

# Pre-Application Meeting Form



Development Services  
8000 South Redwood Road, 2<sup>nd</sup> Floor, South  
West Jordan, Utah 84088  
Phone 801-569-5180  
[ODA@WestJordan.utah.gov](mailto:ODA@WestJordan.utah.gov)

Hello,

I would like to take this time to clarify information which I hope will improve the efficiency of our Pre-application meetings.

Please be advised Pre-application meetings take place only on Wednesday afternoons, between the hours of 2pm and 4pm.

To expedite your development, I urge you to provide **ALL** the required information listed below.

- ☐ Letter of Intent
- ☐ Concept rendering
- ☐ Description of property density
- ☐ Zoning
- ☐ Home /Building size
- ☐ Property owner permission letter
- ☐ Aerial View of property

Your documentation must be submitted to Office of Development Assistance by 3pm Tuesday, \_\_\_\_\_, seven days prior to scheduled pre-app meeting.

In today's economy my time slots fill quickly, I urge you not to submit your application expecting to be placed on the next Wednesday's schedule, our schedules may already be filled.

With all your required documentation submitted by 3pm Tuesday, \_\_\_\_\_, your meeting date and time slot will be confirmed by email on Thursday, \_\_\_\_\_.

A \$50 invoice will be created and emailed to you, which you can pay the day of the meeting at the Finance Department on the first floor, north side of City Hall.

Please be diligent about submitting a complete packet to avoid any delays.

We look forward to working with you.

Respectfully,

Development Coordinators

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## Development Services

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To schedule a pre-application meeting; complete the information below, **return this form along with a conceptual plan, letter of intent and an owner approval letter to speak with the city regarding his/her property** to the above office by **Tuesday 3:00p.m. one week prior to the meeting.** We can usually get you scheduled for the following week's Wednesday, but if that schedule is already full, you will be scheduled for the first available meeting time.

We will confirm your meeting date and time, Thursday afternoon prior to the meeting.

There is a \$50 fee for this meeting.

### Contact Information:

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Sidwell # \_\_\_\_\_

Applicant /Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail (if applicable): \_\_\_\_\_

Property Owner \_\_\_\_\_

(If a different from Applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Phone & E-mail: \_\_\_\_\_

Current Land-Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Land-Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Is it an Overlay District: Yes or No (circle one) if so which one? \_\_\_\_\_

Property Acreage / Square Footage: \_\_\_\_\_

### For City Staff Only

MUNIS #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Meeting Date & Time: \_\_\_\_\_

Received By ODA: \_\_\_\_\_ Planner: \_\_\_\_\_ Engineer: \_\_\_\_\_ Fire: \_\_\_\_\_



CITY OF WEST JORDAN  
OFFICE OF DEVELOPMENT ASSISTANCE  
**SITE AND AMENDED SITE PLAN**  
PRE-APPLICATION MEETING PROCESS

8000 South Redwood Road

801-569-5180

[ODA@WestJordan.utah.gov](mailto:ODA@WestJordan.utah.gov)

## PURPOSE

The pre-application meeting is designed to help landowners, developers and their consultant team interested in proceeding with a development project on a specific site, to understand the City of West Jordan submittal requirements to obtain development approval and building permits. Pre-application meetings are set only for specific proposals on specific sites.

## TO SCHEDULE

- Step 1. Fill out Pre-application form  
Provide a letter, **prepared by the property owner, stating that the applicant has permission to discuss improvements on their property.**  
Provide a brief **letter of intent** describing proposed uses
- Step 2. Prepare 1 copy of the sketch site plan. Professional preparation is not required; however, **the more detailed your information, the more detailed the city feedback on your project will be.** This drawing should be in plan view, using engineering scale, and it should be displayed on an appropriate sized format for the scale. The drawing should include:
- |  |   |
|--|---|
| <input type="checkbox"/> North Arrow                     | <input type="checkbox"/> Fire Lane Delineated                       |
| <input type="checkbox"/> Scale                           | <input type="checkbox"/> Landscape location                         |
| <input type="checkbox"/> Property dimensions & Perimeter | <input type="checkbox"/> Parking area delineated (# of spaces)      |
| <input type="checkbox"/> Site Acreage                    | <input type="checkbox"/> Flood Hazard Boundary (if known)           |
| <input type="checkbox"/> Building Footage                | <input type="checkbox"/> Proposed and existing utilities (if known) |
| <input type="checkbox"/> Building Square Footage         | <input type="checkbox"/> Storm Water Detention                      |
| <input type="checkbox"/> Construction Type               |   |
- Step 3. **Submit application and site plan to ODA by 3:00 p.m. on the Tuesday a week prior to the pre-application date desired.** Pay a **\$50 pre-application fee** and once the submittal is determined to be complete, your project will be scheduled for the next available pre-application time slot. You will be notified of the scheduled date and time.

## WHAT TO EXPECT FROM THE PRE-APPLICATION MEETING

The Development Assistance project manager will give a short orientation on the development review and permitting processes and schedule. City staff will review the site plan beforehand and will prepare comments that will be presented in the meeting. Questions of staff for clarification and a limited amount of discussion are encouraged. Occasionally, issues will be identified that need more time than available in the meeting to resolve, which will require separate follow-up. The comments will be documented in written minutes that will be sent to the applicant and consultant (if applicable) within two weeks of the meeting.