

SECTION 15.0

AMENDED SITE PLAN PROCESS

15.1 GENERAL

The purpose of the amended site plan process is to obtain approval by the Zoning Administrator or by the Planning Commission. The amended site plan, construction drawings and all information and procedures relating to the amended site plan must comply with the provisions of the Municipal Code and the City's design and construction standards

Processing times will vary based upon availability of city staff time and the applicant's execution of the various tasks. The checklists for an amended site plan are contained in the Development Processing Manual located on the City's web amended site *www.wjordan.com*

15.2 APPLICANT'S INITIAL CONTACT WITH CITY STAFF

The applicant's initial contact with city staff needs to take place with Planning and Zoning, either by telephone or by meeting at the Community Development Department counter.

If the applicant is not familiar with City processes and requirements, the applicant will need to receive some assistance in understanding them. This can best take place through the planning department briefly discussing the processes and requirements with the applicant.

15.3 PRE-APPLICATION MEETING

The applicant can contact the development department staff to schedule a pre-application conference. Pre-application meetings are held weekly as needed.

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 in order 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 amended site plan.

The purpose of the preliminary amended site plan is to obtain formal preliminary approval from the Planning Commission. The preliminary amended site plans are to be in compliance with the provisions of the Municipal Code and the City's design and construction standards.

Processing times will vary based upon availability of City staff time and the applicant's execution of the various tasks. The checklists for a preliminary amended site plan are included in Development Processing Manual located on the City's web amended site *www.wjordan.com*

15.4 SUBMIT AMENDED SITE PLAN APPLICATION

The final amended site plan process can be initiated by submitting the application along with items listed on the amended site plan and engineering department requirements checklists.

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.

Along with the amended site plan submittal the following may be required.

- A. Engineers Estimate - If the amended site plan has public improvements an engineer's estimate is required so a Final Bond Estimate can be prepared.
- B. Escrow Deposit, Surety, Letter of Credit or Cash Agreement - The bond agreement is to be in the amount indicated in the final bond estimate, and is to meet the requirements of City Attorney and the Municipal Code.
- C. Off-site Dedications - Easement and fee parcels required as part of the development will need to be provided separately from the Amended site Plan.
- D. Development Agreement – Submit a signed original of the Development Agreement.
- E. Reimbursement Agreement – Submit a signed original of the Reimbursement Agreement.
- F. Public Easements – The applicant is to prepare, sign and submit all necessary easements required for publicly dedicated facilities for the project. These easements are to be approved by City staff and the City Attorney prior to recordation.
- G. Salt Lake County Flood Control Permit – The applicant is responsible for coordinating with Salt Lake County Flood Control District in preparing and obtaining a flood control permits. A flood control permit must be applied for if:
 - a. The project will discharge into a canal, creek, Jordan River or other facility under the jurisdiction of Salt Lake County Flood Control District, or
 - b. The project abuts or is adjacent to a canal, creek, Jordan River or other facility under the jurisdiction of Salt Lake County Flood Control District.
- H. Salt Lake County Development and Construction Permit - Obtain and submit this permit if the amended site is within 100 feet of a critical flood area as defined by Salt Lake County Flood Control District. If the project is not within 100-Feet of a critical flood area, the applicant is to submit a letter from Salt Lake County to the City so indicating.
- I. Canal/Ditch Company Approvals - If the project discharges into an irrigation company canal, a letter of approval from the canal/ditch company is to be submitted. Evidence must also be presented to the City that indicates that all required fees have been paid to the canal/ditch company.

- J. Other Agency Approvals - Other agency approvals may include the Utah Department of Transportation and other agencies that may be affected. The applicant is responsible for identifying these agencies and meeting their requirements.
- K. Federal, State, and Local Permits - The applicant is responsible for acquiring all of the necessary Federal, State and local permits required to design and construct the proposed project. The following is a list of the known permits; however, there may be other permits the applicant will need to acquire.
1. Storm Water Pollution Prevention Permit
 2. Corps of Engineer (COE) 404 Permit
 3. City of West Jordan, Encroachment Permit
 4. Utah Department of Transportation (UDOT) Access Permit
 5. Utah Department of Transportation (UDOT) Encroachment Permit
 6. Canal Company Discharge Permit
 7. Salt Lake County Flood Control Permit

15.5 CITY REVIEW OF AMENDED SITE PLAN

The first review may take between 2 to 3 weeks to complete based on the complexity of the project and number of projects in for review. Subsequent reviews will be completed in 1 week.

Once the amended site plan and construction drawings are complete the amended site plan can be approved by city staff.

15.6 STAFF APPROVAL AND ACTION ON FINAL AMENDED SITE PLAN

City staff will prepare a memorandum indicating that the final amended site plan and construction drawings are approved.

15.7 EXPIRATION OF FINAL AMENDED SITE PLAN APPROVAL

An approved final amended site plan shall remain valid for 24 months following the date of approval. One 6-month extension may be granted by the zoning administrator if, upon written request by the owner, the zoning administrator finds that the extension will not adversely affect the public health, safety or welfare of the City. The decision of the zoning administrator may be appealed to the planning commission.

15.8 CITY ATTORNEY REVIEW

Documents that require the Mayor's signature or recordation with Salt Lake County Recorder's office will require review and approval from the City Attorney. All documents are to be original documents.

15.9 RECORDATION OF DOCUMENTS

The approved documents will be record at the Salt Lake County Recorder's Office. The Applicant is responsible for payment of any recordation fees.

15.10 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-amended amended site. The requirements for obtaining this permit are located in the Municipal Code.

15.11 PRECONSTRUCTION MEETING

The community development department will schedule a preconstruction meeting with the applicant, his contractor and city staff. During the meeting a set of approved amended site plan construction drawings will be given to the applicant and must be on amended site at all times during the construction of the project.

The applicant or his/her contractor is not to begin construction until all approvals have been given, a preconstruction meeting is held and all requirements of the City's Municipal Code have been met. Construction is defined as any activity which creates a land disturbance such as excavation, clearing, grubbing, construction of buildings, amended site or public improvements or any other activity, which disturbs existing soil on-amended amended site.

Public improvements are subject to inspection.

15.12 COMPLETION AND MAINTENANCE OF AMENDED SITE

Every amended site plan must be constructed in accordance with the approved amended site plan drawings, or if the plan has been revised, in accordance with the revised plans reviewed and approved by the city. The amended site must be maintained in a clean and orderly manner or the city may take legal action against the applicant.

15.13 BUILDING PERMIT ISSUANCE

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

15.14 CERTIFICATE OF OCCUPANCY

A permanent certificate of occupancy will be issued after all Building Division requirements of the Municipal Code have been met.

Before a certificate of occupancy can be issued for commercial, industrial and other developments requiring amended site plan approval, certain inspections have to be completed by different departments in the city. In order to coordinate these inspections and make the procedure less confusing for the contractors, the Building Division will schedule all final inspections and collect and process escrow deposits, if other City departments agree the project is ready to proceed.

15.15 TEMPORARY CERTIFICATE OF OCCUPANCY

A temporary certificate of occupancy, not to exceed 6 months, may be issued if the City Manager or his designee makes a written determination that conditions of zoning, amended site plan, or other

required approvals have been substantially met, but that acceptable circumstances have prevented or a delay in the installation of certain improvements required by the approved amended site plan. During the months of October to April, a cash bond equal to 100 percent of the estimated completion costs shall be required prior to issuance of the temporary certificate. During the months of May to September, a cash bond of 150 percent of the estimated completion costs shall be required prior to issuance of the temporary certificate.

15.16 WARRANTY PERIOD FOR PUBLIC FACILITIES

After final inspections of the public improvements are completed, a 12-month warranty period begins. The applicant also needs to be familiar with the City's bond release procedure as indicated in the City's Municipal Code and Development Processing Manual.

15.17 FINAL INSPECTION OF PUBLIC FACILITIES

After the 12 month warranty period, a final inspection of the improvements will take place in accordance with the City's Municipal Code and Development Processing Manual.
