

# **SITE PLAN – FINAL 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 – FINAL 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>\$ 250.00</b>	Amount of Deposit Paid	<b>\$ 250.00 / \$500.00</b> 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 FINAL SITE PLAN

Final Site Plan must be submitted within 12 months of a Conceptual Site Plan approval

The applicant must submit a complete application for final site plan approval to the Community Development Department, 655 North 1250 West. Additional information may be requested after the formal application is received.

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

<input type="checkbox"/>	Filing Fee	Fee must be submitted with final site plan application.
<input type="checkbox"/>	Walls, Fences and lighting	Show the location, design, type of material and height of existing and proposed walls and fences on the site. Show the location, design, type and height of existing and proposed exterior lighting on the site.
<input type="checkbox"/>	Signs	Show the location, design, type and height of existing and proposed exterior signs and outdoor advertising on the site (All signs require a sign permit).
<input type="checkbox"/>	Parking, Traffic and Streets	Show the location, layout, calculation and measurement of all parking, driveways, loading facilities, ingress and egress of vehicular and pedestrian traffic, internal circulation, name and width of existing and proposed streets, curb, gutter, sidewalks, drive approaches and the centerline of adjacent roads.
<input type="checkbox"/>	Utilities and Water	Show the location and layout of existing and proposed sewers, storm drains, culinary and secondary water (including water rights and water shares), overhead and underground power, communication and transmission lines and all other utilities and utility easements within one hundred feet (100')
<input type="checkbox"/>	Utility Provider	Utility Provider Sheets must be submitted
<input type="checkbox"/>	Dedications	Designation of all easements and rights-of-way to be dedicated to the City
<input type="checkbox"/>	Fire	Indicate existing and proposed fire hydrants within five hundred feet (500')
<input type="checkbox"/>	Garbage	Include location, material and measurements of dumpster enclosure.
<input type="checkbox"/>	Landscaping Plan	Provide a Landscaping and Irrigation Plan following 12-51-070 of the Zoning Ordinance
<input type="checkbox"/>	Architectural Drawings	Provide architectural quality drawings of all exterior elevations of the proposed buildings or structures and types of materials to be used at a scale of 1/4" to 1'. Drawings must be signed and stamped by a qualified architect.
<input type="checkbox"/>	Engineered Plans	Engineering construction plans and drawings for all proposed on-site and off-site improvements. All engineering drawings must be signed and stamped by a qualified, registered engineer.
<input type="checkbox"/>	Title Report	Provide a current Title Report of the site.
<input type="checkbox"/>	Survey	Provide a certified survey of the site, when deemed appropriate and requested by the Community Development Director or City Engineer.
<input type="checkbox"/>	Other Data	Other data, studies or plans may be requested as deemed necessary by the Community Development Director or other City Officials.
<input type="checkbox"/>	Security Bond for all Improvements	Prior to approval by the Planning Commission of a final site plan, the developer shall enter into a Bond Agreement acceptable to the City as security to insure completion of all improvements required to be installed in connection with the site development. The Bond Agreement can be one of the following: 1) Cash Bond Agreement accompanied by a cashier's check payable to the City, 2) An Escrow Agreement and account with a federally insured bank, or, 3) A Letter of Credit Security Bond for all Improvements (if required) Agreement and irrevocable stand-by letter of credit with a federally insured bank. The amount of the bond is determined by the City Engineer.

## PROCEDURES FOR FINAL SITE PLAN REVIEW

1. After Your Conceptual Plan has been approved, and the Final Site Plan application has been submitted, set up an appointment to meet with City Staff at a development meeting. Meetings are scheduled every Monday morning starting at 9:30 a.m. During this meeting, Staff will continue to review the progress of your proposed project.
2. When all required information is submitted for the Final Site Plan 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 final site plan application can be taken to the Planning Commission for approval.
3. A notice of the date and time of the public meeting 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 approve, approve 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 you receive approval from the Planning Commission on your Final Site Plan, you will receive written notice of the decision. The final plans will be marked approved and will be used as the basis for inspecting development and construction on the property.
6. Prior to the issuance of a Building Permit you must submit a building permit application with two (2) sets of building plans, a plot plan to the Community Development Department. All plans must include any required corrections or revisions.
7. After the Building Inspector and other related departments have reviewed the plans, a pre-construction meeting will be scheduled to discuss the construction of the project. Construction may begin after you have paid all permit fees and the Building Permit has been released.

## CENTERVILLE CITY FEE SCHEDULE

<b>BOARD OF ADJUSTMENT</b>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<b>FEE</b>	<b>DEPOSIT</b>
• STANDARD OR TEMPORARY		\$ 300.00	N/A
• HOME OCCUPATION		\$ 150.00	N/A
<b>TEMPORARY USE PERMIT</b>	<i>√ If Yes</i>	<b>FEE</b>	<b>DEPOSIT</b>
• STANDARD		\$ 250.00	N/A
<b>GENERAL PLAN AMENDMENT</b>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<b>FEE</b>	<b>DEPOSIT</b>
• AMEND SUBDIVISION PLAT		\$ 300.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN - CONCEPTUAL</b>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<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>	<i>√ If Yes</i>	<b>FEE</b>	<b>DEPOSIT</b>
• AMEND ZONING ON PROPERTY		\$ 400.00	+ LEGAL & ENG
<b>AMENDING CITY ORDINANCE</b>	<i>√ If Yes</i>	<b>FEE</b>	<b>DEPOSIT</b>
• ZONE TEXT CHANGE		N/A	\$ 250.00 <sup>1</sup>
<b>LAND USE AUTHORITY</b>	<i>√ If Yes</i>	<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
Week 1				<b>Submit Application</b>	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				<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: Bill Hines, Contract Specialist  
Phone: 801.324.3796  
Fax: 801.324.3969

- **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\*\***

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