



**Application: Variance**

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.

<i>2023 Meeting Dates and Application Deadlines</i>					
<b>Planning Commission</b> (1 <sup>st</sup> Thursday of each month)		<b>County Council</b> (2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday*)		<b>Board of Adjustments</b> (3 <sup>rd</sup> Thursday of each month)	
<b>Application Deadline</b> 3:00 PM	<b>Meeting Date</b> 5:30 PM	<b>Meeting Date</b> 5:00 PM		<b>Application Deadline</b> 3:00 PM	<b>Meeting Date</b> 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

## Variance - 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):  
**Variance:** \$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 letter specifying:
  - (i) Why literal enforcement of the ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinances;
  - (ii) What special circumstances attached to the property exist that do not generally apply to other properties in the same zone;
  - (iii) Why granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone;
  - (iv) Why the variance will not substantially affect the general plan and will not be contrary to the public interest; and
  - (v) How the spirit of the land use ordinance is observed and substantial justice done.
- 7)  **If** the property is contiguous to a municipality, located within an unincorporated island or peninsula, or receiving or proposed to receive services from a municipality, provide a letter from the municipality(ies) in regards to annexation of property and also provide documentation of the results of any pre-application conference with municipality officials.

***\*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