



**Application: Appeal**

Date Received:	By:	Receipt #:	Payment Type/Amount:
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**Information:**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property ID Number(s): \_\_\_\_\_

Zone: \_\_\_\_\_ Acres: \_\_\_\_\_ Area: \_\_\_\_\_

**Agent Contact Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Property Owner Contact Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

- 1. Applications are accepted by appointment only.**
- 2. Incomplete applications will not be accepted.**
- 3. Late applications will be held for the next meeting's agenda.**
- 4. The application fee is not refundable.**
- 5. Any information submitted with this application becomes public record and is posted online.**

## The Project Review Process:

- 1) Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the project.
- 2) Complete applications are forwarded to the necessary County departments for review and comment. The application, site visits, and department reviews are used in the preparation of the staff report that is presented to the County land use authority and is made available to the applicant, Board/Commission members, relevant staff, and the public and is also posted online at <http://www.cachecounty.org/pz/>.
- 3) Notices are posted in the Herald Journal, mailed to the property owner(s) and surrounding property owners within 300 feet of the project boundary, and posted online at [www.cachecounty.org](http://www.cachecounty.org) and on Utah.gov's public notice website: <http://www.utah.gov/pmn/index.html>.
- 4) Projects requiring County Council approval are placed on the next available Council Agenda once the Planning Commission has made a recommendation. Staff forwards the staff report, the Planning Commission's recommendation, and any other pertinent information for County Council's review.

2023 Meeting Dates and Application Deadlines					
Planning Commission (1 <sup>st</sup> Thursday of each month)		County Council (2nd & 4th Tuesday*)		Board of Adjustments (3 <sup>rd</sup> Thursday of each month)	
Application Deadline 3:00 PM	Meeting Date 5:30 PM	Meeting Date 5:00 PM	Application Deadline 3:00 PM	Meeting Date 6:00 PM	
30 Nov 22	5 Jan	10 Jan 24 Jan	29 Dec 22	19 Jan	
4 Jan	2 Feb	14 Feb 28 Feb	26 Jan	16 Feb	
1 Feb	2 Mar	14 Mar 28 Mar	23 Feb	16 Mar	
1 Mar	6 Apr	11 Apr 25 Apr	30 Mar	20 Apr	
5 Apr	4 May	9 May 23 May	27 Apr	18 May	
3 May	1 Jun	13 Jun 27 Jun	25 May	15 Jun	
31 May	6 Jul	11 Jul 25 Jul	29 Jun	20 July	
5 Jul	3 Aug	8 Aug 22 Aug	27 Jul	17 Aug	
2 Aug	7 Sep	12 Sep 26 Sep	24 Aug	21 Sep	
6 Sep	5 Oct	10 Oct 24 Oct	28 Sep	19 Oct	
4 Oct	2 Nov	14 Nov 28 Nov	26 Oct	16 Nov	
1 Nov	7 Dec	5 Dec* 12 Dec*	22 Nov*	21 Dec	

## Appeal - Application Checklist and Acknowledgment:

*A completed application must include the following unless specified otherwise:*

- 1)  A completed application form and *non-refundable* review fee (cash or check only):  
**Appeal: \$300**
- 2)  A plat map for each property.
- 3)  The legal description with any existing covenants & deed restrictions and current taxation certification for each property.
- 4)  The name(s) and full mailing address(es) for all owner(s) of each property.
- 5)  *If* the owner of record is not the acting agent an agent letter must be included. *Also*, if the owner of record is an LLC, Corporation, or similar, paperwork identifying the owner(s) must be included.
- 6)  A notice of appeal specifying:
  - (i) The decision being appealed and the parties making the appeal.

*\*Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed use/development.*

### Acknowledgment

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I, \_\_\_\_\_ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date