

REQUIREMENTS FOR A CONDITIONAL USE PERMIT

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

1. Application & Property Owner Affidavit	Application for a Conditional Use Permit must be filled out completely and submitted along with the Property Owner Affidavit.
2. Filing Fee of \$ 300.00	The fee must accompany each application. Make checks payable to Centerville City Corporation. The application will not be processed until all fees are paid in full.
3. Plot Plan	Show the following: <ul style="list-style-type: none"> a. Applicant's name b. Site address c. Property boundaries and dimensions d. Layout of existing and proposed buildings, parking, landscaping, and utilities e. Adjoining property lines and uses within one hundred (100) feet of the subject property
4. Statement	A statement by the applicant demonstrating how the conditional use permit request meets the approval standards of subsection 12-21-100(e)
5. Traffic Analysis	Traffic Impact analysis, if required by the City Engineer, Zoning Administrator, or the Planning Commission
6. Other Information	The Zoning Administrator may request additional information for this project.

PROCEDURES FOR A CONDITIONAL USE PERMIT

1.	Submit your application, three (3) weeks prior to the meeting, to the Community Development Department, 655 North 1250 West. You will then need to attend a staff meeting with city personnel to go over your application. Staff reports will then be completed, analyzing the proposal.
2.	The Planning Commission will schedule and hold a public hearing and after due consideration they will approve, approve with conditions, or deny the application. The Zoning Administrator will give you written notice after the meeting of the decision. Any person adversely affected by a final decision of the Planning Commission regarding the transfer, issuance, revocation or denial of the Conditional Use Permit may appeal that decision to the Board of Adjustment (12-21-200). You must submit your appeal 14 days from the date of the final decision with the City Recorder, Marilyn Holje, 295-3477.
3.	A Conditional Use Permit does not relieve you of having to obtain other authorization or permits
4.	A conditional Use Permit will expire and have no further force or effect if the building, activity, construction or occupancy authorized by the permit is not commenced within one hundred eighty (180) days after approval, is not substantially completed within two (2) years, or is abandoned.

CENTERVILLE CITY FEE SCHEDULE

RESOLUTION 2003-09 - ADOPTED APRIL 15, 2003

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

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

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

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

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

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

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

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

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

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

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

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

² 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



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1			Submit Application	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			Planning Commission Meeting			

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
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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 _____

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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 _____