



SUBDIVISION DEVELOPMENT IN WEST JORDAN CITY

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

STEP 1 Pre-Application Conference.

The Developer contacts the Planning Staff to be placed on the agenda for the weekly pre-application conference. Please schedule meetings one week in advance. Meetings are held every Monday morning at half hour intervals between 10 AM and 12PM. 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 two consecutive appointment blocks.

STEP 2 Preliminary Planning Commission Approval. The Developer submits a completed application form and other materials as required below. The Planning Staff processes the application and distributes copies of the submittals to the other city departments.

- A. Developer shall submit three (3) Preliminary Subdivision plan(s) as defined in the attached Planning Department Checklist AND the Developer shall submit three (3) Preliminary Subdivision plan(s) as defined in the attached Engineering Department Checklist. **NOTE: COMPLETED CHECKLIST MUST BE SUBMITTED WITH PLANS.** (6 total plans)
- B. Developer shall receive review of all submitted plans from each individual department (Planning, Engineering, Fire - EMS).
- C. Developer shall make any corrections and return redline drawings as instructed on the redline comments.
- D. Applications will be placed on the Planning Commission agenda only after all departments have given the project a positive recommendation. Planning Commission may do one of the following;
 - 1. Give preliminary approval to the request submitted;
 - 2. Give preliminary approval to a modification of the request;
 - 3. Postpone the decision pending further information or input;
 - 4. Deny the request.

Preliminary approval does not give the developer permission to build , or entitle the developer to any permit. The exact details of the project must still be approved during the Final Subdivision plan review.

STEP 3

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 shall submit three (3) Final Subdivision plan(s) as defined in the attached Planning Department Checklist AND the Developer shall submit three (3) Final Subdivision plan(s) as defined in the attached Engineering Department Checklist. **NOTE: COMPLETED FINAL CHECKLIST MUST BE SUBMITTED WITH PLANS.** (6 total plans)
- B. Developer shall receive review of all submitted plans from each individual department (Planning, Engineering, Fire - EMS).
- C. Developer shall make any corrections and return redline drawings.
- D. 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.
- E. Applications will be placed on the Planning Commission agenda only after all departments have cleared the project to proceed. Planning Commission may do one of the following;
 - 1. Approve the request submitted;
 - 2. Approve a modification to the request;
 - 3. Postpone the decision pending further information or input;
 - 4. Deny the request.

STEP 4

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 pays appropriate impact fees (Engineering Inspection, Storm Drain and Roadway Facilities Fees, Street Light, fee to Salt Lake County Recordation).
- B. Developer provides an improvement guarantee for public improvements.
- C. Subdivision mylar is recorded with Salt Lake County by City Staff.

STEP 5

Preconstruction Conference. Prior to the development of any subdivision 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 an approved plan set is on site. Preconstruction and installation of the improvements may precede the posting of the bond and recordation of the subdivision under certain circumstances. See City Engineer for more information.

STEP 6 Final Acceptance of Public Improvements. The guarantee may be reduced to 50 percent of the original total guarantee amount in two reductions. Upon receipt of a partial bond reduction request, and the verification by the City Engineer that the work is satisfactory, the City Manager may grant a partial reduction. Upon completion of 100 percent of the improvements, the Developer may request a reduction to 25 percent of the original total guaranteed amount.

STEP 7 Public Improvement Warranty Period. When completion of public improvements is verified approved by the City Council, the reduction to 25 percent will be granted, with a 25 percent guarantee remaining in full force for a period of 12 months for the purpose of guaranteeing all improvements. During the 12 month period, the City will provide routine maintenance of the improvements such as street sweeping, snow plowing, and sewer flushing. Repair work will be the responsibility of the Developer. However, if emergency repairs to any of the improvements becomes necessary and the Developer cannot complete the work in time, the City Manager may request city crews to complete the repair at a cost to be borne by the Developer. At the completion of the 12 month period, the Developer may request final guarantee release. If the improvements are in satisfactory condition, the City will verify such completion and the City Council will release the guarantee. If the improvements are not in satisfactory condition, the City Engineer will so notify the Developer, who will then have 60 days in which to make the necessary repairs.

STEP 8 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 and appropriate fees are paid.
- C. When all other required approvals have been obtained.
- D. Changes to these requirements must be approved by the Chief Building Official.

STEP 9 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.

This document is meant to act as a guide to new subdivision development in the City of West Jordan. For more detailed information on the Subdivision process please refer to the City of West Jordan Development Code.