

SUBDIVISION - CONCEPTUAL APPLICATION

TITLE 15 – SUBDIVISION ORDINANCE 15-2-101

A concept plan is required of all sub-dividers. Concept plan review provides the sub-divider with an opportunity to consult with and receive assistance from the City regarding the regulations and design requirements applicable to the proposed subdivision of property.



COMMUNITY DEVELOPMENT DEPARTMENT

655 North 1250 West

Centerville, Utah 84014

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



CENTERVILLE CITY

SUBDIVISION – 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	\$ 400.00	Amount of Deposit Paid	\$ 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 CONCEPTUAL SUBDIVISION

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	A full application must be submitted, including a signed affidavit.
2. Filing Fee	Fee must accompany each application, see attached fee schedule
3. Submit three (3) copies of plan	The Concept Plan needs to show the proposed layout and use of the property. Please include on the plan: <ul style="list-style-type: none"> • Proposed subdivision name • Significant natural / manmade features on site and within 500 feet. • Property boundaries of the proposed subdivision including square footage and acreage. • Five (5) foot interval topographic contours • North arrow • Proposed lot and street layout • Describe the size and location of sewer, storm drain, subsurface drain
4. Culinary and irrigation water	Document secondary water rights.
5. Describe any area in the current FEMA flood plain	This information can be obtained at the Centerville City's Public Works Offices at 655 North 1250 West, 292-8232.
6. Soil and subsurface water profiles where known problems exist	The City Engineer may request a soils report
7. Public notice and public hearing	Public notice will be given for the meeting and notification of the meeting time and date will be sent to the applicant.
8. Planning Commission approval	After the Planning Commission has given approval, the applicant may begin preparing for the preliminary application. If the proposal is denied, the applicant may appeal the decision within 14 days of approval [12-21-200(c)].

PROCEDURES FOR 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 discuss your proposal. Meetings are scheduled every Monday morning starting at 9:30 a.m. and then every 45 minutes after the first meeting. At this meeting Staff will get familiar with your proposed subdivision by talking about location, zoning requirements, items to be included on the conceptual plans, and any ordinances that need to be followed.
3. After the application is found to be complete your project will be scheduled on the next available Planning Commission. A public hearing will be scheduled, the property will be posted, staff will prepare a report and you will receive a copy along with information regarding the time and location of the meeting.
4. At the Planning Commission staff will prepare your request and you will be given an opportunity to present as well. The Planning Commission will either accept or deny the conceptual plan.
5. After your project has been approved you will need to start working on submitting the preliminary subdivision application. 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

CENTERVILLE CITY FEE SCHEDULE

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
AMENDING CITY ORDINANCE	√ If Yes	FEE	DEPOSIT
• ZONE TEXT CHANGE		N/A	\$ 250.00 ¹
LAND USE AUTHORITY	√ If Yes	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

	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			

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 _____



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

- **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: Bill Hines, Contract Specialist
Phone: 801.324.3796
Fax: 801.324.3969

- **QWEST COMMUNICATIONS**

431 26TH Street
Ogden, Utah 84401
Contact: Matt Ivester
Email: 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

- **WEBER BASIN WATER DISTRICT**

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