

SITE PLAN - CONCEPTUAL APPLICATION

TITLE 12 – ZONING, SECTION 12-21-110

A conceptual and final site plan review and approval is required for any of the following uses: Multiple-family residential public or civic use, commercial use, industrial use, residential development outside a platted subdivision, or any planned development within a PDO zone. When a site plan approval is required, no building permit for the construction of any building, structure, or other improvement to the site will be issued prior to approval of the required plan. No clearing, grubbing, grading, drainage work, parking lot construction or other site improvement will be undertaken prior to site plan approval.



COMMUNITY DEVELOPMENT DEPARTMENT

655 North 1250 West

Centerville, Utah 84014

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



CENTERVILLE CITY

SITE PLAN – CONCEPTUAL 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	\$ 250.00	Amount of Deposit Paid	\$ 250.00 / \$500.00 Check #:

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 A CONCEPTUAL SITE PLAN

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

All of the following must be submitted or the application will be considered incomplete:

<input type="checkbox"/> Application/ Property Owner Affidavit	The forms shall be completed and the Affidavit notarized.
<input type="checkbox"/> Filing Fee	Fee is to be paid with the application. (see fee schedule for further information).
<input type="checkbox"/> Copies of Plan	Submit three (3) copies of Site Plan (1 copy reduced to 8 ½ x 11)
<input type="checkbox"/> PDF version of Plan	Send a copy of the site plan to cyounger@centervilleut.com or csnyder@centervilleut.com
<input type="checkbox"/> Legal Description	Provide a full legal description with a copy of the Warranty Deed or the Deed of Trust.
<input type="checkbox"/> Show us the site	Show the dimensions, total square footage and orientation of the lot and/or site proposed for development, landscaping location, parking lot location and other general site improvements and proposals.
<input type="checkbox"/> Ownership	Provide a list of the current owner(s) of the property as indicated by the current records of the Davis County Recorder's Office and any proposed owner(s) of the same.
<input type="checkbox"/> Surroundings	Provide a list of the current owners of property adjacent to the site, as indicated by the Davis County Recorder's Office and a vicinity map showing the site location in relation to the surrounding area.
<input type="checkbox"/> Structures	Show the location, height and setbacks of all proposed and existing buildings and structures on the subject property and on immediately adjoining properties. Indicate the total square footage of the proposed building by floor if more than one floor is proposed. Submit sketches of the proposed building, with height material and other building detail.
<input type="checkbox"/> Walls and Fences	Show the location and height of existing walls and fences on the site, including designation of the type of material.
<input type="checkbox"/> Show the use	Please provide a statement of the proposed use of the site and buildings shown. Show the general design of ingress and egress of vehicular and pedestrian traffic that provides a functional on-site traffic flow.
<input type="checkbox"/> Traffic	Show the general design of ingress and egress of vehicular and pedestrian traffic that provides a functional on-site traffic flow.
<input type="checkbox"/> Streets	Show the location, name and width of existing and proposed streets and sidewalks.
<input type="checkbox"/> Utilities	Give general information regarding availability and location of existing and proposed utilities.
<input type="checkbox"/> Legend	Show a "north arrow" and drawing scale.
<input type="checkbox"/> Development Schedule	Please provide a development schedule indicating the approximate date when construction of the development or its stages can be expected to begin and be completed.
<input type="checkbox"/> Storm Water Permit	Complete and submit a full detailed Storm water Pollution Prevention Plan (SWPP) and establish Best Management Practices (BMP's) in accordance with Title 16 of the Municipal Code.
<input type="checkbox"/> Other data as needed	Other Information may be required as requested by the Community Development Director or City Engineer.

PROCEDURES FOR CONCEPTUAL PLAN REVIEW

1. Set up an appointment to meet with City Staff at a Development Meeting by calling our office at 292-8232. Meetings are scheduled every Monday morning starting at 9:30 a.m. During the meeting staff will review the site, location, zoning requirements, what items need to be included and all ordinances that need to be followed.
2. When all required information is submitted and the zoning administrator determines it is complete, staff reports will be prepared. You must have all the required changes completed and all fees paid before the conceptual application can be taken to the Planning Commission for acceptance.
3. A notice of the date and time of the public hearing will be posted on-site at least ten (10) days prior to the scheduled meeting date. Notices for a public hearing will be posted at three public locations. In addition, you will be sent a copy of the staff report and the meeting date, time and location.
4. At the Planning Commission meeting you will present your request and after due consideration, the Planning Commission will accept, accept with conditions, table, or reject the application. If your request is denied, you may appeal the decision by completing an application within fourteen (14) days of the decision which was made by the Planning Commission [12-21-200-(c)].
5. If the Planning Commission accepts the conceptual site plan, you must make the necessary correction and prepare to submit a Final Site Plan Application. A Final Site Plan must be submitted within 12 months from the date of Conceptual Site Plan acceptance.

CENTERVILLE CITY FEE SCHEDULE

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

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



	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			

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 _____

.....
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 _____



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: Dan Bailey
Phone: 801.444.4815
Fax: 801.444.4990
www.comcast.com

- **CENTERVILLE DEUEL CREEK**

202 North 100 East
Centerville, Utah 84014
Contact: Ken Mecham
Phone: 801.292.7998
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: Gary Weaver
Phone: 801.626.5380
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***

2175 South Redwood Road
West Valley City, UT 84119
Phone: 801.990.5449
Fax: 801.443.6501

- **WEBER BASIN WATER DISTRICT**

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