



Development Services Department

Building | GIS | Planning & Zoning

Zoning Clearance Application

Fee: Primary - \$195 Accessory/Agricultural - \$30

Date Received	By	Receipt #	Amount	Payment Type/Check #

1. The items in the attached checklist **MUST** accompany this application at the time of submission.
2. The application fee is non-refundable.
3. Your greenbelt taxation status and value of your property may change by proceeding with this application. Please contact the County Assessor's Office for more information.
4. Do not submit for a building permit until a zoning clearance has been approved and received.

Location

Parcel/Tax ID number: ____ - ____ - ____ Total Acreage: _____ Zone(s) _____

Property Address: _____

Proposed Structure(s)

1. Structure Type/Use: _____ ☐ Primary ☐ Accessory ☐ Agricultural*
Overall Dimensions: _____, Sq Ft (above grade): _____, Height: _____

2. Structure Type/Use: _____ ☐ Primary ☐ Accessory ☐ Agricultural*
Overall Dimensions: _____, Sq Ft (above grade): _____, Height: _____

*Agricultural - Must meet the State Code §15A-1-202 requirements and include Agricultural Building Statement with the application.

Land Disturbance Information

The proposed amount of land being disturbed for any development _____ sq ft

County Code §15.32.20 Land Disturbing Activity: Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, and excavation.

Agent Contact Information

Agent: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Owner Contact Information

Owner: _____ Email: _____

Phone: _____ Mailing Address: _____

Acknowledgment

I acknowledge that I have provided a complete application and if approved, this property will be given a zoning clearance for the parcel identified. Any changes in type of structure or placement will require a new zoning clearance. Approval of a zoning clearance is not a waiver of compliance with the zoning ordinance nor is it a conditional use permit.

Signature

Date

Application Checklist

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 use/development. Applications are accepted in person or submitted online at devservices@cachecounty.gov.

Required:

1. ☐ Site plan (see example & requirements on next page)
2. ☐ Floor plan(s) of all levels
3. ☐ Elevation(s)
4. ☐ Fee Amount:
Primary: \$195
Accessory/Agricultural: \$30

The following may be required:

5. ☐ Agent Letter
(If the applicant is not the owner, Trust, LLC, or similar organization, the applicant must provide documentation that the signatory has the authority to act for the entity or provide a signed Agent Letter).
6. ☐ Culinary Water Verification *
Utah Division of Water Rights
1780 North Research Parkway, Suite 104, North Logan
(435)752-8755
7. ☐ Sanitation/Health Department approval *
Bear River Health Department
85 East 1800 North, North Logan
(435)792-6570
*All proposed uses and/or buildings needing the use of water and sewage facilities must provide verification and approvals. County Code §17.10.050.A.3.a Supplemental Standards.
8. ☐ Sensitive Areas Analysis (see GIS Parcel Summary)
9. ☐ Agricultural Exemption Acknowledgement
Signed acknowledgment specifying the structure use is only for domestic animals, animal feed, and/or farm equipment for the raising of animals or tilling the soil for crops. Any other non-habitable use is an Accessory Structure and requires a building permit. State Code §15A-1-202.

Review Process

1. Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the project. Incomplete applications will not be accepted and will be returned to the applicant.
2. Complete applications are forwarded to the necessary departments for review and comments. The application and department reviews are used in the preparation of the zoning clearance approval that is presented to the county land use authority for approval.
3. The review process for a completed zoning clearance application may take approximately four to six weeks from the time it was received and fee paid.

Office only

- ☐ Submittal Checklist complete.
- ☐ A GIS Parcel Summary has been completed for the property.
- ☐ A plat map, legal description, and taxation certification has been provided for the property.
- ☐ Verified no back taxes owed.

Site Plan Requirements

A site plan is a top view or bird's eye view of the property. Site plans must be **drawn to scale** with dimensions in feet, be the same site plan submitted with construction drawings, and include the following:

- ☐ Owner's name and property address;
- ☐ North arrow;
- ☐ Show all property lines;
- ☐ Show and label footprint of all existing and proposed structure(s);
- ☐ Show distances between proposed structure(s) and property lines (front, side and rear setbacks);
- ☐ Show driveway(s) existing and proposed location(s) from public or private roadway(s), width(s), name of road(s) providing access to proposed driveway(s);
- ☐ Show location of existing or proposed propane tank(s), wells, and septic systems including drain fields, power boxes, etc., show the distance to property lines and structures;
- ☐ Easements (right-of-way, utility, and waterway), if applicable;
- ☐ Sensitive Areas as noted on the GIS Summary.

Incomplete/inadequate site plans will not be accepted.

Example Site Plan in the A10 Zone (Drawn to Scale)

