







# SUBDIVISION: CONCEPT PLAN APPLICATION PACKET

Thank you for your interest in submitting a concept subdivision application. The following packet is designed to provide general information to applicants and to help guide you through this application process.

For questions regarding any of the information listed in this packet, or to set up a pre-application meeting, please contact us at [cvtown1@gmail.com](mailto:cvtown1@gmail.com) or give us a call at **(435) 893-9178**.

GENERAL REQUIREMENTS	Reference: 16.4.1 / 16.4.4 / 16.4.5
<ol style="list-style-type: none"><li>1. An applicant shall prepare a concept plan, preliminary plan, and final plat consistent with the standards contained herein and shall pay for the design, review, construction, and inspection of the improvement required.</li><li>2. The applicant is responsible for obtaining and becoming familiar with all applicable subdivision ordinances, construction regulations, and all other rules and related standards of the Town.</li><li>3. The Land Use Authority shall review submitted plans and plats for design and conformance to the applicable requirements of the General Plan, land use and other adopted ordinances, and shall process the plans and plats as provided for in Title 16 - Subdivisions of the Town's Code.</li><li>4. The Land Use Authority designated in Section 16.3.1 of the Town's Code shall have the final jurisdiction in the approval of subdivision plans and plats.</li><li>5. <b>Pre-Application Meeting.</b> Before submitting a subdivision land use application to the town for review, applicants shall attend a pre-application meeting with the Town to discuss development plans on an informal basis. The Town may choose to waive the requirement of a pre-application meeting or subsequent concept plan review at the applicant's request as outlined in Section 16.4.4 of the Town's Code.</li><li>6. The concept plan is intended to promote efficiency in the subdivision review and approval processes and enable the applicant and relevant Town Staff to have an informal preliminary review of the site plan with the general scope of the proposed development and site or development conditions which might affect the proposed plan and subsequent plat(s). It is designed to allow for the identification of Town policies, issues, application procedures, standards, and other items that may need to be considered during the subdivision review process once a formal application is received.</li><li>7. The concept plan submittal shall not constitute an application for subdivision approval, and in no way shall be binding on the town or the applicant(s). Any discussion that occurs at the concept plan state shall not be considered any indication of subdivision approval or disapproval, either actual or implied.</li></ol>	

CONCEPT PLAN REQUIREMENTS	Reference: 16.4.5 / 16.4.6
	<ol style="list-style-type: none"> <li>1. A concept plan application shall be completed and signed by the owner(s) as identified on the property assessment rolls of the County, or by an authorized agent of the owner(s), of the land proposed to be subdivided.</li> <li>2. The concept plan application shall be accompanied by the fee as outlined in the Town's Fee Schedule.</li> <li>3. The concept plan shall include, but not be limited to, the following items:</li> </ol>
<input type="checkbox"/>	Vicinity plan.
<input type="checkbox"/>	The proposed name of the subdivision.
<input type="checkbox"/>	North arrow.
<input type="checkbox"/>	Map of the proposed subdivision with property boundaries, including all adjacent properties within the same ownership or development conglomerate.
<input type="checkbox"/>	Approximate acreage of the proposed subdivision with legal description.
<input type="checkbox"/>	A current zoning designation of properties included in the proposed subdivision.
<input type="checkbox"/>	A proposed layout of the proposed subdivision indicating the general scaled dimensions of lots, areas and number of lots, access points and street configurations, including right-of-way widths, etc. to the nearest foot.
<input type="checkbox"/>	Topographic contours and the location of sensitive lands (i.e., geologic, flood plan hazards, etc.) which are located with or within one half (½) mile of the proposed subdivision.
<input type="checkbox"/>	<p>Approximate location of nearest utilities and those proposed to service the subdivision including:</p> <ol style="list-style-type: none"> <li>1. A description of the type of water system proposed including documentation of water rights, and of historic water use.</li> <li>2. A description of the type of sanitary waste system proposed.</li> <li>3. When private wells and on-site septic systems are proposed, the applicant shall provide a description of how each proposed lot will conform to the standard protection radius around the wellhead.</li> </ol>
<input type="checkbox"/>	A written statement of sufficient detail so that the intent of the applicant(s) is made clear to those persons who review the proposals including information on phased development and associated timelines, methods of financing improvements, maintenance and ownership of non-buildable lands or common open spaces.
<input type="checkbox"/>	Other materials or documents as identified or required by the Town during the pre-application meeting with the applicant(s) including letters of feasibility, studies (i.e., geotechnical, traffic/parking), or other evidence indicating the suitability of the area for the proposed subdivision, including but not limited to the appropriate health offices of the proposed water and sewerage systems, irrigation, canals and ditch companies or operators, necessary to meet the requirements of this title, the local health office and the State Department of Environmental Quality, Central Utah District.

REVIEW PROCESS	Reference: 16.4.7		
 <p><b>APPLICATION RECEIVED / DETERMINATION OF COMPLETE APPLICATION</b></p> <p>Application is pre-screened by Town to ensure submittal requirements are met and fees are paid.  <b>Note:</b> <i>If deemed incomplete, a list of missing information to submit will be provided to the applicant.</i></p>	 <p><b>REVIEW BY TOWN</b></p> <p>Unless otherwise stipulated by Utah State Code, within 30 business days the Town shall review the submitted concept plan and check compliance with the Town's General Plan, Master Plans, Subdivision/Land Use Ordinances.</p>	 <p><b>NOTIFICATION OF REVIEW FINDINGS</b></p> <p>The Town shall notify the applicant(s) in writing of review findings.</p>	 <p><b>PROCEED TO PRELIMINARY PLAN/PLAT APPLICATION</b></p> <p>Once concept plan recommendations have been received from the Town, the applicant(s) may apply for preliminary plan approval consistent with the concept plan.</p>
IMPORTANT NOTES	Reference: 16.4.7		
<ol style="list-style-type: none"> <li>1. If preliminary approval for any portion of a reviewed concept plan has not been obtained within one (1) year from the date on which comments were provided to the applicant for the concept plan, a resubmittal of the concept plan shall be required.</li> <li>2. One (1) extension may be granted by the Land Use Authority outlined in Section 16.3.1 if the Town's ordinances regulating subdivisions have not changed, and if the applicant(s) request the extension in writing prior to the original expiration date.</li> </ol>			
APPEAL OF DECISIONS			
<p>Any person aggrieved by a decision of the Land Use Authority may appeal the decision to the Appeal Authority as outlined in Section 16.3.1 of the Town's Code.</p>			
CONSULTATION			
<p>If you have questions regarding the Town's subdivision process or its regulations, please contact <a href="mailto:cvtown1@gmail.com">cvtown1@gmail.com</a> or give us a call at <b>(435) 893-9178</b>.</p>			

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## SUBDIVISION: CONCEPT PLAN 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

*See Fee Schedule*

### APPLICANT INFORMATION

**Project/Plat Name:**

**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\*

**Zoning District Of Subject  
Property:**

**Number Of Proposed  
Lots/Units:**

**Total Acreage Of Proposed  
Project:**

### OFFICE USE

**Received By:**

**Date Received:**

**Type Of Plat:**

Condominium  Subdivision  Amended

**Review/Approval Date:**

**Number Of Lots/Units:**

**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 COPEDED 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.