

## **SECTION 18.0**

### **MINOR SUBDIVISION PROCESS**

#### **18.1 GENERAL**

The purpose of the minor subdivision process is to provide for the potential of a simpler expedited processing of residential developments of ten (10) lots or less, which meets specific criteria, as follows:

Minor subdivisions may be approved by the zoning administrator if the zoning administrator certifies in writing that the proposed subdivision meets specific criteria as follows:

1. The proposed subdivision is not traversed by the mapped lines of a proposed street as shown in the general plan.
2. Does not require the dedication of any land for street or other public purposes
3. Has been approved by the culinary water and sanitary sewer authorities
4. Is located in a zoning district
5. Conforms to all applicable ordinances or has properly received a variance
6. The minor subdivision application is uncontested.

The Zoning Administrator has the ability to approve, approve with conditions, or deny a minor subdivision in accordance with the regulations outlined in the Municipal Code.

If the proposed subdivision does not meet the requirements for an administrative review and approval, the project will be taken before the Planning Commission for preliminary approval. Final approval will receive staff approval in accordance with the Municipal Code.

Processing times will vary based upon availability of City staff time and the Applicant's execution of the various tasks. The checklist for a minor subdivision are contained in the Development Processing Manual located on the City's website at [www.wjordan.com](http://www.wjordan.com)

#### **18.2 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 processes and requirements with the applicant.

#### **18.3 PRE-APPLICATION MEETING**

The applicant can contact the community 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 plat.

## **PRELIMINARY PLAT**

### **18.4 GENERAL**

The purpose of the preliminary minor subdivision plat is to obtain formal approval by Planning Commission or City staff depending on the determined type of review process. The minor preliminary plat, all information and procedures are to be in compliance with the provisions of the Municipal Code and the city's design and construction standards.

### **18.5 SUBMIT PRELIMINARY SUBDIVISION APPLICATION**

The minor preliminary subdivision process can be initiated by submitting the application to the community development department along with items listed on the minor subdivision checklist.

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.

### **18.6 CITY REVIEW OF PRELIMINARY SUBDIVISION**

The initial review of these documents 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, depending on the plans submitted and number of projects in for review. Subsequent reviews, if needed, will be completed in 1 week. The applicant should work directly with the project team to satisfy each department's requirements.

### **18.7 PLANNING COMMISSION**

Once the development team has completed their review and determined it is complete, the City Planner will schedule the preliminary subdivision 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 preliminary subdivision for review by the Planning Commission and arrange for publication of notice of a public hearing on the proposal.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Review and Action –For a preliminary subdivision to be approved by the Planning Commission, the applicant 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 preliminary subdivision plat.

2. Approval with modifications or conditions.
3. Postponement where further information or input is necessary.
4. Deny the preliminary subdivision plat.

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

### **18.8 EXPIRATION OF PRELIMINARY SUBDIVISION APPROVAL**

An approved preliminary subdivision plat is valid for one year following the date of approval. The time period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown with the applicant petitioning the City prior to expiration of the original time period.

In cases where the subdivision is to be developed in phases, the approval will remain valid, provided that a final plat on at least one phase is approved, recorded and developed within 12 months of the date of preliminary approval and provided that each successive phase is approved, recorded and developed within 12 months of the previous phase's recording date.

### **FINAL PLAT**

#### **18.9 GENERAL**

The purpose of the final subdivision plat is to obtain formal approval from the City of West Jordan. The final subdivision, all information and procedures are to be in compliance with the provisions of the Municipal Code.

Processing times will vary based upon availability of staff time and the applicant's execution of the various tasks. The checklists for the minor subdivision plat are included in the Development Processing Manual located on the City's website at *www.wjordan.com*.

#### **18.10 DEVELOPMENT AGREEMENT (If applicable)**

The Development Agreement is a formal written agreement between the city and the applicant, which details the responsibilities of both parties. The responsibilities detailed in the agreement for the city are those that are provided for in the Municipal Code and are reiterated in the Agreement. In addition to the standard items the city agrees to provide, any project specific items the city agrees to do are outlined in the 'Special Provisions' section of the agreement. The agreement also details items the applicant will provide along with any special requirements, which are also outlined in the 'Special Provisions' section.

The Development Agreement is prepared by the city attorney's office, then distributed and reviewed by other city departments who provide input into the Agreement. The Agreement is then reviewed as part of the project by the Planning Commission and approved, rejected, or returned for changes. A Development Agreement for a project will require City Council approval

#### **18.11 SUBMIT FINAL SUBDIVISION APPLICATION**

The minor final subdivision process can be initiated by submitting the application to the development department along with items listed on the minor final subdivision checklist.

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.

### **18.12 CITY STAFF REVIEW OF FINAL PLAT**

The initial review of these documents 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, depending on the plans submitted and number of project in for review. Subsequent reviews, if needed, will be completed in 1 week. The applicant should work directly with the project team to satisfy each department's requirements.

Once the final subdivision is complete the final subdivision can be approved by city staff.

### **18.13 STAFF APPROVAL AND ACTION OF FINAL SUBDIVISION**

City staff will prepare a memorandum indicating that the final subdivision plat has been approved. Notice of this action will be sent, by the community development department, to the applicant.

### **18.14 PREPARATION AND SUBMITTAL OF FINAL DOCUMENTS**

After obtaining final approval, the applicant will prepare the final plat mylar for signatures.

It is the Applicant's responsibility to obtain signatures of the following companies:

- a. Natural gas provider
- b. Salt Lake County Board of Health
- c. Cable provider
- d. Telephone service provider
- e. Electric Power provider
- f. Others as required
- g. Signatures of property owners, beneficiaries.

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

### **18.15 FINAL PLAT CITY SIGNATURES**

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

Planning Commission  
City Engineer  
City Attorney  
Mayor and City Recorder

### **18.16 FINAL PLAT RECORDATION**

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

The applicant is to be 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.

#### **18.17 EXPIRATION OF FINAL PLAT APPROVAL**

If the final plat is not recorded within 24-months from the date of final approval, such approval is to be null and void. The time period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown with the applicant petitioning the City prior to expiration of the original time period.

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