



**CITY OF WEST JORDAN**

8000 South Redwood Road

West Jordan, Utah 84088

Planning Division (801) 569-5060

Engineering Department (801) 569-5070

Building & Safety Division (801) 569-5050

Fire Marshall (801) 260-7300

## **DEVELOPER PACKET FOR ADMINISTRATIVE CONDITIONAL USE PERMIT**

### **PURPOSE OF PACKET**

The purpose of this Developer Packet for ‘*Administrative Conditional Use Permit*’ is to provide the Applicant with information necessary to plan for, apply for, submit the necessary information, and get approval of an administrative conditional use permit 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 the Applicant, and will unnecessarily delay progress and final approval.

This document is meant to act as a guide to the Applicant. Individual projects may require additional information be provided, depending upon the project.

### **PACKET CONTENTS**

This packet contains the following information:

- City of West Jordan Application
- Property Owner Affidavit/Agent Authorization Form
- Process Flowchart
- Administrative Conditional Use Permit Checklists
- Development Process Manual (CD)

### **WHAT IS A COMPLETE APPLICATION?**

The City will not accept an application for an ‘*Administrative Conditional Use Permit*’ unless all of the items listed above have been provided as part of the application. Partial submittals will not be accepted.

### **SUBMITTAL MEETING**

A submittal meeting is required to allow staff to check your application for completeness. Please contact ODA at 569-5180 to schedule your submittal meeting.

### **GETTING HELP**

City staff is available, by appointment, to assist the Applicant/Applicant Engineer to understand the process and its various requirements. Once the application has been submitted, a Project Team will be assigned to the project and you may contact any of the Project Team for information about their various specialties. Please use the Office of Development Assistance (ODA) as your primary contact and for project status inquires.



# ADMINISTRATIVE CONDITIONAL USE PERMIT CHECKLIST PLANNING AND ZONING DIVISION

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

**PRE-APPLICATION CONFERENCE** – Meetings are held every Monday at half hour intervals between 2:00 p.m. and 4:30 p.m. Contact ODA to schedule the meeting.

Yes	No	Description
<input type="checkbox"/>	<input type="checkbox"/>	Applicant has held a Pre-application Conference with City Staff?

## ADMINISTRATIVE CONDITIONAL USE PERMIT

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan on a 8 ½” x 11” paper showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	1) North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	2) Drawing Scale
<input type="checkbox"/>	<input type="checkbox"/>	3) Name, Address, Lot Number
<input type="checkbox"/>	<input type="checkbox"/>	4) Property lines, Easements, Adjoining property owners, ingress, egress, streets, curbs, sidewalk, off-site utility fixtures, and adjacent buildings.
<input type="checkbox"/>	<input type="checkbox"/>	5) Location and separations of existing and proposed buildings and structures and their setbacks from property lines (Staff to indicate if elevation drawings of proposed buildings or structures should be submitted).
<input type="checkbox"/>	<input type="checkbox"/>	6) Driveways, parking areas, yard areas, fences, major landscape features, irrigation ditches, canals, manholes, storm drains or other on-site utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Provide a letter of intent, describe business related activities, hours and days of operation, number of employees and/or students, description of storage area and materials (for outdoor storage requests only), indicate any potential impact caused by noise, lights, parking, etc.
<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)
<input type="checkbox"/>	<input type="checkbox"/>	Prepare one set of Addressed and Stamped (not metered) letter-sized envelopes (no. 10) to be mailed (by the City) to the neighboring property owners. Do not use envelopes with your business return address.

NOTE: Incomplete applications will not be scheduled for Review.

The Zoning Administrator may approve or deny a CUP in any zone in which the particular Conditional Use is allowable or may postpone such determination until further information can be obtained. Believing that a proposed CUP may be contested, the Zoning Administrator may forward any conditional use to the Planning Commission for a full public hearing review. In authorizing any conditional use, the Planning Commission shall impose such requirements and conditions as deemed necessary for the protection of adjacent properties and the public welfare.

# Administrative Conditional Use Permit