



**AMENDED FINAL SITE PLAN
FOR
COMMERCIAL & INDUSTRIAL DEVELOPMENT
AT
WEST JORDAN CITY**

PLANNING DEPARTMENT 569 - 5060
ENGINEERING DEPARTMENT 569 - 5070
FIRE MARSHAL 260-7300
BUILDING & SAFETY 569-5050

NOTE:

INTRODUCTION

Amendments to final site plans will require the Developer to follow review procedures under West Jordan Municipal Code §89-5-302 or §89-5-303 for parcels zoned M-1, unless the Developer is installing up to two accessory buildings or main building additions per lot (except in residential and agricultural zones). Where the Developer is installing a main building addition, the Developer shall follow review procedures under §89-5-302 if the addition is larger than 10% of the floor area of the existing main building, or larger than 2,000 square feet. Where it is necessary for the Developer to follow review procedures under §89-5-307, Developer shall submit all items required under West Jordan Municipal Code §89-5-306, 307, and 308, unless staff determines an item is not required to be submitted because the proposed amendment will not alter the item as originally submitted during the original Final Site Plan. Submittal requirements are further detailed below.

Step 1

Pre-Application Conference.

The Developer contacts the Planning Staff to be placed on the agenda for the weekly pre-application conference. Pre-application meetings need to be scheduled the Wednesday before meetings are held. Meetings are held every Monday morning (or the Tuesday following a Monday Holiday) at half hour intervals between 10 AM and 12 PM. The purpose of the pre-application conference is to better facilitate the development process by establishing initial contacts between the city staff and the developer, as well as seeking to clarify city requirements in order to eliminate unnecessary delays to the proposed development. Please bring a sketch plan of the proposed development. If you feel an item will take longer than 30 minutes please schedule 2 consecutive appointment blocks.

STEP 2

Amended Final Planning Commission Approval. The Developer submits a completed application form and other materials as required. The Planning Staff processes the application and distributes copies of the submittals to the other city departments.

- A. Developer submits (3) Final Site plan(s) as defined in the attached Planning Department Checklist. **NOTE: COMPLETED CHECKLIST MUST BE SUBMITTED WITH PLANS.**
- B. Developer Submits (3) Final Site plan(s) as defined in the attached Engineering Department Checklist. **NOTE: COMPLETED CHECKLIST MUST BE SUBMITTED WITH PLANS.**
- C. Developer receives review of all submitted plans from each individual Department(Planning,

Engineering, Fire-EMS).

- D. Developer shall make any corrections and return redline drawings as instructed on the redline comments.
- E. Developer shall provide the Engineering Department with a letter from Utah Power, Questar gas, Qwest, and the cable provider explaining that they have reviewed the project and will provide utility service.
- F. Applications will be placed on the Planning Commission agenda only after all departments have cleared the project to proceed. Planning Commission will,
 - 1. Approve the request submitted;
 - 2. Approve the request with modifications;
 - 3. Postpone the decision pending further information or input;
 - 4. Deny the request.

STEP 3

Final Staff Review. Following an action of final approval, the developer submits any additional information or makes any additional corrections as required by City ordinances and / or condition of approval. City Staff will check for compliance and then require of the developer the following actions prior to the issuance of any permits:

- A. Developer signs development letter provided by City Staff.
- B. Developer pays appropriate impact fees.
- C. Developer provides an improvement guarantee for public improvements.
- D. Developer provides Record of Survey Map, Restrictive Covenants, and recordation fee to the city to sign and record with Salt Lake County Recorder=s Office. (If applicable.)

STEP 4

Preconstruction Conference. Prior to the any construction on the site a preconstruction conference must be held between the City Staff, the Developer, the general contractor, and all major subcontractors. No inspections will take place unless approved plan set is on site.

STEP 5

Submittal of Application for Building Permit. Submit a completed Building Permit application along with (2) complete sets of plans (site plan(s), structural and architectural drawings, engineered soils report, engineered structural calculations, code design criteria, energy code compliance data, complete gas line diagrams and gas vent schematics, and complete specifications).

Submittals must contain building code justification(s), type of construction, and occupancy group(s), along with exit and occupant load calculations.

Building design criteria: Wind = 70 mph exposure AC@, frost depth = 30", seismic zone III, snow

live load = 30 psf East of 5600 West and 35 psf West of 5600 West.

Building Code information – 2003 International Building Code, 2002 International Electric Code, 2003 International Mechanical Code, 2003 International Plumbing Code, 2003 International Energy Code, 2003 International Fire Code. *Note - the State of Utah is very progressive and involved in the writing and adoption of new codes, please contact the Building & Safety Division @ (801) 569-5050 for code update information.*

Prior to issuing a permit, we must receive an approval letter from South Valley Water Reclamation Facility (801) 566-7711, a signed and sealed ASpecial Inspection@ form, a signed and sealed AEnergy Compliance@ form, and for food establishments, an approval letter from Salt Lake Valley Health Department (801) 944-6654.

A Certificate of Occupancy or Temporary Certificate of Occupancy is required before any building is used or occupied. This includes existing buildings that have had a change in occupancy classification or undergone remodeling. Certificate of Occupancy work sheets are available at this office.

STEP 6 Issuance of Building Permit. A building permit will be issued when the following requirements have been met:

- A. When fire department requirements for construction are met.
- B. When the building plans are approved.
- C. When all appropriate fees are paid.
- D. When all other required approvals have been obtained.
- E. Any changes to these requirements must be approved through the Chief Building Inspector Official.

STEP 7 Building Inspections. During construction, contact the Building and Safety Department at 569-5055 and schedule any applicable inspections. No inspections will take place unless an approved plan set for the inspection is on-site.

STEP 8 Occupancy Inspections. Upon completion, schedule occupancy inspections with Building and Safety, Planning and Zoning, Engineering, and the Fire Marshall. Appointments must be made 24 hours in advance. Obtain a signed occupancy sheet prior to occupying any building.
Warning. Failure to build the structure, or site, according to the approved plan set may result in occupancy being denied.