure has been installed, inspected and approved, applicable impact fees paid and fire department requirements has been met.

COMPLETION AND MAINTENANCE OF SITE

Every single family dwelling project must be constructed in accordance with the approved residential dwelling site plan and other drawings, or if the plan has been revised, in accordance with the revised plans reviewed and approved by the City. The site must be maintained in a clean and orderly manner or the City may take legal action.

CERTIFICATE OF OCCUPANCY

Pass an inspection by the Building, Engineering, Fire and Planning Divisions before the Building Division will consider issuing a certificate of occupancy.

EXPIRATION

The approval of a single-family dwelling site plan expires if a building permit has not be obtained within two (2) years of approval.

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.

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.

HILLSIDE DISTRICT OVERLAY ZONE ORDINANCE REQUIREMENTS

If the site is within the Hillside District Overlay Zone, all requirement of the Hillside Overlay District must be met.



RESIDENTIAL CONSTRUCTION NOT IN A RECORDED SUBDIVISION SUBMITTAL CHECKLIST

APPLICANT _____ DATE _____

PROJECT _____

GENERAL INFORMATION AND DRAWINGS

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Preconstruction Meeting Form
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing the following, as directed by staff:
<input type="checkbox"/>	<input type="checkbox"/>	Stamped and signed by a professional engineer registered in Utah
<input type="checkbox"/>	<input type="checkbox"/>	Title Report prepared within 60 days
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Phase I Environmental Study
<input type="checkbox"/>	<input type="checkbox"/>	Storm drain calculations
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all plans in PDF Format
<input type="checkbox"/>	<input type="checkbox"/>	Submit proof that the parcel to be developed is in compliance with the City of West Jordan Municipal Code and is not a new lot created through a lot or parcel split.

DRAWINGS

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of existing and proposed culinary water and sanitary sewer utilities
<input type="checkbox"/>	<input type="checkbox"/>	Location of the nearest fire hydrant and provision for additional hydrants and water lines as required by the fire department
<input type="checkbox"/>	<input type="checkbox"/>	Location of any existing irrigation systems, included open ditches, pipes and culverts
<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed or existing curb, gutter and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Location of existing edge of pavement for all abutting streets
<input type="checkbox"/>	<input type="checkbox"/>	North arrow and drawing scale
<input type="checkbox"/>	<input type="checkbox"/>	Names of abutting property owners
<input type="checkbox"/>	<input type="checkbox"/>	Method of providing for adequate site drainage
<input type="checkbox"/>	<input type="checkbox"/>	Drainage easements are to be a minimum of 15 foot wide
<input type="checkbox"/>	<input type="checkbox"/>	Proposed curb, gutter and sidewalk plans are in compliance with the city public improvement standards, specifications and plans manual
<input type="checkbox"/>	<input type="checkbox"/>	If the property fronts on or is adjacent to an existing paved city or private street the installation of street improvements may be required. Please refer to the City of West Jordan Municipal Code for requirements.