Development Coordinator (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

SITE PLAN

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 Site Plan 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
Site Plan Process
Site Plan Checklist (Preliminary and Final)
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 Planner 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
- ☐ Site Plan
- ☐ Site Plan Amended
- ☐ Subdivision Major
- ☐ Subdivision Minor
- ☐ Subdivision Amended
- ☐ Temporary Use Permit
- ☐ Zone Change
- ☐ Planned Community
- ☐ Other: _____

Applicant: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Consultant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

** Property Owner(s):

(1) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

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.

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)

OFFICE USE ONLY

MUNIS #: _____ Date Received: _____ Date of Meeting: _____

ODA _____ Planner: _____ Engineer: _____ Fire: _____

Notary Block for Applicant's Signature

STATE OF UTAH)
: ss.
County of Salt Lake)

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 for Utah

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:_____

SITE PLAN PROCESS

GENERAL

The purpose of the site plan process is to obtain Planning Commission approval. The site plan, 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 improvements 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 site plan are attached and are available on the City's website *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 Department counter. If you are not familiar with City processes and requirements city staff can briefly discuss the process and requirements with you.

PRE-APPLICATION MEETING

The applicant can contact the community development department staff to schedule a pre-application meeting. Pre-application 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 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 site plan.

OPTIONAL CONCEPT SITE PLAN

GENERAL

The site concept plan is for large-scale or complex developments as determined by the City Planner. The site concept plan is intended to provide the applicant and the city the opportunity to discuss at a very conceptual level what the city's requirements are, prior to proceeding forward with the preliminary site plan and to verify that the project is feasible.

APPLICATION

The concept site plan process can be initiated by submitting the application along with items listed on the concept site plan checklist.

The development department staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete.

PRELIMINARY SITE PLAN

APPLICATION

The preliminary site plan process can be initiated by submitting the application, along with items listed on the preliminary site plan checklists. No application will 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.

PLANNING COMMISSION REVIEW AND ACTION

Once the development team has completed their review and determined it is complete, the City Planner will schedule the preliminary site plan 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 preliminary site plan for review by the Planning Commission and arrange the publication of a public hearing (not required for M-1 zones).
B. Review and Action –For a preliminary site plan to be approved 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. Approval of the preliminary site plan.
    2. Approval with modifications or conditions.
    3. Postponement or table where further information or input is necessary.
    4. Deny the preliminary site plan.

Notice of the action will be sent to the applicant regarding the Planning Commissions action.

EXPIRATION OF PRELIMINARY APPROVAL

An approved preliminary site plan shall remain valid for one year following the date of approval. The one-year requirement may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown by the applicant as a written petition prior to the expiration of the original time period.

FINAL SITE PLAN

APPLICATION

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

STAFF REVIEW

The first review will take approximately 4 weeks based upon the complexity of the project and number of projects in for review. Subsequent reviews will be completed in approximately 2 weeks. After staff have finished their review, the applicant will be contacted to pick up any redline comments

STAFF ACTION

City staff will notify the applicant that the final site plan and construction drawings are approved. Final site plan for developments in special planning areas require action and approval by the Planning Commission.

EXPIRATION OF FINAL APPROVAL
An approved final site plan is valid for two (2) years. The one-year requirement may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown by the applicant as a written petition prior to the expiration of the original time period.

CITY ATTORNEY REVIEW
Documents that require the Mayors signature or recordation with Salt Lake County Recorders office will require review and approval from the City Attorney. All documents are to be original documents. The applicant is responsible for payment of any recordation fees.

LAND DISTURBANCE PERMIT
The applicant or his/her contractor is to obtain a land disturbance permit prior to the beginning of any construction activity on-site. The requirements for obtaining this permit is specified in the City of West Jordan Municipal Code.

PRECONSTRUCTION MEETING
After all code requirements are met, the community development department will schedule a preconstruction meeting with the applicant, his contractor and city staff. During the meeting a set of approved construction drawings will be given to the applicant, which must be on site at all times during the construction of the project. A land disturbance permit will be granted, and the Building Permit Requirements Form will be signed.

BUILDING PERMIT
A building permit may be issued after the preconstruction meeting has been held, erosion control measures has been installed, inspected and approved, applicable impact fees paid, and fire department requirements has been met.

CERTIFICATE OF OCCUPANCY
A permanent certificate of occupancy will be issued after all Building Division requirements of the City of West Jordan Municipal Code have been met.

TEMPORARY CERTIFICATE OF OCCUPANCY
A temporary certificate of occupancy, not to exceed 6 months, may be issued after all Building Division requirements of the City of West Jordan Municipal Code have been met

WARRANTY PERIOD
After final inspections of the public improvements are completed, a 12-month warranty period begins. The applicant is required to meet all requirements specified in the City of West Jordan Municipal Code.

FINAL INSPECTION
After the 12-month warranty period, a final inspection of the improvements will take place in accordance with the City's City of West Jordan Municipal Code.

DEVELOPMENT AGREEMENT (if applicable)
The Development Agreement is a formal written agreement between the city and the applicant, which details the responsibilities of both parties. The responsibilities detailed in the agreement for the city are those that are provided for in the Municipal Code and are reiterated in the Agreement. In addition to the standard items the city agrees to provide, any project specific items the city agrees to do are

outlined in the 'Special Provisions' section of the agreement. The agreement also details items the applicant will provide along with any special requirements, which are also outlined in the 'Special Provisions' section. The Development Agreement is prepared by the city attorney's office, then distributed and reviewed by other city departments who provide input into the Agreement. The Agreement is then reviewed as part of the project by the Planning Commission and approved, rejected, or returned for changes. A Development Agreement for a project will require City Council approval.

REIMBURSEMENT AGREEMENT (if applicable)

If the applicant feels that certain facilities being constructed may be subject to reimbursement, the applicant shall prepare a letter addressed to the City Engineer, pay current reimbursement deposit, and application, detailing the reasons. Failure to do so will disqualify the applicant for any reimbursements. Facilities included in city master plans and impact fee studies may be subject to reimbursement dependant upon the findings of the City Engineer and Development Director who will respond in writing to the applicant. If the City Engineer and Development Director agree that such facilities may be subject to reimbursement, the City Attorney will prepare an Agreement. The Reimbursement Agreement requires City Council approval.

****

CONCEPT SITE PLAN SUBMITTAL CHECKLIST

PROJECT _____

APPLICANT _____ DATE _____

GENERAL INFORMATION

Your Check	City Check	Description
❑	❑	Application
❑	❑	Owner Affidavit
❑	❑	Copy of all plans in PDF Format.
❑	❑	Fees - Calculated and due after acceptance of application
❑	❑	1 reduced copy on 11 x 17 paper

CONCEPT SITE PLAN DRAWINGS

Your Check	City Check	Description
❑	❑	Show all existing and proposed curb, gutter, sidewalk, parkstrip and edge of asphalt locations
❑	❑	Show existing and proposed right of way, easements, layout dimensions and names
❑	❑	Show existing and proposed utilities infrastructure including water, sewer and storm drain.
❑	❑	Workmanship - Workmanship is to be neat, legible and readable
❑	❑	Existing lot lines, dimensions and area
❑	❑	Boundaries of the site. Include existing lot lines, dimensions and areas
❑	❑	Surrounding Property Information – Location of entire development in relation to surrounding neighborhoods and developments include names of adjacent subdivisions and developments and adjacent land uses and buildings.
❑	❑	Phasing Information
❑	❑	Fences / Walls existing and proposed (showing elevations/profiles)
❑	❑	Screening and Buffering – Indicate all screening and buffering.
❑	❑	Refuse Areas – collection area locations and enclosures
❑	❑	Parking Plan – general parking, access, loading and profile
❑	❑	Off-Street Parking and Loading Areas (if permitted) – Show all off-street parking and loadings areas.
❑	❑	Access Points – Vehicular and pedestrian access points for on- and off-site, access to existing streets
❑	❑	Building Information - building footprint, number of stories, and type of construction.
❑	❑	Project Name and Location
❑	❑	Applicant name, address and telephone number
❑	❑	Owner name, address and telephone number.
❑	❑	Location of man-made features (irrigation facilities, bridges, railroad tracks, buildings).

PRELIMINARY SITE PLAN SUBMITTAL CHECKLIST

PROJECT_____

APPLICANT_____DATE_____

When there are concurrent reviews of a site plan and subdivision, it will require separate and distinct applications for each project and NOT combined

GENERAL INFORMATION

Your Check	City Check	Description
❑	❑	Application
❑	❑	Owner Affidavit
❑	❑	Copy of all plans in PDF Format.
❑	❑	Fees - Calculated and due after acceptance of application
❑	❑	1 reduced copy on 11 x 17 paper
❑	❑	Envelopes: Stamped (not metered) and addressed letter-sized (#10) envelopes with the name of property owners within a 300' radius of the boundary of the subject property. Do not use envelopes with your business return address (not required for M-1 zones)
❑	❑	Property Owners List: Provide a copy of the list of property owners mentioned above a provided by Salt Lake County.

PRELIMINARY SITE PLAN DRAWINGS

Your Check	City Check	Description
Drawings must have separate sheets for each plan and assembled in the following order		
Cover Sheet		
Site Plan		
❑	❑	Workmanship - Workmanship is to be neat, legible and readable
❑	❑	Location Map – include mane of adjacent subdivision, developments, property owners, land use and buildings
❑	❑	Boundaries showing the proper bearing and dimensions of the site, properly tied to public survey monuments. Include existing lot lines, dimensions and areas
❑	❑	Surrounding Property Information – Location of entire development in relation to surrounding neighborhoods and developments include names of adjacent subdivisions and developments and adjacent land uses and buildings.
❑	❑	Adjacent Property Owner's Names and addresses
❑	❑	Phasing Information –numbered and defined, with timetable for development.
❑	❑	Fences / Walls existing and proposed (showing elevations/profiles)
❑	❑	Signage existing and proposed location, types, size and profile
❑	❑	Screening and Buffering – Indicate all screening and buffering.
❑	❑	Refuse Areas – collection area locations and enclosures

PRELIMINARY SITE PLAN

❑	❑	A table, which shows: **Item** / **Area** Total gross acreage (acres) Street right of ways (sq.ft.) Building footprint (sq.ft.) Total building floor area (sq.ft.) Landscaping (sq.ft.) Landscaping (% of lot) Required number of parking spaces Actual number of parking spaces Number of bike parking stalls Interior parking lot landscape (% and sqft)
❑	❑	Parking Plan – general parking, access, loading and profile
❑	❑	Lighting plan for all interior areas and immediately adjoining streets
❑	❑	Off-Street Parking and Loading Areas (if permitted) – Show all off-street parking and loadings areas.
❑	❑	Access Points – Vehicular and pedestrian access points for on- and off-site, access to existing streets
❑	❑	Existing/Proposed easements, walkways, streets, right-of-way(s); including width, names/numbers, proposed dedication areas; and existing/proposed curb, gutter and sidewalk.
❑	❑	Existing waterways – Including irrigation ditches, significant vegetation, and/or natural drainage courses; i.e. creek, washes.
❑	❑	Existing Flood plain boundary - Wetlands, high water table areas, etc.
❑	❑	Existing/Proposed utilities including: Fire hydrants, culinary water, secondary water, sewer, storm drain, and utility boxes/telephone poles.
❑	❑	Location of any overhead utilities, indicating line size and voltage
❑	❑	Location of bus stops
❑	❑	Lots, blocks and parcels proposed for public use dedication
❑	❑	Right-of-way lines and monuments
❑	❑	Lot numbering
❑	❑	All lots to have PUE easements at least 7 foot wide
❑	❑	Street names and numbering
❑	❑	Streetlight locations
❑	❑	Fire hydrants locations
❑	❑	Fences and notes
Utility and Drainage Plan		
❑	❑	Project Name
❑	❑	North arrow, scale, vicinity map, legend, revision block and date.
❑	❑	Existing easements clearly labeled and identified
❑	❑	Location of man-made features (irrigation facilities, bridges, railroad tracks, buildings).
❑	❑	Existing and proposed curb, gutter, and sidewalk
❑	❑	Existing contour lines at 2-foot intervals with spot elevations

PRELIMINARY SITE PLAN

❑	❑	Show the existing FEMA 100 year flood plain zone.
❑	❑	Show existing channels, canals, ditches, springs, wells, wetlands, culverts, and ponds.
❑	❑	Show existing storm drains, manholes, inlet boxes, combination boxes, and cleanouts.
❑	❑	Indicate on the plans the proposed project connection to the existing storm water system. Include project discharge amount. (0.2 cubic feet per second per acre max.)
❑	❑	Indicate on the plans the location of the proposed detention facility.
❑	❑	Show existing sanitary sewer system, culinary water system, subsurface drains, gas lines, power lines, cable lines, and phone lines.
❑	❑	Indicate on the plans the location of the proposed project connection to the existing City water system. Include project fire flow, fire storage and demand calculations.
❑	❑	Indicate on the plans the location of the proposed project connection to the existing City sanitary system. Include project peak discharge amount.
Landscaping Percentage		
❑	❑	Outline the total area and percentage of site that will be landscaped per City of West Jordan Municipal Code Title 13.
Landscape Worksheet of Summary Data		
❑	❑	Completed Water Allowance Worksheet available at www.westjordan.utah.gov
Overlay Zones		
❑	❑	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at www.westjordan.utah.gov
❑	❑	Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements at www.westjordan.utah.gov
❑	❑	Airport Overlay Zone – If the project is within the Airport Zone see requirements at www.westjordan.utah.gov
Building Information		
❑	❑	Building Information – general building footprint, number of stories, and type of construction.
❑	❑	Location and elevation of all existing/proposed buildings on the site, showing all sides of each structure. Inclusive of the dumpsters, garages, all accessory structures and sheds.
Architectural Renderings Building Elevations		
❑	❑	Accurate front, rear and side elevations of all buildings and accessory structures, drawn to scale and showing dimensions
❑	❑	Specification of all exterior surfacing materials and colors shown on a color enhanced PDF. Show shingle color and type, exterior building color type.
❑	❑	Outdoor lighting, furnishings and architectural accents specification
❑	❑	Building elevations, footprint, occupancy, number of stories, construction type
❑	❑	Dumpsters, utility boxes, fences, walls
❑	❑	Proposed signage location and dimension of all signage proposed to be attached to the building or structure.

****

FINAL SITE PLAN
SUBMITTAL CHECKLIST

PROJECT_____

APPLICANT_____DATE_____

When there are concurrent reviews of a site plan and subdivision, it will require separate and distinct applications for each project and NOT combined

GENERAL INFORMATION

Your Check	City Check	Description
❑	❑	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
❑	❑	Geotechnical Report
❑	❑	Phase 1 Environmental Report

CODE ANALYSIS

Your Check	City Check	Description
❑	❑	Specify building use and occupancy type(s) per International Building Code Chapter 3
❑	❑	Specify type of construction per IBC Chapter 6
❑	❑	Show actual building area and heights/stories, and maximum building area and heights/stories per IBC Table 5. When applicable detail height/story increases per IBC 504 and area increases per IBC 506 (these include frontage increase calculations and automatic fire sprinkler increase)
❑	❑	If the Structure is an "unlimited area building", detail per IBC 507.
❑	❑	Specify the "occupancy separation design being used, non-separated occupancies per IBC 508.3 or separated occupancies per IBC 508.4
❑	❑	Show any automatic fire sprinkler requirements per IBC Section 903.2

FINAL SITE PLAN

FINAL SITE PLAN DRAWINGS

<table>
<tr><td></td><td></td><td></td></tr>
<tr><td>Your Check</td><td>City Check</td><td>Description</td></tr>
<tr><td colspan="3">Drawings must have separate sheets for each plan and submitted in the following order</td></tr>
<tr><td colspan="3">Cover Sheet</td></tr>
<tr><td colspan="3">Site Plan Drawings</td></tr>
<tr><td>❑</td><td>❑</td><td>Workmanship – neat, legible and readable</td></tr>
<tr><td>❑</td><td>❑</td><td>Scale – not smaller than 100 feet to the inch</td></tr>
<tr><td>❑</td><td>❑</td><td>Project name and location in bold letter at the top of sheet</td></tr>
<tr><td>❑</td><td>❑</td><td>Township, range and section</td></tr>
<tr><td>❑</td><td>❑</td><td>A table, which shows:

<table><tr><th>Item</th><th>Area</th></tr><tr><td>Total gross acreage (acres)</td><td></td></tr><tr><td>Street right of ways (sq.ft.)</td><td></td></tr><tr><td>Building footprint (sq.ft.)</td><td></td></tr><tr><td>Total building floor area (sq.ft.)</td><td></td></tr><tr><td>Landscaping (sq.ft.)</td><td></td></tr><tr><td>Landscaping (% of lot)</td><td></td></tr><tr><td>Required number of parking spaces</td><td></td></tr><tr><td>Actual number of parking spaces</td><td></td></tr><tr><td>Number of bike parking stalls</td><td></td></tr><tr><td>Interior parking lot landscape (% and sqft)</td><td></td></tr></table></td></tr>
<tr><td>❑</td><td>❑</td><td>North arrow, top faces either north or west</td></tr>
<tr><td>❑</td><td>❑</td><td>Corner section tie</td></tr>
<tr><td>❑</td><td>❑</td><td>Boundary bearing and dimensions, tied to public survey monuments</td></tr>
<tr><td>❑</td><td>❑</td><td>Acreage, property dimensions, project perimeter</td></tr>
<tr><td>❑</td><td>❑</td><td>Legal description</td></tr>
<tr><td>❑</td><td>❑</td><td>Existing and proposed roads, curb, gutter and sidewalk, park strip, street monuments and edge of asphalt</td></tr>
<tr><td>❑</td><td>❑</td><td>Street names, numbers, widths, lengths, bearings and curve data.</td></tr>
<tr><td>❑</td><td>❑</td><td>Existing and future Right-of Way</td></tr>
<tr><td>❑</td><td>❑</td><td>Streetlight locations</td></tr>
<tr><td>❑</td><td>❑</td><td>Fire hydrants locations</td></tr>
<tr><td>❑</td><td>❑</td><td>Existing and proposed fences and walls. New fences and wall elevations and profiles</td></tr>
<tr><td>❑</td><td>❑</td><td>Signage existing and proposed locations, types, size and profiles</td></tr>
<tr><td>❑</td><td>❑</td><td>Vicinity Map – legible with major street names and highlighted subject property</td></tr>
<tr><td>❑</td><td>❑</td><td>Legend showing all symbols, line types, hashing and abbreviations</td></tr>
<tr><td>❑</td><td>❑</td><td>Date of drawing</td></tr>
<tr><td>❑</td><td>❑</td><td>Applicant name and address</td></tr>
<tr><td>❑</td><td>❑</td><td>Developer name and address</td></tr>
<tr><td>❑</td><td>❑</td><td>Design firm name and address</td></tr>
<tr><td>❑</td><td>❑</td><td>West Jordan revision blocks</td></tr>
</table>

FINAL SITE PLAN

❑	❑	Adjoining property lots and parcels showing ownership name and tax ID numbers
❑	❑	Stamped and signed by licensed designer and registered engineer
❑	❑	Existing easements showing type of easement and recording information
❑	❑	Proposed public easements – provide legal descriptions or show location on the site plan
❑	❑	Subsurface drain – protective covenants and maintenance agreements
❑	❑	Indicate ownership and maintenance responsibilities for detention and open space areas.
❑	❑	Existing and proposed fences
❑	❑	Easements are to be clearly labeled and identified with correct widths
❑	❑	Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters
❑	❑	Outside Agencies/Entities approvals with might be affected by the project
❑	❑	Any other special notes or requirements
❑	❑	Drainage Easement to be a minimum of 15 foot wide
❑	❑	Revision block and date
❑	❑	Screening and buffering, if required
❑	❑	Utah State Department of Transportation approval document if the site needs to gain access to a state road.
❑	❑	Refuse Areas – collection are locations and enclosures
❑	❑	Parking Plan – general parking, access and loading
❑	❑	Off-site parking and loading areas (if permitted)
❑	❑	Access points – vehicular and pedestrian access points for on and off-site, access to existing streets
❑	❑	Lighting Plan for all parking areas and immediately adjoining streets with profile of fixture type
❑	❑	Provide location of man-made features, irrigation, bridges, railroad tracks, buildings
❑	❑	Off-site easements – provide a legal description
❑	❑	Americans with Disabilities Act (ADA) Accessibility Guidelines include a statement which indicates ADA requirements have been met.
❑	❑	Geologic Hazards including fault lines, liquefaction potential
❑	❑	Location of any overhead utilities. Indicate line size and voltage
Utility and Drainage Plan		
❑	❑	Title block
❑	❑	Scale at 1”= 60’ or 1”= 100’
❑	❑	“Call Before You Dig” symbol and telephone number
❑	❑	North arrow, scale, and site plan underlay.
❑	❑	Relationship of utilities to each other on plan view.
❑	❑	Existing and proposed utilities – sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights.
❑	❑	Water meter locations. A separate meter for irrigation connection to main is required for landscape area of 100 sq ft or more
❑	❑	Streetlights are provided at ends of cul-de-sacs, all street intersections, entrance to any pedestrian pass-through.
❑	❑	Overhead utilities must be buried. Show existing overhead utilities on this drawing and indicate how and where they will be buried.

FINAL SITE PLAN

❑	❑	Utility Easements – Location and dimensions. Provide a 20-foot easement for one utility, and a 25-foot easement for two utilities.
❑	❑	All streets are named and existing and future right-of-way width to centerline is shown.
❑	❑	Existing and proposed hydrants.
❑	❑	Show existing improvements in, and adjacent to, the project. Must clearly distinguish "existing" and "to be constructed" improvements (Plan Sheets).
❑	❑	Show water and sewer facilities and dimension from the centerline of the road or property line with a mandatory 10-foot separation between culinary water and sewer facilities.
❑	❑	Driveways, if known – sidewalk ramps locations
❑	❑	Minimum fire flow required by the IFC for the proposed structures. Fire flow calculations at all hydrant locations.
❑	❑	A note on the drawing from the design engineer verifying that the proposed improvements comply with the City's design and construction standards.
Overall Drainage Plan		
❑	❑	Title block
❑	❑	Project title
❑	❑	North arrow and scale. (1"=100' max.)
❑	❑	"Call Before You Dig" symbol and telephone number
❑	❑	Revisions block
❑	❑	Compliance Note indicating all facilities conform to the City's Design and Construction Standards and Master Storm Drain Plan.
❑	❑	Show proposed and existing conditions for the property being developed and within 100-feet of the project's boundary.
❑	❑	Dashed lines and labels showing existing improvements, with elevations 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, sidewalk ramps curb and gutter with spot elevations.
❑	❑	Elevations shown (top of curb, flowline and crownline) at limits of construction, P.C.'s, P.T.'s, and grade breaks.
❑	❑	Percentage of grade and direction of flow is indicated.
❑	❑	Pad and finished floor elevations for all new structures are shown.
❑	❑	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
❑	❑	Shows existing or "to be dedicated" rights-of-way and easements.
❑	❑	"Sight visibility easements" with dimensions
❑	❑	Flood Plain and Wetland Information - Flood plain or wetland boundary locations.
❑	❑	Drainage calculations – Hydraulic and hydrologic storm drainage calculations using a 10-year storm and a 100-year storm event with 0.2 cubic foot per second/acre

		discharge in 24 hours stamped by a registered professional engineer. Engineer is to use rational method and provide output from these calculations. (Separate report)
❑	❑	Storm Water Facilities - Size, slope, location, and description of existing and "to be constructed" storm drain facilities line elevations.
❑	❑	Direction of storm water flows, catch basins, manholes, combination boxes, invert and rim elevations; inlets, outlets, waterways, culverts, detention basins, orifice plate sizes, required riprap, required double inlet/dissipater, outlets to off-site facilities, and off-site drainage facilities.
❑	❑	Proposed roof drains include size, type slope, and flow
❑	❑	Existing culverts, streams, channels, and detention ponds with proposed changes include typical section, erosion protection, permanent structures, freeboard, and access.
❑	❑	An overland release for storm water is provided for all sag points such that no structures would be flooded if the underground drain system were blocked or the capacity exceeded.
❑	❑	Detention areas and details are shown. This is to include spillways at a 3:1 maximum side slopes.
❑	❑	Subdrain system – Required if project fronts canal property, the geotechnical report indicates groundwater within the footing zone, or the area is known for a high groundwater table. Subsurface drains must lower groundwater levels to 3-feet below all basement levels. (To be maintained by Homeowner's Association)
❑	❑	Existing irrigation ditches have been piped or abandoned as approved by the ditch master.
❑	❑	Existing irrigation tailwater ditches or sheet flow is properly conveyed through the property.
❑	❑	Erosion protection is provided for all cut and fill slopes.
❑	❑	Energy dissipaters are provided on the outfall of drain lines discharging into creeks and earthen channels capable of slowing velocities to 3-feet per second
❑	❑	Oil water separator system in place before it discharges into the city system.
❑	❑	Approval from County Flood Control – If the site is adjacent to a waterway needing maintenance by a government agency.
❑	❑	Approval from the Army Corps of Engineers – If the site is within or adjacent to any known wetlands.
❑	❑	State stream alteration Permit
Overall Grading Plan		
❑	❑	Title block
❑	❑	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-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

FINAL SITE PLAN

❑	❑	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 crownline) at limits of construction, 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
Public Street Design Plan View		
❑	❑	Scale – 1" = 20' or 1" = 40'
❑	❑	Street Monuments
❑	❑	Street name and number
❑	❑	Right of way width.
❑	❑	Design benchmark.
❑	❑	Property lines. Locations of easements (existing and proposed)
❑	❑	Center line with stationing. Please include any horizontal curve information.
❑	❑	Horizontal sight distance if road intersection is not 90 degrees or if road intersects a horizontal curve.
❑	❑	Existing edge of asphalt spot elevations as well as centerline spot elevations. 50 foot intervals.
❑	❑	Existing curb, gutter, sidewalk and drive approaches. Provide spot elevations for both sides of the street.
❑	❑	Profile spot elevation designations at curb return.
❑	❑	Existing and proposed utilities.
❑	❑	Existing and proposed street lights.
❑	❑	Extend limits of drawing 100' before and after proposed improvements. Include driveways and any road intersection.
❑	❑	Proposed storm drain system. Include pipe length, material, and size. Include manhole size, and rim elevation. Include any grate elevations.
❑	❑	Proposed sanitary sewer system. Include pipe length, material, and size. Include manhole size and rim elevation.
❑	❑	Proposed culinary water system. Include length, size and class of pipe as well as valves, tees, crosses, fire hydrants and service laterals.
❑	❑	Proposed secondary water system. Include length, size, and class of pipe as well as valves, tees, crosses, and service laterals.
❑	❑	Existing and proposed fire hydrants. Maximum spacing 500 feet.
Public Street Design Profile View		
❑	❑	Scale (vertical scale 1/10 of horizontal scale).
❑	❑	Elevation at left and right side of sheet.
❑	❑	Existing ground profile at proposed profile grade line (center line or top back of curb.

FINAL SITE PLAN

❑	❑	Proposed profile grade line (center line or top back of curb). Include grade information, slope, VPI, VPC, CPT etc. Include elevations at points of interest.
❑	❑	Vertical sight distance. Safe stopping distance when required.
❑	❑	All necessary vertical curve information including length of curve, AKA Value.
❑	❑	Extend profile line 100 feet each way showing existing improvements
❑	❑	Profiles of sanitary sewer system. Include length, size, type and slope of pipe. Include manhole size, rim and flow line elevations.
❑	❑	Profiles of storm drain system. Include length, size, type and lope of pipe. Include hydraulic grade line and contributing system flow. Include all rim gate and low line elevations.
❑	❑	Profiles of culinary and or secondary water system if line size is 12 inches or greater. Include length, size, type and slope of pipe. Include air vacuum station at all high points.
❑	❑	Show conflicts between utilities. Include distance between utilities pipe edge to pipe edge.
❑	❑	Engineering Department review and comments on drawings.
❑	❑	Applicant revision of proposed drawings and resubmission to Engineering Department.
❑	❑	Engineering Department approval of public street plan.
Traffic Signs and Striping Plan		
❑	❑	Scale
❑	❑	Overall site layout complete with lot and easements lines.
❑	❑	Street layout including curb, gutter, and sidewalk.
❑	❑	Stop bars as required by MUTCD
❑	❑	Cross walks.
❑	❑	Painted messages or arrows.
❑	❑	Stop signs per most current edition of MUTCD.
❑	❑	Street signs per most current edition of MUTCD.
❑	❑	Any additional signs as warranted by the most current edition of MUTCD.
❑	❑	Traffic striping or tape for all lanes.
❑	❑	Proposed signal loops if required.
❑	❑	Proposed signal light if required.
Traffic Impact Analysis		
❑	❑	Engineering will determine if a Traffic Impact Analysis is required and provide the to the applicant the Guidelines for the Traffic Impact Study
Site Demolition Plan		
❑	❑	Title block
❑	❑	Project title
❑	❑	North arrow
❑	❑	Scale of drawing
❑	❑	“Call Before You Dig” symbol and telephone number are shown (plan sheets).
❑	❑	Revisions block is shown.
❑	❑	Show structures and other facilities to be removed, indicate SqFt for each structure.
SWPPP		
❑	❑	The project fulfills all the requirements of the Land Disturbance. See Land Disturbance Permit requirements at www.westjordan.utah.gov.

FINAL SITE PLAN

Landscaping Plan		
❑	❑	Landscape Plans prepared by a "landscape designer" as defined by the City of West Jordan City Municipal Code
❑	❑	Designation of "landscape zones" (grouping plants with similar water needs)
❑	❑	The location of all proposed plants and a plant schedule specifying the quantity, size, common name botanical name, and spacing of all proposed plants
❑	❑	Existing and proposed landscape grading of the site indicating contours at two foot (2') intervals. Proposed berming shall be indicated using one foot (1') contour intervals
❑	❑	Location of existing buildings and structures
❑	❑	The location, size, and common names of all existing mature trees and significant vegetation, on the site and within adjacent rights of way, indicating plants that will be retained and those that will be removed
❑	❑	The location and dimensions of all existing and proposed buildings and structures, property lines, easements, parking lots and drives, streets and rights-of-way, signs, sidewalks, dumpster enclosures, fences.
❑	❑	The location of all meters, lighting, fire hydrants and utility boxes in the right-of-way or on the property
❑	❑	Designation of "landscape zones" (grouping plants with similar water needs)
Irrigation Plan		
❑	❑	Irrigation Plans prepared by an "irrigation designer" as defined by the West Jordan City Municipal Code
❑	❑	Location of connection to water supply
❑	❑	Size of connection
❑	❑	Pipe type
❑	❑	Static water pressure(psi)
❑	❑	Backflow prevention device type and location
❑	❑	Water meter size and location
❑	❑	Layout of irrigation system and a legend summarizing the type and size of all major system components and irrigation heads, including manufacturer's name and model numbers
❑	❑	Flow rate in gallons per minute and design operating pressure in psi for each valve
❑	❑	Precipitation rate in inches per hour for each irrigation zone
❑	❑	Indicate either a pressure regulation device or pressure regulated spray heads
❑	❑	Show location of rain shutoff device and how connected to controller (wire or wireless)
Landscape Worksheet of Summary Data		
❑	❑	Completed Landscape Area and Water Conserving Landscape Calculations Worksheet available at www.westjordan.utah.gov
❑	❑	Completed Water Allowance Worksheet available at www.westjordan.utah.gov
Architectural Renderings Building Elevations		
❑	❑	Accurate front, rear and side elevations of all buildings and accessory structures, drawn to scale and showing dimensions
❑	❑	Specification of all exterior surfacing materials and colors shown on a color enhanced PDF. Show shingle color and type, exterior building color type.
❑	❑	Outdoor lighting, furnishings and architectural accents specification
❑	❑	Building elevations, footprint, occupancy, number of stories, construction type

FINAL SITE PLAN

❑	❑	Dumpsters, utility boxes, fences, walls
❑	❑	Proposed signage location and dimension of all signage proposed to be attached to the building or structure.
Building Information		
❑	❑	Building Information – general building footprint, number of stories, and type of construction.
❑	❑	Location and elevation of all existing/proposed buildings on the site, showing all sides of each structure. Inclusive of the dumpsters, garages, all accessory structures and sheds.
Adjacent Property Owners Agreements		
❑	❑	Adjacent property owners' agreements regarding storm drainage, irrigation or other matters.
Overlay Zones		
❑	❑	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements at www.westjordan.utah.gov
❑	❑	Well Protection Overlay Zone – If the project is within the Well Protection Zone see requirements at www.westjordan.utah.gov
❑	❑	Airport Overlay Zone – If the project is within the Airport Zone see requirements at www.westjordan.utah.gov

SITE PLAN
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 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.

SITE PLAN REVIEW

_____ Preliminary Commercial & Industrial	$1,435 plus $125 per Acre (includes 2 reviews)
_____ Preliminary Supplemental Review -	$85 Hourly Charge
_____ Preliminary Engineering Review -	$1,000 (2 reviews)
_____ Final Commercial &Industrial	$1,450 plus $125 per Acre (includes 2 reviews)
_____ Final Supplemental Review	$85 per Hourly Charge
_____ Final Engineering Preliminary Review	$1,000 (2 reviews)

SITE PLAN REVIEW

Preliminary Multi Family Residential

_____ **2-25 Units** Prelim Multi-Family Residential	$1,320 plus $125per Acre (includes 2 reviews)
_____ **2-25 Units** Prelim Supplemental Review	$85 per Hourly Charge
_____ **26-100 Units** Prelim Multi-Family Residential	$1,805 plus $125 per Acre (includes 2 reviews)
_____ **26-100 Units** Prelim Supplemental Review	$85 Hourly Charge
_____ **101 + Units** Prelim Multi-Family Residential	$1,815 plus $125 per Acre (includes 2 reviews)
_____ **101+ Units** Prelim Supplemental Review	$85 Hourly Charge
_____ Preliminary Engineering Review	$1,000 (2 reviews)

Final Multi-Family Residential

_____ **2-25 Units** Final Multi-Family Residential	$1,555 plus $125 per Acre (includes 2 reviews)
_____ **2-25 Units** Final Supplemental Review	$85 Hourly Charge
_____ **26-100 Unit** Final Multi-Family Residential	$1,615 plus $125 per Acre (includes 2 reviews)
_____ **26-100 Unit** Final Supplemental Review	$85 Hourly Charge
_____ **101 + Units** Final Multi Family Residential	$1,810 plus $125 per Acre
_____ **100 +Units** Final Supplemental Review	$85 Hourly Charge
_____ Final Engineering Preliminary Review	$1,000 (2 reviews)

DESIGN REVIEW COMMITTEE

_____ Design Review Committee (not required for manufacturing zones)	$300