Community Development

Pre-Application Form

Pre-application reviews are to help future applicants understand what will be required prior to formal application submittal. Staff will review pre-application documents and prepare comments that will be returned in letter form at the pre-application meeting. Pre-application meetings take place only on Monday between the hours of 2 PM and 4 PM. To schedule a pre-application meeting; submit the following documents, along with this application form by 3 PM Tuesday one week prior. You will be notified by the assigned project manager of the time when your meeting is scheduled.

Provide all documents listed below. Incomplete submittals will not be accepted.

☐ Pre-application Meeting Form

☐ Conceptual site plan

☐ Conceptual building(s) rendering

☐ Description of proposed residential density (if applicable)

☐ Current Zoning & Land use category

☐ Proposed land use and zoning (if applicable)

☐ Size of proposed building(s)

☐ Property owner permission letter (signed by owner)

☐ Aerial view of property (Google)

☐ Pre-application Narrative

Submittal Instructions

- This is a form field document. The form can be filled out online prior to saving it to your device, but it must be saved to and emailed from your device.
- The form can be downloaded first and filled out using any compatible PDF software and saved to your device.

- Email the pre-application form and the required documents to: WJPlanning@westjordan.utah.gov.
- PDF files are required for all submittals and plans.
- After submittal you will receive an email verification that the form and documents have been received. Incomplete submittals will not be accepted.
- You will also be emailed an invoice reflecting the current fee schedule along with payment instructions/options. The invoice must be paid before the project team will start their review. Please send a return email when the invoice has been paid.

Pre-Application Meeting Form

Project name:

Project Address:

Parcel ID number (Salt Lake County):

Applicant:

Address:

Phone Number:

E-Mail:

Property Owner Name:

Property Owner Address:

Property Owner Phone Number:

Property Owner E-Mail:

Current Use of Property:

Current Zoning:

Overlay Zoning:

Property Acreage:

Applicants Signature:

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

Project Name:

Provide a brief written description of your project:

Do you have any questions or concerns regarding your proposed development?

There will be additional fees that will be associated with your development that you will be responsible to pay. All applicable development application fees will be explained at the pre-application meeting. All applicable impact fees will be reviewed at the pre-application meeting. In addition to the pre-application fee, development application fees and impact fees you will also be responsible for all recording fees and building permit fees.

The process is as follows:

- Pre-application process
- Entitlement process
- Development process
- Construction process

Building Permit (for information regarding their fees contact them 801-569-5050) It is against the city policy to create an estimate fee invoice. Application fees are non-refundable.