

# **SUBDIVISION – PRELIMINARY APPLICATION**

**TITLE 15 – SUBDIVISION ORDINANCE 15-3-101**

The purpose of the preliminary plat is to require formal preliminary approval of a subdivision in order to minimize changes and revisions which might otherwise be necessary on the final plat. The preliminary plat must be in compliance with the provisions of Title 15 and any other applicable City ordinances and regulations.



## **COMMUNITY DEVELOPMENT DEPARTMENT**

655 North 1250 West

Centerville, Utah 84014

Phone: (801) 292-8232 • Fax: (801) 292-8251



# CENTERVILLE CITY

## SUBDIVISION – PRELIMINARY APPLICATION

655 North 1250 West • Centerville, Utah 84014  
Phone 801-292-8232 Fax 801-292-8251

**NAME OF PROJECT** \_\_\_\_\_

**PROJECT ADDRESS** \_\_\_\_\_

**ZONING** \_\_\_\_\_ **PARCEL #(S)** \_\_\_\_\_ **ACREAGE** \_\_\_\_\_

**PROPOSED USE OF PROPERTY** \_\_\_\_\_

**APPLICANT / AGENT INFORMATION**

NAME \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY / ST / ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE OF APPLICANT/AGENT \_\_\_\_\_ See Note 1 DATE \_\_\_\_\_

**PROPERTY OWNER INFORMATION (1)**

NAME \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY / ST / ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ See Note 1 DATE \_\_\_\_\_

**PROPERTY OWNER INFORMATION (2)**

NAME \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY / ST / ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ See Note 1 DATE \_\_\_\_\_

***FEE AND DEPOSIT MUST ACCOMPANY THIS APPLICATION – SEE ATTACHED FEE SCHEDULE***

Date Rec'd		Rec'd / Initials		Assigned Project Name	
Fee/Deposit Attached	Y or N	Amount Fee Paid	<b>\$ 400.00</b>	Amount of Deposit Paid	<b>\$ 500.00</b> <b>Check #:</b>

**Note 1:** Deposits will be applied toward the cost of required engineering and/or legal services invoiced to the City. Developer/Applicant will be refunded or billed any difference without markup. Hourly rates for these services will be provided upon request. Also any errors or corrections needed for submitted plans are the responsibility of the developer/applicant.  **Initial here for acknowledgement of deposits**

## **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"> <li>• Scale of 1" = 100', north arrow, Vicinity map including surrounding area, two (2) foot interval contours, page numbers (each page).</li> <li>• Names and addresses of sub-divider, engineer, surveyor and adjacent</li> <li>• Property owners. Certification of accuracy by a registered land surveyor.</li> <li>• Boundary lines and dimensions of tract. Within 100' of tract show</li> <li>• Manmade drains, mains, culverts, utilities, wells or springs, fire hydrants, sewer storm drain, ten year storm water return, flood zone.</li> <li>• Square footage and buildable area of each lot</li> <li>• Names and dimensions of existing and proposed streets within 100'</li> <li>• nearest benchmark or monument.</li> <li>• Street lighting plan and landscaping plan if applicable.</li> </ul>
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"> <li>• Relevant agreements with adjacent property owners.</li> <li>• Geo-technical and soil report in accordance to City standards.</li> <li>• Title report.</li> <li>• Utility Provider Lists</li> <li>• Traffic study, when required</li> <li>• Development and Construction permit when required by Davis County</li> <li>• Compliance with other federal, state, and local laws.</li> <li>• Protective covenants for a subsurface drain installed in subdivision.</li> </ul>
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

<b>BOARD OF ADJUSTMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• APPEAL OF PLANNING & ZONING APPLICATION		½ ORIGINAL FEE	N/A
• VARIANCE		\$ 250.00	+ LEGAL & ENG
• ALL OTHERS		\$ 250.00	+ LEGAL & ENG
<b>CONDITIONAL USE PERMIT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• STANDARD OR TEMPORARY		\$ 300.00	N/A
• HOME OCCUPATION		\$ 150.00	N/A
<b>TEMPORARY USE PERMIT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• STANDARD		\$ 250.00	N/A
<b>GENERAL PLAN AMENDMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• LAND USE MAP		\$ 300.00	N/A
• TEXT CHANGE		N/A	\$ 250.00 <sup>1</sup>
<b>LOT SPLITS</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• WITHOUT OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 250.00 <sup>2</sup>
• WITH OFF-SITE IMPROVEMENTS		\$ 400.00	\$ 500.00 <sup>2</sup>
<b>PLAT AMENDMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• AMEND SUBDIVISION PLAT		\$ 300.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN - CONCEPTUAL</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• WITHOUT OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 250.00 <sup>2</sup>
• WITH OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN – FINAL</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• WITHOUT OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 250.00 <sup>2</sup>
• WITH OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN - AMENDED</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• WITHOUT OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 250.00 <sup>2</sup>
• WITH OFF-SITE IMPROVEMENTS		\$ 250.00	\$ 500.00 <sup>2</sup>
<b>SUBDIVISION DEVELOPMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• 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>
<b>ZONE MAP AMENDMENT (REZONE)</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• AMEND ZONING ON PROPERTY		\$ 400.00	+ LEGAL & ENG
<b>AMENDING CITY ORDINANCE</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• ZONE TEXT CHANGE		N/A	\$ 250.00 <sup>1</sup>
<b>LAND USE AUTHORITY</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• Exchange of Title		\$ 125.00	\$ 250.00 <sup>2</sup>

<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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Week 1</b>				<b>Submit Application</b>	Staff Review for Completeness	Staff Review for Completeness	
<b>Week 2</b>		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	
<b>Week 3</b>		Development Team Follow Up	Prepare Staff Report	Prepare Staff Report	Prepare Staff Report	Prepare Packets, Post PC Agenda and Notify Applicants	
<b>Week 4</b>				<b>Planning Commission Meeting</b>			



# 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](http://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: Tony Stephens  
Email: [tony.stephens@questar.com](mailto:tony.stephens@questar.com)
- **QWEST COMMUNICATIONS**  
431 26<sup>TH</sup> Street  
Ogden, Utah 84401  
Contact: Matt Ivester  
Email: [matt.ivester@qwest.com](mailto:matt.ivester@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](mailto: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