

REQUIREMENTS FOR PRELIMINARY SUBDIVISION DEVELOPMENT

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. Filing Fee	Fee must accompany each application, see attached fee schedule
2. Proposed subdivision name	The subdivision name must be found on the plat.
3. Submit three (3) Copies of Preliminary Plat	<p>The preliminary plat should include:</p> <ul style="list-style-type: none"> • Scale of 1" = 100', north arrow, Vicinity map including surrounding area, two (2) foot interval contours, page numbers (each page). • Names and addresses of sub-divider, engineer, surveyor and adjacent • Property owners. Certification of accuracy by a registered land surveyor. • Boundary lines and dimensions of tract. Within 100' of tract show • Manmade drains, mains, culverts, utilities, wells or springs, fire hydrants, sewer storm drain, ten year storm water return, flood zone. • Square footage and buildable area of each lot • Names and dimensions of existing and proposed streets within 100' • nearest benchmark or monument. • Street lighting plan and landscaping plan if applicable.
4. Legal description	Legal description, Warranty Deed or the Deed of Trust is preferred.
5. Soil Test (if required)	Soils test, at the recommendation of the City Engineer.
6. Required documents	<ul style="list-style-type: none"> • Relevant agreements with adjacent property owners. • Geo-technical and soil report in accordance to City standards. • Title report. • Utility Provider Lists • Traffic study, when required • Development and Construction permit when required by Davis County • Compliance with other federal, state, and local laws. • Protective covenants for a subsurface drain installed in subdivision.
6. Conformity to approved Conceptual Plan	Preliminary Plan follows what was approved conceptually

PROCEDURES FOR PRELIMINARY SUBDIVISION DEVELOPMENT

1. All applications must be submitted three (3) weeks prior to the 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 review the preliminary plan and to ensure the conditions from the conceptual meeting have been fulfilled.
3. After the application and plat are completed, staff will write the report and send you a copy with information regarding the date and time of the meeting.
4. The Planning Commission will hold a public hearing to review the proposal and approve, approve with conditions or deny the application. You will then begin preparing the final plat for the City to record with the County. If the proposal is denied, the applicant may appeal the decision within 14 days of approval [12-21-200(c)].

CENTERVILLE CITY FEE SCHEDULE

RESOLUTION 2003-09 - ADOPTED APRIL 15, 2003

BOARD OF ADJUSTMENT	√ If Yes	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	√ If Yes	FEE	DEPOSIT
• STANDARD OR TEMPORARY		\$ 300.00	N/A
• HOME OCCUPATION		\$ 150.00	N/A

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

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

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

PLAT AMENDMENT	√ If Yes	FEE	DEPOSIT
• AMEND SUBDIVISION PLAT		\$ 300.00	\$ 500.00 ²

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

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

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

SUBDIVISION DEVELOPMENT	√ If Yes	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)	√ If Yes	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

	Sunday	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			



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

- **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 26TH Street
Ogden, Utah 84401
Contact: Matt Ivester
Email: matt.iverster@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

- **WEBER BASIN WATER DISTRICT**

2837 East Highway 193
Layton, Utah 84040
Contact: Jeff Bresee, Engineering Dept
Phone: 801.359.4494
Fax: 801.544.0103