



Application: Ordinance Amendment

Date Received:	By:	Receipt #:	Amount:	Check #:

1. Applications are accepted by appointment only. Call (435) 755-1640 to set an appointment.
2. The items indicated in the attached checklist must accompany this application.
3. Incomplete applications are not accepted.
4. Late applications are held for the next meeting’s agenda.
5. The application fee is not refundable.
6. Any information submitted with this application becomes public record and is posted online.

Ordinance Information

Ordinance Section(s): _____

Affected Zones: _____

Agent Contact Information

Agent Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Review Process

- 1) Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the request.
- 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 available to all interested parties and is posted online at <http://www.cachecounty.org/pz/>.
- 3) Notices are posted in the Herald Journal. Agendas are posted online at www.cachecounty.org and at <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.

<i>2023 Meeting Dates and Application Deadlines</i>					
Planning Commission (1 st Thursday of each month)		County Council (2 nd & 4 th Tuesday*)		Board of Adjustments (3 rd 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

Ordinance Amendment

Application Checklist and Acknowledgment

A complete application must include the items noted below unless specified otherwise. Further information may be required by staff, other departments and agencies, and/or the authority that reviews the application based on the proposed amendment.

- 1) A completed Ordinance Amendment application form and non-refundable review fees: \$600
- 2) A copy of the proposed ordinance amendment and any supporting materials.

Acknowledgment

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