



# GENERAL PLAN MAP AMENDMENT IN WEST JORDAN CITY

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

## STEP 1

Come to the Planning Department and speak with a planner who will provide you with a Planning Commission application, pertinent maps, and applicable ordinances. Proposed General Plan amendments shall be heard by the General Plan Committee. Persons who wish to propose amendments to the General Plan shall file their proposals 30 days prior to the hearing date. As an applicant, you will be required to do the following:

- A. Provide to the planner a map with dimensions of 8 1/2 inches by 11 inches showing the area of the proposed amendment.
- B. Provide a current copy of county assessor's parcel map showing the area of the proposed amendment.
- C. Mapped inventory of existing land uses within the area of the proposed amendment and extending one-half mile beyond such area.
- D. Correct property addresses of parcels included within the area of the proposed amendment.
- E. Written statement specifying the potential use of property within the area of the proposed amendment.
- F. Written statement explaining why the existing General Plan designation for the area is no longer appropriate or feasible.
- G. Analysis of the potential impacts of the proposed amendment on existing infrastructure and public services such as traffic, streets, intersections, water and sewer, storm drains, electrical power, fire protection, garbage collection, etc.
- H. As part of the General Plan land use map amendment process, the applicant shall attempt to collect the signature of the property owner or authorized agent or, in the case of amendments affecting multiple properties, the signatures of a majority of the persons who own property within the area proposed for the General Plan land use map amendment.
- I. Obtain a Salt Lake County Plat of the proposed General Plan map amendment and a list of property owners from the Salt Lake County Recorder's Office, 2001 South State Street, Salt Lake City. On the county plat map, draw a line around the subject lot or parcel at a distance equal to 300 feet from all points of the lots perimeter. Provide a copy of the list of the property owners within the 300-foot radius of the subject lot or parcel.
- J. Prepare **2 SETS OF ADDRESSED AND STAMPED (NOT METERED), LETTER-**

**SIZED ENVELOPES** to be mailed (by the City) to the neighboring property owners within 300 feet of the subject parcel.

- K. Pay the applicable filing fee and submit the above items to the Planning and Zoning Division. If all of the above items are correct and complete, the application will be placed on the next available agenda. Proposed General Plan amendments shall be heard by the General Plan Committee usually on the second Wednesday of the month.

**STEP 2.** **General Plan Committee.** The Planning Commission shall obtain recommendations from the General Plan Committee.

**STEP 3.** **Planning Commission review.** Each proposed amendment shall be reviewed by the Planning Commission which shall forward its recommendations to the City Council for its ruling on the proposed amendment.

**STEP 4.** **City Council Review.** Each proposed amendment shall be reviewed by the City Council at a public hearing for its ruling on the proposed amendment.