

**BEFORE APPLYING READ THE FOLLOWING  
AMENDMENT QUALIFICATIONS**

**Amendment Qualifications  
12-21-110(i)(1)**

Alteration or expansion of an approved site plan may be permitted by the Zoning Administrator upon making the following findings:

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| <b>1.</b> The proposed amendment does not relate to a matter specifically required as a condition of approval by the approving authority.                                |
| <b>2.</b> Any proposed change of use is consistent with uses permitted on the site.  |
| <b>3.</b> The proposed use and site will conform to applicable requirements of the Centerville City Code.  |
| <b>4.</b> The proposed alteration, or expansion, and landscaping, site design and parking layout are compatible with facilities existing on the site.                    |
| <b>5.</b> The proposed alteration or expansion meets the approval standards of subsection 12-21-110(f) Of the Centerville City Zoning Ordinance.                         |
| <b>6.</b> The architecture of the proposed alteration or expansion, and landscaping, site design and parking layout are compatible with facilities existing on the site. |
| <b>7.</b> The site can accommodate any changes in impact on surrounding infrastructure.  |

- If the Zoning Administrator cannot make the findings required above, a conditional use permit or amended site plan, as the case may, shall be approved by the Planning Commission, before any alteration or expansion occurs.
- Approval of an amended site plan shall be the same as the procedure for approval of an original site plan as set forth in the Centerville City Zoning Ordinance.

***If the lot, use, or structure was legally approved prior to the current Zoning Ordinance and you are now looking to expand your lot, use or structure, it may now be considered nonconforming. If it is determined nonconforming, your amended site plan must go before the Board of Adjustment for approval.***

**FOR MORE DETAIL REGARDING NONCONFORMITIES SEE  
12-21-150 AND 12-22 OF THE ZONING ORDINANCE**

QUESTIONS CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT  
801-292-8232

## REQUIREMENTS FOR AN AMENDED SITE PLAN

To help us better understand the proposed changes please provide us with a site plan. Check with staff to see which of the following requirements below may apply to your project. When the amended Site plan application is completed, return to the community development department at 655 North 1250 West. Additional information may be requested after the formal application is received.

1. Filing Fee	Fee is to be paid with the application (see fee schedule for further information).
2. Copies of Plan	Submit three (3) copies of the site plan
3. Documentation	Provide a legal description and a current Title Report of the property
4. Professional Drawings	All engineering, construction and architectural details must be drawn accurately by a licensed professional. These drawing must show, a north arrow, drawing scale, a layout of the property, total square footage and the orientation of current and future buildings. The buildings need to indicate height, square footage and materials used. In addition, show any accessory building and dumpster sites.
5. Adjacent Property	Indicate adjacent property lots and owners
6. Landscaping	Show current landscaping and proposed changes. Additional landscaping may be needed, in order to meet current landscaping requirements found in the Centerville Zoning Ordinance (12-51).
7. Fences, Lighting, Signs <b>(if required)</b>	If any changes or additions are needed regarding fences, lighting, or signs indicate these changes or additions by including, height, style and material being used.
8. Utilities <b>(if required)</b>	Include current location and future changes to, sanitary sewers, storm drains, culinary and secondary water supply mains and culverts, overhead and underground power, communication and transmission lines, fire hydrants within five hundred (500) feet, and all other utilities and utility easements.
9. Drainage and Grading Plan <b>(if required)</b>	Provide a Drainage and Grading Plan including location of existing and proposed open ditches, pipes culverts, etc., show the present and proposed elevations, lines and grades of existing and proposed facilities, curbs, gutter, utilities, etc and hydrology calculation necessary to determine the storm drain run off for on-site detention facilities.
10. Streets	The plans need to indicate any adjacent streets with the accurate names and measurements of the street, curb and gutter and the sidewalk. The ingress/egress of the parking lot should also be shown and any proposed changes.
11. Parking	Show the location and layout of all on-site and off-site parking, driveways and loading facilities, including designation of the total number of parking spaces required for the use, the number of existing and proposed parking spaces on the site, and the total square footage of existing and proposed parking and driveway areas.
12. Other Information <b>(if required)</b>	Other information such as monumentation, a survey, security bond and any other data the Community Development Director or City Engineer see necessary for the project.

## PROCEDURES FOR AMENDED SITE PLAN

1.	Set up an appointment to meet with City Staff at a Development Meeting by calling are office at 292-8232. Meetings are scheduled every Monday morning starting at 9:30 a.m. At this meeting staff will review your request and answer any question or concerns you may have.
2.	When all the required information has been submitted staff will review your plans for completeness. It will then be determined if the Zoning Administrator, Planning Commission, or Board of Adjustment may approve the amendment.
3.	If the Zoning Administrator cannot make the decision, it must go before the Planning Commission for approval. A public hearing will be scheduled and a public notice will be given at least ten (10) days in advance of the meeting. After a report has been written you will receive a copy and information on the time and place of the meeting no less than three (3) days prior to the hearing.
4.	The Planning Commission will review your proposed Site Plan Amendment. After consideration they will accept or deny the proposal. If your request is denied, you may file for an appeal at least 14 days after the decision was made for a review by the Board of Adjustment (section 12-21-200 of the Zoning Ordinance).
5.	If the site is considered nonconforming you may have to go before the Board of Adjustment which meets on as needed bases only. After a report has been written you will receive a copy and information on the time and place of the meeting no less than three (3) days prior to the hearing. After consideration they will accept or deny the proposal.
6.	After approval of the Amended Site Plan has been completed you may begin the process of obtaining a building permit. Application for a building permit may be found at the Community Development Office, 655 North 1250 West.

# 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 <sup>1</sup>

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

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

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

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

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

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

ZONE MAP AMENDMENT (REZONE)	√ If Yes	FEE	DEPOSIT
• AMEND ZONING ON PROPERTY		\$ 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



	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 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 \_\_\_\_\_

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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 \_\_\_\_\_