

# **SUBDIVISION - FINAL APPLICATION**

## **TITLE 15 – SUBDIVISION ORDINANCE 15-4-101**

The purpose of the final plat is to require formal approval by the Planning Commission and City Council before a subdivision plat is recorded in the office of the Davis County Recorder. The final plat and construction plans submitted must conform in all respects to those regulations and requirements specified during the preliminary plat procedure.



## **COMMUNITY DEVELOPMENT DEPARTMENT**

655 North 1250 West

Centerville, Utah 84014

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



# CENTERVILLE CITY SUBDIVISION – 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>\$ 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 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"> <li>• Subdivision name, north arrow, scale, accurate stakes boundaries, monuments mathematical information and date.</li> <li>• Authorized signatures and notaries acknowledgments.</li> <li>• Square feet of each lot, proper addressing with corner lots having one on each corner.</li> <li>• Plats shall show the right-of-way and other pertinent information of each street.</li> <li>• All easements shall be shown and labeled clearly.</li> <li>• Proposed articles of incorporation and bylaws of the owner when appropriate.</li> </ul>
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

<b>BOARD OF ADJUSTMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>APPEAL OF PLANNING &amp; ZONING APPLICATION</b>		½ ORIGINAL FEE	N/A
• <b>VARIANCE</b>		\$ 250.00	+ LEGAL & ENG
• <b>ALL OTHERS</b>		\$ 250.00	+ LEGAL & ENG
<b>CONDITIONAL USE PERMIT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>STANDARD OR TEMPORARY</b>		\$ 300.00	N/A
• <b>HOME OCCUPATION</b>		\$ 150.00	N/A
<b>TEMPORARY USE PERMIT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>STANDARD</b>		\$ 250.00	N/A
<b>GENERAL PLAN AMENDMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>LAND USE MAP</b>		\$ 300.00	N/A
• <b>TEXT CHANGE</b>		N/A	\$ 250.00 <sup>1</sup>
<b>LOT SPLITS</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 400.00	\$ 500.00 <sup>2</sup>
<b>PLAT AMENDMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>AMEND SUBDIVISION PLAT</b>		\$ 300.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN - CONCEPTUAL</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN – FINAL</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 500.00 <sup>2</sup>
<b>SITE PLAN - AMENDED</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>WITHOUT OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 250.00 <sup>2</sup>
• <b>WITH OFF-SITE IMPROVEMENTS</b>		\$ 250.00	\$ 500.00 <sup>2</sup>
<b>SUBDIVISION DEVELOPMENT</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>CONCEPTUAL PLAT</b>		\$ 400.00	\$ 500.00 <sup>2</sup>
• <b>HILLSIDE OVERLAY AREA</b>		\$ 1,200.00	\$ 1,500.00 <sup>2</sup>
• <b>PRELIMINARY PLAT</b>		\$ 400.00	\$ 500.00 <sup>2</sup>
• <b>FINAL PLAT</b>		\$ 400.00	\$ 500.00 <sup>2</sup>
<b>ZONE MAP AMENDMENT (REZONE)</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>AMEND ZONING ON PROPERTY</b>		\$ 400.00	+ LEGAL & ENG
<b>AMENDING CITY ORDINANCE</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>ZONE TEXT CHANGE</b>		N/A	\$ 250.00 <sup>1</sup>
<b>LAND USE AUTHORITY</b>	<b>√ If Yes</b>	<b>FEE</b>	<b>DEPOSIT</b>
• <b>Exchange of Title</b>		\$ 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>			