



Development Assistance (801) 569-5182
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

ZONING MAP AMENDMENT 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 a Zoning 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
- Zoning Map Amendment Process
- Zoning 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 Planning Development Coordinator at 801 569-5182 to schedule your submittal meeting.

GETTING HELP

Once your application has been submitted, a Project Team will be assigned to the project. The Planner 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

801-569-5182

Kristi.Peterson@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 _____ }
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 _____,
(County) (State)

My commission expires: _____



ZONING ORDINANCE MAP AMENDMENT PROCESS

GENERAL

The purpose of the zoning ordinance 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 zoning ordinance 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.

AUTHORIZED APPLICANT

An application for a zoning ordinance map amendment on any property shall be one of the following:

1. The owner of the property
2. One or more joint owners of property who own individually, or as a group, a majority interested in the property
3. Both of the property owners where property is held in joint tenancy
4. Seventy five percent (75%) or more, of the owners of property in the area covered by the application when the application covers more than one property

APPLICATION SUBMITTAL

The zoning ordinance map amendment process can be initiated by submitting the application, along with items listed on zoning ordinance map amendment checklist. The application will be 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 zoning ordinance 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 zoning ordinance map amendment for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Review and Action -For a zoning ordinance 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 zoning ordinance 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 zoning ordinance 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 zoning ordinance map amendment.
 2. The City Council may change the text other than as proposed but within the scope of the notice given for the Public Hearing.
 3. The City Council may reject the proposed zoning ordinance map amendment.

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



ZONING MAP AMENDMENT SUBMITTAL CHECKLIST

APPLICANT _____ DATE _____

PROJECT _____

GENERAL PLAN 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"/>	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 on the 8½" x 11" paper showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Requested zoning boundary change <input type="checkbox"/> Present and proposed zoning <input type="checkbox"/> All existing property lines <input type="checkbox"/> All abutting properties
<input type="checkbox"/>	<input type="checkbox"/>	Provide a concept development plan (detailed design and engineering are not required) on 8½" x 11" paper showing the following in the rezone area <ul style="list-style-type: none"> <input type="checkbox"/> General layout of lots <input type="checkbox"/> Roads <input type="checkbox"/> Parking <input type="checkbox"/> Buildings <input type="checkbox"/> Landscaping in the rezone area
<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"> <input type="checkbox"/> Public purpose for the amendment in question <input type="checkbox"/> Confirmation that the public purpose is best served by the amendment in question. <input type="checkbox"/> Compatibility of the proposed amendment with general plan policies, goals and objectives <input type="checkbox"/> Consistency of the proposed amendment with the general plan's timing and sequencing provisions on changes of use <input type="checkbox"/> Potential of the proposed amendment to hinder or obstruct attainment of the general plan's policies <input type="checkbox"/> Adverse impacts on adjacent landowners <input type="checkbox"/> Verification that the correctness in the original zoning or general land use plan map is correct for the area in question <input type="checkbox"/> Impacts on City services such as water, sewer, storm drain, public streets, traffic, fire and police services <input type="checkbox"/> Impacts on schools <input type="checkbox"/> Impacts on the local economy and other factors as requested by the planning department



ZONING MAP AMENDMENT SUBMITTAL CHECKLIST

<input type="checkbox"/>	<input type="checkbox"/>	Obtain a Salt Lake County Plat of the area
<input type="checkbox"/>	<input type="checkbox"/>	List of property owners within 300' radius of the subject parcel (prepared by Salt Lake County Records Office on address labels)
<input type="checkbox"/>	<input type="checkbox"/>	Prepare <u>two sets</u> of Addressed and Stamped (<u>not metered</u>) 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.
<input type="checkbox"/>	<input type="checkbox"/>	Digital copy in PDF format

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



ZONING MAP AMENDMENT DEVELOPMENT APPLICATION FEES

**8000 South Redwood Road
(801) 569-5182**

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.

ZONING MAP AND TEXT AMENDMENTS

_____ Zone Change Review	\$2,075
_____ Engineering review/per application	\$350