






**LAND USE: ADMINISTRATIVE  
INTERPRETATION / INTERPRETATION OF  
ZONING DISTRICT BOUNDARY  
APPLICATION PACKET**

Thank you for your interest in submitting an administrative interpretation / interpretation of zoning district boundary application. The following packet will provide general information regarding the process for obtaining an administrative interpretation from the Town regarding the Town’s adopted land use ordinances including zoning district boundary interpretation as outlined on the Town’s official zoning map.

For questions regarding any of the information listed in this packet please contact us at **cvtown@gmail.com** or give us a call at **(435) 893-9178**.

PURPOSE AND INTENT OF PROCESS	References: 16.3.8 / 17.3.11 / 17.3.12
<ol style="list-style-type: none"> <li>1. To promote day-to-day efficiencies in the administration and implementation of Title 16 - Subdivisions and Title 17 - Land Use of the Town’s Code, and where ambiguity, conflicting provisions, or confusion may exist in any standard or requirement, the Land Use Authority as outlined in Section 16.3.1 and Section 17.3.3 of the Town’s Code are allowed to make interpretations, on an as-required basis, guided by the purpose of Title 16 - Subdivisions and Title 17 - Land Use of the Town’s Code and §10-20 of Utah State Code (as amended), applied to the specific circumstance.</li> <li>2. Any person may request an administrative interpretation of a standard or requirement or zoning district boundary interpretation by presenting an application to the Town and applicable fees as outlined in the Town’s Fee Schedule.</li> </ol>	
REQUIREMENTS	References: 16.3.8 / 17.3.11 / 17.3.12
<b>(1) 8 ½ X 11 Paper Copy shall be submitted which includes:</b>	
<input type="checkbox"/> A narrative that includes necessary information <i>such as</i> : <ul style="list-style-type: none"> <li>● <i>The Title/Chapter/Section of the Town’s adopted land use ordinances for which an interpretation is sought.</i></li> <li>● <i>The facts of the specific situation giving rise to the request for an administrative interpretation. Facts may include, but not be limited to:</i> <ul style="list-style-type: none"> <li>○ <i>A complete description of the proposed use, including location.</i></li> <li>○ <i>Information regarding the lot/parcel’s original creation date, such as a copy of the original deed or recording information (Book/Page/Entry No/Date) of such record.</i></li> </ul> </li> <li>● <i>The interpretation the applicant(s) believes to be correct. This may include items such as:</i> <ul style="list-style-type: none"> <li>○ <i>The use classification the applicant(s) thinks is the most similar to the proposed use.</i></li> <li>○ <i>Documents, statements, and other evidence which demonstrate the proposed use will comply with all use limitations established for the zoning district.</i></li> <li>○ <i>Drawings, images, or other documents that clarify and support the applicant’s interpretation.</i></li> </ul> </li> </ul>	

REVIEW PROCESS		References: 16.3.8 / 17.3.11 / 17.3.12
  <b>APPLICATION RECEIVED</b> Application is submitted and pre-screened by Town to ensure submittal requirements are met and fees are paid.	  <b>DETERMINATION OF COMPLETENESS</b> Application reviewed/deemed complete by Land Use Authority. <b>Note:</b> <i>If incomplete, a list of missing information to submit will be provided.</i>	  <b>LAND USE AUTHORITY REVIEW/FINDINGS</b> Land Use Authority reviews submitted information and reviews relevant aspects of the Town's adopted ordinances including the Town's official zoning map. <b>Note:</b> <i>Written summary of the Land Use Authority's administrative interpretation will be provided to the applicant(s).</i>
IMPORTANT NOTES		References: 16.3.8 / 17.3.11 / 17.3.12
<ol style="list-style-type: none"> <li>1. The administrative interpretation shall not have the effect of adding or removing any standard or requirement of Title 16 - Subdivisions and Title 17 - Land Use of the Town's Code.</li> <li>2. Any administrative interpretation shall be consistent with the purposes of Title 16 - Subdivisions and Title 17 - Land Use of the Town's Code and §10-20 of Utah State Code (as amended) and any previously rendered administrative interpretations based on similar facts.</li> <li>3. An administrative interpretation concerning a use interpretation shall not allow the establishment of a use that is substantially different from an allowed use or is a prohibited use in the zoning district.</li> <li>4. No use interpretation shall permit the establishment of any use that would be inconsistent with the purposes of the zoning district in which it would be located.</li> <li>5. The standards of Section 17.3.12 of the Town's Code shall apply to all zoning district boundary interpretations.</li> <li>6. An administrative interpretation or zoning district boundary interpretation shall apply only to the property for which interpretation is given. A use interpretation shall not authorize the establishment of such use, but merely authorizes the filing of the land use application necessary for any approvals, permits, or licenses, as may be required by the Town's land use ordinances.</li> </ol>		
APPEAL OF DECISIONS		
<ol style="list-style-type: none"> <li>1. Any person adversely affected by an administrative interpretation or zoning district boundary interpretation by the Land Use Authority may appeal the decision to the Appeal Authority outlined in Section 16.3.1 or 17.3.3 of the Town's Code.</li> </ol>		
CONSULTATION		
<p>If you have questions regarding the Town's application process or its regulations, please contact the Town at <a href="mailto:cvtown@gmail.com">cvtown@gmail.com</a> or give us a call at <b>(435) 893-9178</b>.</p>		



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**IMPORTANT INFORMATION**



**CONSULTATION**

Available prior to submission.  
For questions, e-mail us at:  
**cvtown@gmail.com**



**SUBMISSION**

Submit complete application  
to the Town at:  
**50 W Center St, Central  
Valley, UT 84754**



**REQUIRED FEES**

Actual Cost Of Review

**APPLICANT INFORMATION**

**Project Name (Optional):**

**Address Of Subject Property:**

**Name Of Applicant(s):**

**Phone:**

(       )

**Mailing Address:**

**E-Mail Address:**

**Applicant's Interest In Subject Property:**  
*(Note: \* Requires Owner's Consent)*

**If Other, Please Describe:**

Owner  Engineer\*  Contractor\*  Other\*

**Type Of Request:**

**Zoning District Of  
Subject Property:**

**Total Acreage:**

Administrative Interpretation  
 Interpretation Of Zoning District Boundary

**OFFICE USE**

**Received By:**

**Date Received:**

**Findings Issuance Date:**

**Transmittal Date To Applicant:**

**DISCLAIMER:** PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY TOWN STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.

**ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY**

1. This is to certify that I am making an application for the described action by the Town and that I am responsible for complying with all Town requirements with regard to this request. This application will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the Town are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Town's Offices and will be e-mailed to me once it has been finalized.

<b>Name Of Applicant:</b>	<b>E-Mail Address:</b>
<b>Signature:</b>	<b>Date:</b>

**LEGAL PROPERTY OWNER'S CONSENT**

**Note:** If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

**Affirmation Of Sufficient Interest:** I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

<b>Name Of Legal Property Owner:</b>	<b>Legal Description/Parcel Number:</b>
<b>Mailing Address:</b>	<b>E-Mail Address:</b>
<b>Signature:</b>	<b>Date:</b>

1. If a corporation is a fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the Town along with the statement that the vote meets the requirements set forth in the CC&Rs.

**DISCLAIMER:** BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE TOWN WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.