



Community Development  
8000 South Redwood Road, 2<sup>nd</sup> Floor, South  
West Jordan, Utah 84088  
Phone 801-569-5180

Hello,

The pre-application meetings are designed to help landowners, developers and their consultant team interested in proceeding with a development. With the documents that you submit, the city staff will review your plans and will prepare comments that will be presented in the meeting. Questions of staff for clarification and a limited amount of discussion are encouraged. Occasionally, issues will be identified that need more time than available in the meeting to resolve, which will require separate follow-up. Comment from the planner and engineer will be documented and will be given to the applicant at the meeting.

Please be advised pre-app meeting only take place on Wednesday afternoons, between the hours of 2pm and 4pm.

To accelerate your project, I urge you to provide **ALL** the mandatory documentation listed below.

- Application
- Letter of Intent (What do you intend to do with the property)
- Concept Rendering (Can be hand drawn with graph paper)
- Description of property Density
- Current Zoning & Rezone Zoning
- Size Home or Building
- Property Owner Permission Letter (Signed by Owner)
- Aerial View of Property (Google)
- Exhibit A - *Pre-application Narrative*

Submit the above required documents to the Office of Development Coordinator by 3pm Tuesday, one week prior to desired Wednesday, I will confirm your appointment date and timeslot by email the following Thursday or Friday afternoon.

In the conformation email I will include a \$100 invoice which is the fee for the pre-app meeting. This fee must be paid at the Finance Department on the first floor, north side of City Hall - prior to the meeting. The City accepts VISA or Master Card over the phone payments under the amount of \$1,000 otherwise larger amounts will need to be paid in person by check or cashier's check.

In today's economy my time slots fill quickly, I urge you not to submit your application expecting to be placed on the next following Wednesday's schedule, as our schedules may already be full.

Please be diligent about submitting a complete packet to avoid any delays. Incomplete submittals will be denied.

I look forward to working with you.

*Kristi*

Kristi Peterson,  
Planning Development Coordinator  
[Kristi.peterson@westjordan.utah.gov](mailto:Kristi.peterson@westjordan.utah.gov)

# Pre-Application Meeting Form



## Community Development

8000 South Redwood Road,  
2<sup>nd</sup> Floor, South  
West Jordan, Utah 84088

To schedule a pre-application meeting; submit the following documents, along with this application form by 3pm Tuesday one week prior to the desired Wednesday meeting.

- Letter of Intent (*What do you intend to do with the property*)
- Concept Rendering (*Can be hand drawn with graph paper*)
- Description of property density
- Current Zoning & Rezone Zoning
- Size of Home or Building(s)
- Property Owner Permission Letter, (Signed by Owner)
- Aerial View of Property and surrounding area (*Google*)
- Exhibit A Form – Pre-application Narrative*

**There is a charge of \$100 for this meeting, which needs to be paid prior to the meeting.**

### Contact Information:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel ID # (SL County) \_\_\_\_\_

Applicant /Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner \_\_\_\_\_

(If a different from Applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Phone & E-mail: \_\_\_\_\_

Current Land-Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Land-Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Is it an Overlay District: Yes or No (circle one) if so which one? \_\_\_\_\_

Acreage / Square Footage: \_\_\_\_\_

### For City Staff Only

MUNIS #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Meeting Date & Time: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Planner: \_\_\_\_\_ Engineer: \_\_\_\_\_ Fire: \_\_\_\_\_

Exhibit A

**Pre-Application Meeting Narrative**

In order to provide staff with as much information on your proposed project as possible, please comment below. **All items may not apply to every project.**

Project Name: \_\_\_\_\_

Please provide a brief description of your project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A. General information. Provide a general statement as to the proposed use of the property for each of the following:**

Project Type: Residential, Office, Commercial, Industrial, Warehouse, Office: \_\_\_\_\_

\_\_\_\_\_

Location (address and nearest intersection): \_\_\_\_\_

Existing Conditions: \_\_\_\_\_

Proposed Uses: \_\_\_\_\_

Gross area of proposed and existing structures (include overall dimensions) \_\_\_\_\_

Type of Residential (single-family attached, multi family, etc.) \_\_\_\_\_

Type of Commercial (retail, service, etc.) \_\_\_\_\_

Type of Industrial (warehousing, distribution, manufacturing, etc.) \_\_\_\_\_

Does this proposal include outside storage? \_\_\_\_\_

Does this proposal include any other site functions? \_\_\_\_\_

Does this proposal include phasing for development? \_\_\_\_\_

What is the anticipated development timeline? \_\_\_\_\_

**B. Operations Plan. Provide an explanation for how the user and/or property functions:**

Hours of Operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Number of Shifts: \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_

Number of Proposed Parking Spaces: \_\_\_\_\_

Proposed street(s) for access: \_\_\_\_\_

**C. Description of Proposed Structures/Additions. Provide a statement addressing the following exterior items:**

Architecture to include materials and colors: \_\_\_\_\_

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