



Town of Apple Valley
 1777 N Meadowlark Dr
 Apple Valley UT 84737
 T: 435.877.1190 | F: 435.877.1192
 www.applevalleyut.gov

See Fee Schedule Page 2

Zone Change Application

Applications Must Be Submitted By The First Wednesday Of The Month

Owner:		Phone:	
Address:		Email:	
City:	State:	Zip:	
Agent: (If Applicable)		Phone:	
Address/Location of Property:		Parcel ID:	
Existing Zone:		Proposed Zone:	
For Planned Development Purposes: Acreage in Parcel _____ Acreage in Application _____			
Reason for the request			

Submittal Requirements: The zone change application shall provide the following:

- A. The name and address of owners in addition to above owner.
- B. An accurate property map showing the existing and proposed zoning classifications
- C. All abutting properties showing present zoning classifications
- D. An accurate legal description of the property to be rezoned
- E. A letter from power, sewer and water providers, addressing the feasibility and their requirements to serve the project.
- F. Stamped envelopes with the names and address of all property owners within 500' of the boundaries of the property proposed for rezoning. Including owners along the arterial roads that may be impacted
- G. Warranty deed or preliminary title report and other document (see attached Affidavit) if applicable showing evidence the applicant has control of the property
- H. Signed and notarized Acknowledgement of Water Supply (see attached).

Applicant Signature	Date
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Official Use Only	Amount Paid: \$	Receipt No:
Date Received:	Date Application Deemed Complete:	
By:	By:	

FEE SCHEDULE

ZONE	FEE	
<u><i>Commercial & Industrial</i></u>		
	\$1,000 plus	
		\$50 per acre for the first 100 acres
		\$30 per acre for the second 100 acres
		\$20 per acre for each acre over 200 acres
<u><i>Agricultural & Residential</i></u>		
	\$1,000 plus	
		\$40 per acre for the first 100 acres
		\$30 per acre for the second 100 acres
		\$10 per acre for each acre over 200 acres
<u><i>All Other Zones</i></u>		
	\$1,000 plus	
		\$40 per acre or portion thereof over one acre

Note: To avoid delays in processing your Zone Change request, it is important that all applicable information noted above, along with the fee, is submitted with the application. An incomplete application will not be scheduled for the Planning Commission. Planning Commission meetings are held on the second and fourth Wednesday of each month at 6:00 pm. Submission of a completed application does not guarantee your application will be placed on the next PC meeting agenda. It may be placed on the next available PC meeting agenda.

REQUIRED CONSIDERATIONS TO APPROVE A ZONE CHANGE

When approving a zone change, the following factors shall be considered by the Planning Commission and Town Council:

1. Whether the proposed amendment is consistent with the Goals, Objectives and Policies of the Town's General Plan;
2. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property;
3. The extent to which the proposed amendment may adversely affect adjacent property; and
4. The adequacy of facilities and services intended to serve the subject property, including, but not limited to roadways, parks and recreation facilities, fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection.

PROCESS

Contact the Planning Department for when the deadline for submission is. After it is deemed complete, staff will review the request, and prepare a report and recommendation for the Planning Commission. This will be reviewed at a public hearing where the applicant should attend, present the project, and respond to questions from the Planning Commission. Since it is a public hearing, members of the public may also have questions or comments. At the public hearing the Planning Commission will review the application and staff's report and forward a recommendation to the Town Council for approval, approval with modifications, or denial of the zone change application.

Upon receipt of the Planning Commission recommendation, typically 1-2 weeks after the Planning Commission action, the Town Council will consider and act on the Commission's recommendation. The action of the Town Council is final. If denied, a similar application generally cannot be heard for a year.

SUBDIVISION APPROVAL PROCESS

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
)§
COUNTY OF WASHINGTON)

I (We) _____, being duly sworn, deposed and say that I (We) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided identified in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I (We) also acknowledge that I (We) have received written instructions regarding the process for which I (We) am (are) applying and the Apple Valley Town planning staff have indicated they are available to assist me in making this application.

Property Owner

Property Owner

Subscribed and sworn to me this _____ day of _____, 20_____.

Notary Public

Residing in: _____

My Commission Expires: _____

AGENT AUTHORIZATION

I (We), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative body in the Town of Apple Valley considering this application and to act in all respects as our agent in matters pertaining to the attached application.

Property Owner

Property Owner

Subscribed and sworn to me this _____ day of _____, 20_____.

Notary Public

Residing in: _____

My Commission Expires: _____

SUBDIVISION APPROVAL PROCESS

	PROJECT NAME	Check
	PROCESS (Must be done in this order)	
1	SUBMIT FOR A ZONING CHANGE (IF NEEDED) TO PLANNING MANAGER	
	PLANNING BRING TO JUC FOR INPUT & COLLECTS WILL SERVE LETTERS (WATER,POWER & SEWER)	
2	PLANNING COMMISSION MEETS AND SUBMITS RECOMMENDATION FOR ZONING TO TC	
3	TOWN COUNCIL MEETS AND CONSIDERS AND VOTES ON ZONING CHANGE (IFAPPROVEDGONEXTSTEP)	
4	SUBMIT PRELIMINARY PLAT TO JUC (Joint Utility Committee) FOR COMMENTS	
5	OBTAIN WATER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
6	OBTAIN SEWER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
7	OBTAIN POWER COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
8	OBTAIN PHONE COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
9	OBTAIN COMMENTS FROM APPLE VALLEY PUBLIC WORKS DEPARTMENT	
10	OBTAIN COMMENTS FROM UDOT IF APPLICABLE	
11	OBTAIN COMMENTS FROM APPLE VALLEY FIRE DEPARTMENT	
12	OBTAIN COMMENTS FROM PLANNING AND ZONING	
13	PLANNING SUBMITS PRELIM. PLAT TO PLANNING C. FOR VOTE W/WILL-SERVE LETTRS&COMMENTS	
14	PLANNING WILL SUBMIT PRELIMINARY PLAT TO TOWN COUNCIL FOR THEIR VOTE	
15	IF APPROVED SUBMIT PROPOSED CONSTRUCTION PLANS TO PUBLIC WORKS MANAGER	
16	P.W. MGR WILL DISTRIBUTE PLANS TO JUC MEMBERS FOR PLANS TO BE REDLINED	
17	PUBLIC WORKS MANAGER RETURN REDLINES TO DEVELOPER FOR CORRECTIONS	
18	DEVELOPER SUBMIT CORRECTED MASTER PLANS TO PUBLIC WORKS MANAGER	
19	Power Signs off on Master Plans (All Signatures collected by Public Works Manager)	
20	Water Signs off on Master Plans	
21	Phones Signs off On Master Plans	
22	Sewer Signs off On Master Plans	
23	FIRE CHIEF SIGNS OFF ON PLAN	
24	UDOT SIGNS OFF ON PLANS IF APPLICABLE	
25	Town Engineer signs off on Master plans	
26	PUBLIC WORKS SIGN OFF ON PLANS (ROADS, STORM WATER & PLANS MEET ALL CODES)	
27	SUBMIT FINAL PLAT TO TOWN PLANNING MANAGER (WHO COLLECTS ALL SIGNATURES)	
28	FINAL PLAT REVIEWED AND SIGNED BY TOWN ENGINEER	
29	FINAL PLAT IS APPROVED AND SIGNED BY MAYOR	
30	FINAL PLAT IS REVIEWED AND SIGNED BY PLANNING COMMISSION CHAIRMAN	
31	FINAL PLAT IS REVIEWED AND APPROVED BY TOWN ATTORNEY	
32	DEVELOPER TO SUBMIT ENGINEERS ESTIMATE FOR SUBDIVISION IMPROVEMENT COSTS	
33	DEVELOPER TO PROVIDE GUARANTEE BOND IF RECORDING PRIOR TO COMPLETION	
34	OR COMPLETE IMPROVEMENTS FIRST	
35	DEVELOPER PROVIDES 1 YEAR WARRANTY BOND OF 10-20 % OF COST	
36	PUBLIC WORKS MANAGER ISSUE NOTICE TO PROCEED ON CONSTRUCTION	
37	FINAL PLAT IS RECORDED BY TOWN ATTORNEY WITH RECORDING PAID BY DEVELOPER	

SUBDIVISION APPROVAL PROCESS

38	DEVELOPER CAN START SELLING LOTS OR BUILDING HOMES	
39	AFTER 1 YEAR SUBDIVISION IS INSPECTED AND PUNCH LIST PROVIDED TO DEVELOPER	
40	DEVELOPER FINISHES PUNCH LIST AND REQUEST RELEASE OF WARRANTY BOND	
41	PUBLIC WORKS MANAGER INSPECTS IF PUNCH LIST IS COMPLETE	
42	IF PUNCH LIST IS COMPLETE THE WARRANTY BOND IS RELEASED	