



Application: Rezone

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. 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.
7. Any information submitted with this application becomes public record and is posted online.

Property Information

- \_\_\_ A parcel review has been completed for each property proposed for rezone.
- \_\_\_ A plat map, legal description, and current taxation certification has been provided for each property.

Rezone Name: \_\_\_\_\_

Proposed Zone: \_\_\_\_\_

Parcel/Tax ID number(s): \_\_\_\_\_

Approximate Address: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Agent Contact Information

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

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

Property Owner Contact Information

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

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

- There are multiple owners; an additional page has been provided that includes this information.

## 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 available to all interested parties and is posted online at <http://www.cachecounty.org/pz/>.
- 3) Notices are mailed to the property owner(s) and surrounding property owner(s) within 300 feet of the project boundary. Agendas are posted online at [www.cachecounty.org](http://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.

<b>2024 Meeting Dates and Application Deadlines</b>			
<b>Planning Commission</b> (1 <sup>st</sup> Thursday of each month*)		<b>County Council</b> (2nd & 4th Tuesday*)	<b>Land Use Hearing Officer</b> (variances & appeals)
<b>Application Deadline</b> 3:00 PM	<b>Meeting Date</b> 5:30 PM	<b>Meeting Date</b> 5:00 PM	
6 Dec 23	4 Jan	9 Jan 23 Jan	<b>Public meetings will be scheduled on an as needed basis.</b>
3 Jan	1 Feb	13 Feb 27 Feb	
31 Jan	7 Mar	12 Mar 26 Mar	
28 Feb	4 Apr	9 Apr 23 Apr	
3 Apr	2 May	14 May 28 May	
1 May	6 Jun	11 Jun 25 Jun	
5 Jun	11 Jul*	9 Jul 23 Jul	<b>All public meetings will be fully noticed per State and County Codes.</b>
3 Jul	1 Aug	13 Aug 27 Aug	
31 Jul	5 Sep	10 Sep 24 Sep	
4 Sep	3 Oct	8 Oct 22 Oct	
2 Oct	7 Nov	12 Nov 26 Nov	
30 Oct	5 Dec	3 Dec* 10 Dec*	

## Rezone - 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 use/development.

- 1)  A completed application form and *non-refundable* review fees (cash or check):  
**Rezone:** \$600
- 2)  The name(s) and full mailing address(es) for all owner(s) of the property.
- 3)  *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.
- 4)  A current letter report from a title company for all parcels proposed for rezone and dated no more than 30 days prior to the submittal of the application.
- 5)  *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.

## 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