

SECTION 16.0

SUBDIVISION PLAT AMENDMENT PROCESS

16.1 GENERAL

The purpose of the subdivision plat amendment process is to obtain formal approval, by the Planning Commission to change a recorded subdivision plat when subdivision boundaries and street right-of-way lines need to be changed. A subdivision plat may be amended in accordance with the Utah Code and the City of West Jordan Municipal Code.

Processing times will vary based upon availability of city staff time and the applicant's execution of various tasks. Checklists for a subdivision plat amendment are contained in the Development Processing Manual located on the City's web site, *www.wjordan.com*

16.2 APPLICANT'S INITIAL CONTACT WITH CITY STAFF

The applicant's initial contact with city staff needs to take place with the planning department either by telephone or by meeting at the community development 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 process and requirements with the applicant.

16.3 PRE-APPLICATION CONFERENCE

The applicant can contact the community development department staff to schedule a pre-application conference. Pre-applications 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.

16.4 SUBDIVISION PLAT AMENDMENT SUBMITTAL

The subdivision plat amendment process can be initiated by submitting the application to the community development department along with items listed on the amended subdivision 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.

16.5 CITY REVIEW OF SUBDIVISION PLAT AMENDMENT SUBMITTAL

The initial review of the amendment will be completed as individual departments, however, a city staff project team will be assembled which will include a member from each department.

The first review will take from 2 to 3 weeks based upon the complexity of the project and number of projects in for review. Subsequent reviews will be completed in 1 week. Once each review is complete, the applicant will be contacted to pick up the redline comments.

16.6 PLANNING COMMISSION REVIEW AND ACTION

Once the development department has completed its review and determined it is complete, the City Planner will schedule the subdivision amendment for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the subdivision amendment for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Review and Action –For a subdivision amendment to be considered by the Planning Commission, the party requesting the amendment must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will take action in one of the following forms.
 - 1. Approval of the subdivision amendment.
 - 2. Approval with modifications or conditions.
 - 3. Postpone where further information or input is necessary.
 - 4. Deny the subdivision amendment.

Notice of the action will be sent to the applicant, by the community development department, regarding the Planning Commission's action.

16.7 PREPARATION AND SUBMITTAL OF AMENDED SUBDIVISION PLAT

After the Planning Commission has rendered its decision, the applicant is to submit the mylar plat including Planning Commission conditions. The Applicant will be responsible for obtaining the signatures of the following companies/agencies along with a current title report:

- a. Subdivision Owners
- b. Natural gas provider
- c. Salt Lake County Flood Control District
- d. Salt Lake County Board of Health
- e. Cable provider
- f. Telephone service provider
- g. Electric provider
- h. Others as required

After obtaining the required signatures, the original mylar, along with a title report no older than 30 days can be submitted to the city.

16.8 AMENDED SUBDIVISION PLAT CITY SIGNATURES

City staff will be responsible for obtaining the required city department signatures.

Planning Commission
City Engineering

City Attorney
Mayor and City Recorder

16.9 AMENDED SUBDIVISION PLAT RECORDATION

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the amended subdivision plat.

The applicant is responsible for providing all information necessary, including recording fees, to meet the Salt Lake County Recorder's requirements for recordation. The City of West Jordan is only there to provide a continuous chain of custody.
