

BOARD OF ADJUSTMENT REQUIREMENTS

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

REQUIRED DATA: Variance

1. Application	A completed application must be submitted to the Community Development Department at 655 North 1250 West.
2. Statement of purpose	Description of the purpose of wanting to meet with the Board of Adjustment
3. Plot Plan (when applicable)	A plot plan showing: Applicants name, site address, property boundaries and dimensions, layout of existing and proposed buildings, parking, landscaping and utilities, adjoining property lines and uses within 100 feet of the subject property, an elevation plan drawn to scale showing elevations of existing and proposed structures.
4. Building height (when applicable)	Building elevation plan showing the height of all buildings within 150 feet of the subject property.
5. Other information	Any other information reasonably determined by the Zoning Administrator or Board of Adjustment to be pertinent to a requested variance.
6. Fees	See fee schedule for Board of Adjustment fee, plus any additional costs that may accrue for legal and/or engineering services.

PROCEDURES FOR MEETING WITH THE BOARD OF ADJUSTMENT

1.	Submit the Application to the Community Development office located at 655 N. 1250 W.
2.	After the Zoning Administrator determines the application to be complete, staff reports will be written evaluating the application. The Board of Adjustment will schedule and hold a public meeting. You will also be notified of the time and place of the public meeting.
3.	After due consideration the Board of Adjustment will approve, approve with conditions or deny the application. After the Board of Adjustment makes a decision the Zoning Administrator will send you written notice of the decision.
4.	If you or any person is adversely affected by a final decision by the Board of Adjustment regarding a variance you may appeal that decision to the district court as provided in Utah Code Ann. 10-9a-801, as amended.
5.	An approval does not authorize the establishment of any use nor the development, construction, reconstruction, alteration, or moving of any building or structure, but will merely authorize the preparation, filing, and processing of applications for any approvals or permits that may be required.

THE BOARD OF ADJUSTMENT MEETS ON AN AS NEEDED BASES AND DOES NOT HAVE A FORMAL SCHEDULE

CENTERVILLE CITY FEE SCHEDULE

RESOLUTION 2003-09 - ADOPTED APRIL 15, 2003

BOARD OF ADJUSTMENT	√ If Yes	FEE	DEPOSIT
• APPEAL OF PLANNING & ZONING APPLICATION		½ 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