



Office of Development Assistance (801) 569-5180
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

GENERAL PLAN MAP AMENDMENT

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 General Plan Map Amendment 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
- General Plan Map Amendment Process
- General Plan Map Amendment Checklist
- Application Fees

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 Office of Development Assistance (ODA) at 801 569-5182 or 801 569-5183 to schedule your submittal meeting.

GETTING HELP

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



Development Services Application

8000 South Redwood Road, 2nd Floor, South

801-569-5180

ODA@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)

<u>OFFICE USE ONLY</u>			
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:

- | | | |
|---|--|---|
| ☐ Agreement | ☐ Site Plan | ☐ Temporary Use Permit |
| ☐ Conditional Use Permit | ☐ Site Plan Amended | ☐ Zone Change |
| ☐ Design Review Committee | ☐ Subdivision Major | ☐ Planned Community |
| ☐ Development Plan | ☐ Subdivision Minor | |
| ☐ General Land Use Amendment | ☐ Subdivision Amended | |
| ☐ 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: _____



GENERAL PLAN MAP AMENDMENT PROCESS

GENERAL

The purpose of the general plan map amendment process is to obtain City Council approval and must comply with the provisions of the City of West Jordan Municipal Code. Processing times will vary based upon availability of city staff time and the completeness of the submitted application. Checklists for a general plan map amendment are attached and are located on the City's website at www.westjordan.utah.gov.

APPLICANT'S INITIAL CONTACT WITH CITY STAFF

Your initial contact with city staff will take place with the Planning Department or Office of Development Assistance, either by telephone or by meeting at the community development counter. If you are not familiar with city processes and requirements city staff can briefly discuss the processes and requirements with you.

APPLICATION SUBMITTAL

The general plan map amendment process can be initiated by submitting the application, along with items listed on general plan map amendment checklist. The application will not be accepted until a determination has been made that the application is complete.

PLANNING COMMISSION REVIEW AND ACTION

Once the development team has completed their review and determined it is complete, the City Planner will schedule the general plan map amendment for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the general plan map amendment for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Review and Action - For a general plan map amendment to be considered by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will take action in one of the following forms:
 - 1. Make a positive recommendation to the City Council
 - 2. Make a negative recommendation to the City Council
 - 3. Postpone were further information or input is necessary
 - 4. Continue the application to a future date within 45 days after holding the public hearing. If the Planning Commission fails to forward a recommendation on the proposed amendment within 60 days, after closing the public hearing, it shall be forwarded to the City Council as if the Planning Commission made a negative recommendation

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

CITY COUNCIL REVIEW AND ACTION

After the Planning Commission has reviewed the proposed general plan map amendment, made its recommendation and passed those along to the party requesting the amendment, the amendment can then be reviewed by the City Council. The following activities will take place as part of this task:

- A. Scheduling and Public Notices - The Community Development Director will schedule the proposal for review by the City Council and arrange for publication of a notice of a public hearing.

- B. Review and Action - For the general plan map amendment to be approved by the City Council, the applicant must attend the City Council meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the City Council, the City Council will take action in one of the following forms
1. The City Council may approve the general plan map amendment.
 2. The City Council may change the map other than as proposed but within the scope of the notice given for the Public Hearing.
 3. The City Council may reject the proposed general plan map amendment.

Notice of the action will be sent to the applicant regarding the City Council's action.



GENERAL PLAN MAP AMENDMENT SUBMITTAL CHECKLIST

APPLICANT _____ DATE _____

PROJECT _____

GENERAL PLAN MAP AMENDMENT

Your Check	City Check	Description
☐	☐	Application
☐	☐	Fees
☐	☐	As part of the general plan map amendment process, the applicant shall attempt to collect the signature of the property owner or authorized agent or, in the case of amendments affecting multiple properties, the signatures of a majority of the persons who own property within the area proposed for the general plan map amendment.
☐	☐	Provide the following information: 1. Legal description for the property 2. Property owner name 3. The present zoning classification 4. The present land use 5. The proposed land use 6. A scaled diagram of the subject parcel/land
☐	☐	In writing, explain the reason and justification for a general plan map amendment. The statement must include: 1. Explain how the required findings of the Municipal Code are met. 2. Analysis of the potential impacts on the existing infrastructure and public services such as traffic, streets, intersections, water and sewer, storm drains, electric power, fire protection, garbage collection, etc. 3. Specify the potential use of the property within the area of the proposed amendment. 4. Explain why the existing general plan designation/general plan language for the area is no longer appropriate or feasible.
☐	☐	Obtain a Salt Lake County Plat of the area.
☐	☐	Legal description of the boundary to be amended.
☐	☐	List of property owners within 300' radius of the subject parcel (prepared by Salt Lake County Records Office on address labels)
☐	☐	Prepare two sets of Addressed and Stamped (not metered) letter-sized envelopes (no. 10) to be mailed (by the City) to the neighboring property owners. Do not use envelopes with your business return address.
☐	☐	Digital copy in PDF format

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



GENERAL PLAN MAP AND TEXT AMENDMENT DEVELOPMENT APPLICATION FEES

**8000 South Redwood Road
(801) 569-5180**

Preliminary and Final Review fee amount includes two (2) reviews. Additional reviews will be charged at 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.

GENERAL PLAN AMENDMENT

_____ General Land Use Map Amendment	\$1,590
_____ General Land Use Text Amendment	\$2,010