

REQUIREMENTS FOR FINAL 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. Application	Application must be submitted within 12 months of preliminary approval
2. Filing Fee	Fee must accompany each application, see attached fee schedule
3. Submit three (3) copies of plan	<p>The final plat and mylar must have the following:</p> <ul style="list-style-type: none"> • Subdivision name, north arrow, scale, accurate stakes boundaries, monuments mathematical information and date. • Authorized signatures and notaries acknowledgments. • Square feet of each lot, proper addressing with corner lots having one on each corner. • Plats shall show the right-of-way and other pertinent information of each street. • All easements shall be shown and labeled clearly. • Proposed articles of incorporation and bylaws of the owner when appropriate.
4. Proper signatures	Name of surveyor, date, scale, and number of sheets, Certificate of Survey, owners dedication, notary acknowledgement, meets and bounds description, signature blocks for Planning Commission, City Attorney, Mayor and Recorder.
5. City Engineer review	The City Engineer will review the final plat and construction plans to determine compliance with engineering and surveying standards
6. Action, review and recording	If approval is given by the Planning Commission, the City council will then hold a public hearing for approval. If approval is given by the City Council the plat will be recorded with Davis County after all the proper signatures have been obtained.

PROCEDURES FOR FINAL 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 review the final plans. Staff will want to make sure that all previous conditions from the preliminary meeting have been fulfilled.
3. Once your application is complete, reports will be written and notice will be given for the public meeting. You will receive a copy of the report and notification of the meeting date and time.
4. The Planning Commission will review the final plan, ensuring that it meets all the necessary criteria. They will then recommend approval, approval with conditions or denial to the City Council.
5. The City Council will then review the application and make a final decision. After which the City attorney will review the plat and all the appropriate signatures will be placed on the plat.
6. 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.
7. The final mylar will then recorded with the Davis County Records Office.

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			