

SUBDIVISION 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 Subdivision 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 Property Owner Affidavit Subdivision Amendment Process Subdivision 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 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 ODA Development Coordinator is your point of contact and you can contact them for project status inquires or to contact the Project Team for information about their various specialties.



Development Application

8000 South Redwood Road, 2nd Floor, South 801-569-5182

Kristi.Peterson@westjordan.utah.gov

Property:				
Sidwell/Parcel #:	Acreage:	Lots:	Zoning:	
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☐ Subdivisio☐ Subdivisio☐ Subdivisio☐ Subdivisio	Amended □ Zo on Major □ Pla on Minor	☐ Temporary Use Permit☐ Zone Change☐ Planned Community	
□ Other:		Company:		
Address:				
City: Phone:		State: Cell:	Zip:	
Email:				
Consultant:				
Address: City:			7in:	
•			Zip:	
Phone: Email:				
** Property Owner(s):				
(1) Name:				
Address: City:			Zip:	
Phone:				
Email:				
(2) 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.

Applicant Signature:

- 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. <u>Property Owner(s) Consent to this Application</u>. 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. <u>City's Right to Contact Property Owner(s)</u>. 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. <u>Contact with Property Owner(s) is not Interference</u>. 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.

(Com	pleted Notary Block for Applicant's	signature must be att	ached to this Application form)	
	<u>OFFI</u>	ICE USE ONLY		
MUNIS #:	Date Received	l:	Date of Meeting:	
ODA	Planner:	Engineer:	Fire:	

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Date:

Notary Block for Applicant's Signature

STATE OF UTAH)			
	: ss.			
County of Salt Lake)			
On this	day of	, 20	, before the unders	igned notary public in and for
the said state, persona	Ily appeared			[name of person], known
or identified to me to be	e a/the			[position of responsibility]
of			[n-	ame of company or entity], and
the person who execut same.	ed the foregoing ins	strument and acknowl	ledged to me that said	company or entity executed the
IN WITNESS \	WHEREOF, I have I	nereunto set my hand	l and seal the day and	year first above written.
		Notar	y Public for Utah	

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PROPERTY OWNER AFFIDAVIT

STATE OF }				
STATE OF }				
I,, being duly sworn, by my signature represent, affirm and attest follows:				
 Definitions. The following definitions apply in this Affidavit: "Application": Application includes (i) the document entitled West Jordan City Developm Services Application ("Application Form"), (ii) this Property Owner Affidavit ("Affidavit") any other Property Owner Affidavit(s), and (iii) all information (whether written or ver provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other per or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Applican ("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				
2. <u>Property Owner</u> . 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)				
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 for 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. <u>Information is True and Correct</u>. 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. <u>Property Owner's Consent to the Application</u>. 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. <u>City's Right to Contact Property Owner</u>. 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. <u>Contact with Property Owner is not Interference</u>. 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. <u>Incorrect or Untrue Information Voids the Application</u>. 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)	
My commission expires:	Residing in(County)	(State)



AMENDED SUBDIVISION PROCESS

GENERAL

The subdivision, construction drawings and procedures must comply with the provisions of the City of West Jordan Municipal Code and the Design and Construction Standards. No regulatory permits will be issued, no clearing, grubbing, grading, drainage work, parking lot construction or other site improvement will be allowed until final approval and proper permits are obtained. Processing times will vary based upon availability of city staff time and the completeness of the applicant's submitted plans. Checklists for a amended subdivision 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 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.

PRE-APPLICATION MEETING

The applicant can contact the community development department staff to schedule a pre-application meeting. Pre-applications meetings are held weekly.

The purposes of the pre-application conference are:

- 1. To better facilitate the development process by establishing initial contacts between city staff and the applicant.
- 2. Provide an opportunity for the applicant to present the project to city staff and receive comments from them.
- 3. Provide an opportunity for the applicant to ask questions regarding city requirements in order to eliminate unnecessary delays to the proposed project

If the applicant is familiar with the city's processes and requirements, they may skip this step and go directly to preparation of the preliminary plat.

APPLICATION

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

STAFF REVIEW

Review times are based upon the plans submitted and number of projects in for review, the first review may take approximately 4 weeks. Subsequent reviews, if needed, will be completed in approximately 2 weeks. After staff have completed their review, the applicant will be contacted to schedule a redline comment meeting.

STAFF ACTION

City staff will notify the applicant that the subdivision amendment and construction drawings are approved and the mylar can be created.

MYLAR PREPARATION

The applicant will prepare the mylar and obtain the signatures of the following companies.

- a. Natural gas provider
- b. Salt Lake County Board of Health
- c. Cable provider

- d. Electric power provider
- e. Signatures of property owners and beneficiaries with notary acknowledgement
- f. Others as required

After obtaining the required signatures submit the original mylar, along with the following:

- a. Payment of Impact Fees.
- b. Public Improvement Construction and Assurance Agreement (Bond) or Restoration and Revegetation Bond
- c. Current title report no older than 60 days.

CITY SIGNATURES

City staff will be responsible for obtaining the required city department signatures.

- a. Planning Commission
- b. City Engineering
- c. City Attorney
- d. Mayor and City Recorder

RECORDATION

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the subdivision amendment. The applicant is responsible for providing Salt Lake County Recorder's requirements for recordation, including approval to record and recording fees. The City of West Jordan is only there to provide a continuous chain of custody.



SUBDIVISION AMENDMENT SUBMITTAL CHECKLIST

PROJEC	CT	
APPLIC	ANT	DATE
GENE	RAL IN	FORMATION
Your	City	Description
Check	Check	
		Application
		Owner Affidavit
		Electronic copy of all plans in PDF Format.
		Preconstruction Meeting Form
		Fees - Calculated and due after acceptance of application
		1 reduced copy on 11 x 17 paper
		Title report prepared within 60 days
DD 4 117	IN CC	
DRAW		
Your	City	Description
Check	Check	
Cover S		ave separate sheets for each plan and assembled in the following order
		Duayvin as
		Drawings Name of subdivision
•	_	Location Map – include name of adjacent subdivision, developments, property owners, land use and buildings
		Vicinity Map – legible with major street names and highlighted subject property
		Applicant name and addresses
		Developer name and address
		Design Firm name and address
		Acreage/square footage of each lot
		Legal Description
		Date of Drawing
		D
		Legend showing all symbols, line types, hashing and abbreviations
		Scale and North Arrow
		Right-of-way and easements -
		Existing structures within the subdivision or within 200 feet thereof
		Property and survey monuments
		Snow Storage areas
		Transportation linkage to adjacent properties
		Street monuments
		Owners Dedication and Acknowledgement
		Surveyor's certificate stamped and signed by engineer
		Property Description
		Signature Blocks
		Fire Hydrants locations



SUBDIVISION AMENDMENT

		Street Names
		Lot Addresses
		Bearings and Curve Data
Addition	nal Infori	nation supplied with the plat drawings or on a separate sheet
		Show Remaining Lots
		Existing and proposed lot lines, numbers, dimensions and area
		Overall subdivision layout
		Boundary lines and dimensions
		Existing fences
		Existing buildings
		Existing streetlights
		Street layout: including curb, gutter, and sidewalk
		Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
		Hillside District Overlay Zone – If the project is within the Hillside District Overlay
		Zone see requirements at www.wjordan.com
		Well Protection Overlay Zone – If the project is within the Well Protection Zone see
		requirements at www.wjordan.com
		Airport Overlay Zone – If the project is within the Airport Zone see requirements at
		www.wjordan.com
Utility F	lan	
		Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement
		line.
		A north arrow
		The subdivision name
		Existing and Proposed Utilities - Show all existing and proposed utilities including:
		1) Sewer
		2) Culinary water
		3) Secondary water
		4) Fire hydrants
		5) Storm drains
		6) Subsurface drains
		7) Gas lines
		8) Power lines
		9) Street lights
		Show location and dimensions of all utility easements
		·
Grading	and Dra	inage Plan
		Overall Subdivision: showing roads, lot layout, curb, gutter, sidewalk and easement
		line.
		A north arrow
		Subdivision name
		Topography - 2-foot contour intervals, show proposed (solid lines and existing
		(dashed lines). Use spot elevations where appropriate.
		Proposed detention facility: Include contours, spot elevations, high water mark, and
		access ramp.
		Hydraulic and hydrologic storm drainage calculations, signed and stamped by a
		registered surveyor



SUBDIVISION AMENDMENT

		Show Existing water courses, canals, ditches, springs, wells, culverts, detention ponds
		and storm drains.
		Show Existing and proposed storm drain lines, manholes, inlet boxes, combination
		boxes, and cleanouts. Include size, type, elevations and slope
		Natural Channels: Include typical section, erosion protection, permanent structures,
		freeboard, and access.
		FEMA 100 year flood plain location
		Any necessary agreements with adjacent property owners regarding storm drainage,
		irrigation or other matters.
		Areas of substantial earth moving with erosion control plan.
	Grading 1	
		Project title
		North arrow and scale. (1"=100' max.)
		"Call Before You Dig" symbol and telephone number are shown
		Revisions block
		Compliance note indicating all facilities conform to the City's Design and
		Construction Standards.
		Proposed and existing conditions for the property being developed and within 100-
<u></u>		feet of the project's boundary.
		Dashed lines and labels showing existing improvements, with elevations noted to
		show the project's conformity with the existing conditions.
		Show proposed contours (use solid lines) and spot elevations
		Topography - Contour lines at 2-foot intervals
		Slopes of 10-percent or greater are shown. (Hillside ordinance applies)
		Proposed contours for site, parking lot and landscaping are shown.
		Proposed sidewalks and sidewalk ramps with spot elevations are provided as required.
		Proposed curb and gutter with spot elevations
		Elevations shown (top of curb, flowline and crown line) at limits of construction,
<u></u>		P.C.'s, P.T.'s, and grade breaks.
		Percentage of grade and direction of flow
		Pad and finished floor elevations for all new structures
		Finished floor elevation of all buildings adjacent to this property and spot grades on
		adjacent properties to show elevational relationships.
		All existing and "to be constructed" block walls are shown.
		Proposed and existing drainage easements, with dimensions, elevations and typical
		sections as needed.
		Soils report required for all public roadways
		Soils report required for all public roadways



SUBDIVISION 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.

AMENDED MAJOR OR MINOR SUBDIVISIO	ON REVIEW
Major Amended Subdivision	\$1,740 plus \$45 per Lot (includes 2 reviews)
Major Amended Supplemental Review	\$85 Hourly Charge
Minor Amended Subdivision	\$1,215 plus \$45 per Lot (includes 2 reviews)
Minor Amended Supplemental Review	\$85 Hourly Charge
Engineering Review Fee	\$350 (includes 2 reviews)