



**CITY OF WEST JORDAN**

8000 South Redwood Road  
West Jordan, Utah 84088

Planning Division (801) 569-5060  
Engineering Department (801) 569-5070  
Building & Safety Division (801) 569-5050  
Fire Marshal (801) 260-7300

**DEVELOPER PACKET FOR  
PLANNED RESIDENTIAL DEVELOPMENT (PRD)  
THE WEST SIDE PLANNING AREA (WSPA)  
PLANNED COMMUNITY (PC)**

**PURPOSE OF PACKET**

The purpose of this Developer Packet is to provide the Applicant with information necessary to plan for, apply for, submit the necessary information, and get approval of zoning to PRD, WSPA or PC in the City of West Jordan.

By providing the required information it will enable the timely completion of the project. Not providing the necessary information will require the return of the application and submitted documents and will unnecessarily delay progress and approvals for the project.

This document is meant to act as a guide to the Applicant. Individual projects may require that additional information be provided, depending upon the project.

**PACKET CONTENTS**

This packet contains the following information:

City of West Jordan Application  
Property Owner Affidavit/Agent Authorization Form  
Zoning Map Amendment Checklist  
Concept Development Plan Checklist  
Development Process Manual is available on the web at [www.wjordan.com](http://www.wjordan.com)

**WHAT IS A COMPLETE APPLICATION?**

The City will not accept an application unless all of the items listed above have been provided as part of the application. 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**

City Staff is available, by appointment, to assist the Applicant/Applicant Engineer in understanding the process and its various requirements. Once an application has been submitted, a Project Team will be assigned and you may contact any of the Project Team for information about their various specialties. The Planner is your primary contact and for project status inquiries.



## 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 Address:** \_\_\_\_\_

**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"/> <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 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:

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## ZONING ORDINANCE MAP AMENDMENT PLANNING AND ZONING

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

PROJECT \_\_\_\_\_

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### ZONING MAP AMENDMENT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Owner(s) Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Provide the names, addresses, phone numbers, and sidwell numbers of property owners in the area to be rezoned and their agents/developer
<input type="checkbox"/>	<input type="checkbox"/>	Provide a legal description and the acreage of each proposed zoning district
<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed map showing the following: <ul style="list-style-type: none"><li><input type="checkbox"/> Requested zoning boundary change</li><li><input type="checkbox"/> Present and proposed zoning</li><li><input type="checkbox"/> All existing property lines</li><li><input type="checkbox"/> All abutting properties</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	Provide a concept development plan (detailed design and engineering are not required) showing the following in the rezone area <ul style="list-style-type: none"><li><input type="checkbox"/> General layout of lots</li><li><input type="checkbox"/> Roads</li><li><input type="checkbox"/> Parking</li><li><input type="checkbox"/> Buildings</li><li><input type="checkbox"/> Landscaping in the rezone area</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	In writing, explain the reason and justification for such zone change and the manner in which a proposed zone map change would further promote the objectives and purposes of the West Jordan Municipal Code and the General Plan. The statement must include: <ul style="list-style-type: none"><li><input type="checkbox"/> Public purpose for the amendment in question</li><li><input type="checkbox"/> Confirmation that the public purpose is best served by the amendment in question.</li><li><input type="checkbox"/> Compatibility of the proposed amendment with general plan policies, goals and objectives</li><li><input type="checkbox"/> Consistency of the proposed amendment with the general plan's timing and sequencing provisions on changes of use</li><li><input type="checkbox"/> Potential of the proposed amendment to hinder or obstruct attainment of the general plan's policies</li><li><input type="checkbox"/> Adverse impacts on adjacent landowners</li><li><input type="checkbox"/> Verification that the correctness in the original zoning or general land use plan map is correct for the area in question</li><li><input type="checkbox"/> Impacts on City services such as water, sewer, storm drain, public streets, traffic, fire and police services</li><li><input type="checkbox"/> Impacts on schools</li><li><input type="checkbox"/> Impacts on the local economy and other factors as requested by the planning department</li></ul>

NOTE: Incomplete applications will not be scheduled for Planning Commission Review.



# **DEVELOPMENT PLAN WEST SIDE PLANNING AREA PLANNED COMMUNITY PLANNED RESIDENTIAL DEVELOPMENT**

## **PLANNING AND ZONING**

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

PROJECT \_\_\_\_\_

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### **GENERAL INFORMATION**

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Outline of the subject property(s)
<input type="checkbox"/>	<input type="checkbox"/>	Site acreage
<input type="checkbox"/>	<input type="checkbox"/>	General subdivision layout (if a subdivision is required)
<input type="checkbox"/>	<input type="checkbox"/>	General site plan layout (if mixed use)
<input type="checkbox"/>	<input type="checkbox"/>	Phasing Plan
<input type="checkbox"/>	<input type="checkbox"/>	Types of land use(s)
<input type="checkbox"/>	<input type="checkbox"/>	General street and pedestrian layout
<input type="checkbox"/>	<input type="checkbox"/>	General Building footprints (if mixed use)
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual elevations of structures, buildings, monuments
<input type="checkbox"/>	<input type="checkbox"/>	General landscape and/or open space areas (trails, riparian corridors, equestrian and/or animal keeping areas)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed parking areas
<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm water detention
<input type="checkbox"/>	<input type="checkbox"/>	Flood plain boundary (if known)
<input type="checkbox"/>	<input type="checkbox"/>	Sensitive hillsides or wetlands
<input type="checkbox"/>	<input type="checkbox"/>	Density Bonuses (proposed amenity checklist completion)
<input type="checkbox"/>	<input type="checkbox"/>	Overall maximum density calculation based on proposed installation of amenities and improvements.
<input type="checkbox"/>	<input type="checkbox"/>	All plans in PDF format