

## **REQUIREMENTS FOR CONCEPTUAL SUBDIVISION**

The applicant must submit the following information to the Community Development Department, 655 North 1250 West. Additional information may be requested after the formal application is received.

1. Application	A full application must be submitted, including a signed affidavit.
2. Filing Fee	Fee must accompany each application, see attached fee schedule
3. Submit three (3) copies of plan	The Concept Plan needs to show the proposed layout and use of the property. Please include on the plan: <ul style="list-style-type: none"> <li>• Proposed subdivision name</li> <li>• Significant natural / manmade features on site and within 500 feet.</li> <li>• Property boundaries of the proposed subdivision including square footage and acreage.</li> <li>• Five (5) foot interval topographic contours</li> <li>• North arrow</li> <li>• Proposed lot and street layout</li> <li>• Describe the size and location of sewer, storm drain, subsurface drain</li> </ul>
4. Culinary and irrigation water	Document secondary water rights.
5. Describe any area in the current FEMA flood plain	This information can be obtained at the Centerville City's Public Works Offices at 655 North 1250 West, 292-8232.
6. Soil and subsurface water profiles where known problems exist	The City Engineer may request a soils report
7. Public notice and public hearing	Public notice will be given for the meeting and notification of the meeting time and date will be sent to the applicant.
8. Planning Commission approval	After the Planning Commission has given approval, the applicant may begin preparing for the preliminary application. If the proposal is denied, the applicant may appeal the decision within 14 days of approval [12-21-200(c)].
9. Residential Storm Water Permit	Complete and submit a full detailed Storm Water Pollution Prevention Plan (SWPP).

## **PROCEDURES FOR SUBDIVISION DEVELOPMENT**

1. All applications must be submitted three (3) weeks prior to each Planning Commission Meeting. See the current Planning Commission meeting schedule for dates and times.
2. Schedule an appointment to meet with City Staff at a Development Meeting to discuss your proposal. Meetings are scheduled every Monday morning starting at 9:30 a.m. and then every 45 minutes after the first meeting. At this meeting Staff will get familiar with your proposed subdivision by talking about location, zoning requirements, items to be included on the conceptual plans, and any ordinances that need to be followed.
3. After the application is found to be complete your project will be scheduled on the next available Planning Commission. A public hearing will be scheduled, the property will be posted, staff will prepare a report and you will receive a copy along with information regarding the time and location of the meeting.
4. At the Planning Commission staff will prepare your request and you will be given an opportunity to present as well. The Planning Commission will either accept or deny the conceptual plan.
5. After your project has been approved you will need to start working on submitting the preliminary subdivision application. If your request is denied, you may file a written notice of appeal [12-21-200(c)] fourteen (14) days from the date of the decision being appealed and stating the grounds for the appeal, this may be done with the city recorder

# CENTERVILLE CITY FEE SCHEDULE

RESOLUTION 2003-09 - ADOPTED APRIL 15, 2003

<b>BOARD OF ADJUSTMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>APPEAL OF PLANNING &amp; ZONING APPLICATION</b>		1/2 ORIGINAL FEE	N/A
• <b>VARIANCE</b>		\$ 250.00	+ LEGAL & ENG
• <b>ALL OTHERS</b>		\$ 250.00	+ LEGAL & ENG

<b>CONDITIONAL USE PERMIT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>STANDARD OR TEMPORARY</b>		\$ 300.00	N/A
• <b>HOME OCCUPATION</b>		\$ 150.00	N/A

<b>TEMPORARY USE PERMIT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>STANDARD</b>		\$ 250.00	N/A

<b>GENERAL PLAN AMENDMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>LAND USE MAP</b>		\$ 300.00	N/A
• <b>TEXT CHANGE</b>		N/A	\$ 250.00 <sup>1</sup>

<b>LOT SPLITS</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 400.00	\$ 500.00 <sup>2</sup>

<b>PLAT AMENDMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>AMEND SUBDIVISION PLAT</b>		\$ 300.00	\$ 500.00 <sup>2</sup>

<b>SITE PLAN - CONCEPTUAL</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 500.00 <sup>2</sup>

<b>SITE PLAN – FINAL</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 500.00 <sup>2</sup>

<b>SITE PLAN - AMENDED</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 500.00 <sup>2</sup>

<b>SUBDIVISION DEVELOPMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>CONCEPTUAL PLAT</b>		\$ 400.00	\$ 500.00 <sup>2</sup>
• <b>HILLSIDE OVERLAY AREA</b>		\$ 1,200.00	\$ 1,500.00 <sup>2</sup>
• <b>PRELIMINARY PLAT</b>		\$ 400.00	\$ 500.00 <sup>2</sup>
• <b>FINAL PLAT</b>		\$ 400.00	\$ 500.00 <sup>2</sup>

<b>ZONE MAP AMENDMENT (REZONE)</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>AMEND ZONING ON PROPERTY</b>		\$ 400.00	+ LEGAL & ENG

<sup>1</sup> Plus any legal, engineering and/or staff costs associated with the project

<sup>2</sup> Plus any legal and/or engineering associated with the project

*Deposits will be applied towards the cost of required engineering and/or legal services invoiced directly to the City. Developers will be refunded or billed any difference without markup. Final approval of those matters requiring a professional services deposit or payment of professional services will be conditioned upon the applicant making full payment for professional services costs incurred by the City to that date*



# Centerville City Planning and Zoning Application Process Timeline

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1				<b>Submit Application</b>	Staff Review for Completeness	Staff Review for Completeness	
Week 2		Development Team Review of Application  Send Notice of Public Hearing to the Paper			Paper Publication Date	Post Notice on Site and/or Hearing Notice at Three Public Places	
Week 3		Development Team Follow Up	Prepare Staff Report	Prepare Staff Report	Prepare Staff Report	Prepare Packets, Post PC Agenda and Notify Applicants	
Week 4				<b>Planning Commission Meeting</b>			

# AFFIDAVIT

## PROPERTY OWNER

STATE OF UTAH                    }  
  }ss  
COUNTY OF DAVIS               }

I (We), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the Centerville City Planning Staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(Notary Public)

Residing in Davis County, Utah

My Commission Expires \_\_\_\_\_

.....  
**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_ day of \_\_\_\_\_, 200\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary Public)

Residing in Davis County, Utah

My Commission Expires \_\_\_\_\_



# Centerville City

Community Development Department  
655 North 1250 West, Centerville, Utah 84014  
Phone (801) 292-8232 Fax (801) 292-8251

## UTILITY PROVIDER REVIEW SHEET

Dear Provider:

We have recommended that utility providers review and comment on development proposals in Centerville City. Please review the plans submitted to you and answer the following questions:

**Dated:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

1. We can provide service?  Yes  No
2. We will require additional and/or different configuration of easements?  Yes  No  
If yes, please detail on the plans \_\_\_\_\_
3. Any special on-site or off-site requirements?  Yes  No  
\_\_\_\_\_
4. Are there fees required from the Developer before utility company improvements can be installed?  Yes  No  
\_\_\_\_\_
5. Other comments?  
\_\_\_\_\_  
\_\_\_\_\_

Verified by: \_\_\_\_\_  
(Name and Title of Reviewer)

\_\_\_\_\_  
(Bus. Phone)

\_\_\_\_\_  
(Name of Agency/Utility Company)

\_\_\_\_\_  
(Dated)

If you have any questions regarding this form, please call: Community Development Department at 292-8232, Randy Randall (Public Works) at 292-8232 or Fred Campbell (City Engineer) at 263-1752

## UTILITY PROVIDER LIST

- **COMCAST COMMUNICATIONS**  
752 North Marshall Way  
Layton, Utah 84041  
Contact: Rodney Bell/Sheryl Pherson  
Phone: 801.485.0500 ext 3031  
Fax: 801.255.2711  
[www.comcast.com](http://www.comcast.com)
- **CENTERVILLE DEUEL CREEK**  
P O Box 429  
Centerville, Utah 84014  
Phone: 801.298-3675  
Fax: 801.298.2229
- **DAVIS COUNTY HEALTH DEPT\*\***  
P O Box 618  
50 East State Street (Annex Bldg)  
Farmington, Utah 84025  
Phone: 801.451.3296  
Fax: 801.451.3242
- **QUESTAR GAS**  
P O Box 45360  
1140 West 200 South  
Salt Lake City, Utah 84145-0360  
Contact: Bill Hines, Contract Specialist  
Phone: 801.324.3796  
Fax: 801.324.3969
- **QWEST COMMUNICATIONS**  
431 26<sup>TH</sup> Street  
Ogden, Utah 84401  
Contact: Matt Ivester  
Email: [matt.ivester@qwest.com](mailto:matt.ivester@qwest.com)  
Phone: 801.626.5401  
Fax: 801.626.5303
- **ROCKY MOUNTAIN POWER**  
1569 West North Temple  
Salt Lake City, Utah 84116  
Contact: Scott Hopkinson  
Phone: 801.220.7203  
Fax: 801.220.7318
- **SOUTH DAVIS METRO FIRE AGENCY**  
P O Box 1547  
255 South 100 West  
Bountiful, Utah 84011  
Contact: Steve or Dave  
Phone: 801.677.2412  
Fax: 801.677.0166
- **SOUTH DAVIS SEWER DISTRICT**  
1800 West 1200 North  
West Bountiful, Utah 84087  
Contact: Dal Wayment  
Phone: 801.295.3469  
Fax: 801.295.3486
- **UTAH DEPT OF TRANSPORTATION\*\***  
2010 South 2760 West  
Salt Lake City, Utah 84104  
Contact: Alan Loiacono  
Phone: 801.975.4810  
Fax: 801.975.4979
- **UTOPIA\*\***  
Broad Dog Technology  
802 East Bamberger Avenue Suite A  
American Fork, Utah 84003  
Contact: Jared Bezzant  
Phone: 801.763.2110 x 112  
Fax: 801.772.3108  
[jared@broad-dog.com](mailto:jared@broad-dog.com)
- **WEBER BASIN WATER DISTRICT**  
2837 East Highway 193  
Layton, Utah 84040  
Contact: Jeff Bresee, Engineering Dept  
Phone: 801.359.4494  
Fax: 801.544.0103