



# LAND USE: GENERAL PLAN AMENDMENT APPLICATION PACKET

Thank you for your interest in submitting a general plan amendment application. The following packet will provide general information regarding the process for seeking an amendment to the Town's adopted General Plan including its future land use map.

For questions regarding any of the information listed in this packet please contact us at **cvtown1@gmail.com** or give us a call at **(435) 893-9178**. *Note: We highly encourage applicants to work with Town Staff prior to submitting a formal application to amend the Town's adopted general plan.*



<b>PURPOSE AND INTENT OF PROCESS</b>	<b>References: 17.3.8</b>
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| <ol style="list-style-type: none"> <li>1. The Town has previously adopted a General Plan. For the purposes of Section 17.3.8 of the Town's Code, general plan amendments shall include the addition of new elements to the General Plan as well as any comprehensive revisions to or adoption of the same.</li> <li>2. The Town may from time to time amend the General Plan as provided in Section 17.3.8 of the Town's Code. Such amendments may include any matter within the scope of the General Plan or as required in §10-20-4 of Utah State Code (as amended). The Land Use authority for a general plan amendment is outlined in Section 17.3.3 of the Town's Code.</li> <li>3. Anyone may propose amendments to the General Plan as provided in Section 17.3.8 of the Town's Code.</li> <li>4. Any person proposing an amendment to the General Plan shall do the survey and analysis work necessary to justify the proposed amendment. An application shall be submitted to the Town along with the fee as outlined in the Town's Fee Schedule.</li> </ol> |  |
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<b>GENERAL PLAN AMENDMENT REQUIREMENTS</b>	<b>References: 17.3.8</b>
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FOR MAP AMENDMENTS	
<input type="checkbox"/>	One (1) 8 ½" x 11" map showing the area of the proposed amendment.
<input type="checkbox"/>	Current copy of the County Assessor's parcel map showing the area of the proposed amendment.
<input type="checkbox"/>	Mapped inventory of existing land uses within the area of the proposed amendment and extending one-half (½) mile beyond such area.
<input type="checkbox"/>	Correct property addresses of parcels included within the area of the proposed amendment.
<input type="checkbox"/>	Written statement specifying the potential use of property(ies) within the area of the proposed amendment.
<input type="checkbox"/>	Written statement explaining why the existing General Plan designation for the area is no longer appropriate, desirable, or feasible.
<input type="checkbox"/>	Analysis of potential impacts of the proposed amendments on existing infrastructure and public services such as traffic, streets, intersections, water and sewer, storm drains, electrical power, fire protection, garbage collection, and such other matters as the Town may require.
FOR TEXT AMENDMENTS	
<input type="checkbox"/>	Written statement showing the desired language change and explaining why the existing General Plan language is no longer appropriate, desirable, or feasible.
<input type="checkbox"/>	Analysis of potential impacts of the proposed amendment.
<input type="checkbox"/>	Map showing affected geographic areas based on the proposed text changes.

**REVIEW PROCESS** **References: 17.3.8**

 <p><b>APPLICATION RECEIVED / DETERMINATION OF COMPLETE APPLICATION</b>          Application is pre-screened by Town to ensure submittal requirements are met and fees are paid.  <i>Note: If deemed incomplete, a list of missing information to submit will be provided to the applicant.</i></p>	 <p><b>REVIEW BY REVIEWING BODY</b>          The Town provides notice of intent to prepare a General Plan or General Plan Amendment. Application is sent to Reviewing Body outlined in Section 17.3.3 for review.  <i>Note: Applicant will receive a written copy of comments.</i></p>	 <p><b>REVIEW BY RECOMMENDING BODY</b>          Public notice is given and the application and Reviewing Body comments are forwarded to the Planning Commission for review. The Planning Commission then holds a public hearing to review/recommend to the Town Council approval, approval with modifications, or denial.</p>	 <p><b>REVIEW/DECISION BY LAND USE AUTHORITY</b>          Public notice is given. The Town Council holds a public meeting to review the Planning Commission's recommendation before making a final decision.</p>
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**IMPORTANT NOTES** **References: 17.3.8**

1. No person shall deem approval of an application to amend the General Plan as approval of any zone, conditional use, site plan, or other permit. Obtaining approval of a particular zone or permit shall be in accordance with the applicable provisions of Title 17 - Land Use of the Town's Code.
2. The Town Council's denial of an application to amend the General Plan shall preclude another person from filing another application covering substantially the same subject or property, or any portion thereof, for six (6) months from the date of the disapproval. This section shall not limit the Town Council, Planning Commission, or other authorized Town Staff from initiating a general plan amendment at any time.

**APPEAL OF DECISIONS**

Any person(s) aggrieved by the final decision of the Town Council to amend the General Plan may appeal that decision to the District Court as provided in §10-20-1109 of Utah State Code (as amended).

**CONSULTATION**

If you have questions regarding the Town's application process or its regulations, please contact the Town at [cvtown1@gmail.com](mailto:cvtown1@gmail.com) or give us a call at **(435) 893-9178**.



# LAND USE: GENERAL PLAN AMENDMENT APPLICATION

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submission.  
For questions, e-mail us at:  
**cvtown1@gmail.com**



### SUBMISSION

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



### REQUIRED FEES

\$350.00

## 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)*

- Owner  Engineer\*  Contractor\*  
 Other\*

**If Other, Please Describe:**

**Type Of Request:**

- Text Amendment  
 Future Land Use Map Amendment  
 Other: \_\_\_\_\_

**Title/Chapter/Section References:**

## OFFICE USE

**Received By:**

**Date Received:**

**Planning Commission Recommendation:**

- Approval  Approval w/ Modifications  
 Denial Meeting Date: \_\_\_\_\_

**Notes:**

\_\_\_\_\_

**Town Council Decision:**

- Approval  Approval w/ Modifications  
 Denial Meeting Date: \_\_\_\_\_

**Notes:**

\_\_\_\_\_

**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 City 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.