Cache County 1857

Application: Subdivision 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. 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.

Subdivision Information

☐ ___ A parcel review has been completed for each property proposed for subdivision amendment.

☐ ___ A plat map, legal description, and current taxation certification has been provided for each property.

Subdivision Name: _____

Describe Amendment: _____

Parcel/Tax ID number(s): _____

Address: _____

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.

Development Services Department
179 North Main, Suite 305
Logan, Utah 84321

www.cachecounty.org/devserv
devservices@cachecounty.org
(435) 755-1640

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 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 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.

2025 Meeting Dates and Application Deadlines				
Planning Commission (1st Thursday of each month*)			**County Council** (2nd & 4th Tuesday*)	**Land Use Hearing Officer** (variances & appeals)
Application Deadline 3:00 PM	Meeting Date 5:30 PM		Meeting Date 5:00 PM	
4 Dec 24	**9 Jan***		14 Jan / 28 Jan	Public meetings will be scheduled on an as needed basis.
8 Jan	**6 Feb**		11 Feb / 25 Feb	
5 Feb	**6 Mar**		11 Mar / 25 Mar	
5 Mar	**3 Apr**		15 Apr / 29 Apr	
2 Apr	**1 May**		13 May / 27 May	
30 Apr	**5 Jun**		10 Jun / 24 Jun	All public meetings will be fully noticed per State and County Codes.
4 Jun	**10 Jul**		8 Jul / 22 Jul	
2 Jul	**7 Aug**		5 Aug / 19 Aug	
6 Aug	**4 Sep**		9 Sep / 23 Sep	
3 Sep	**2 Oct**		14 Oct / 28 Oct	
1 Oct	**6 Nov**		11 Nov / 25 Nov	
5 Nov	**4 Dec**		2 Dec / 9 Dec	

Subdivision 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 use/development.

1) ☐ Completed application form and ***non-refundable*** review fees (cash, check, credit card):
   Staff Review/Notice: $660
   Engineering Review: $300
   Plat Review: $600
   Total: $1,560 + $60/lot or parcel

   Estimated Fee Amount:

   $_____

   Initial: _____ I understand that the plat review fee covers no more than 2 reviews and that any further reviews will require additional fees.

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 digital, pdf copy of the survey of the property that meets the county requirements has been submitted (send the pdf copy to: DevServices@cachecounty.org).

5) ☐ If creating a new lot, verification of an approved, domestic water right in the owner's name for each new, buildable lot. (Obtained from the State Water Engineer, State approved culinary water system, or City/Town) Lots designated as Dry Lots must be reviewed by the Director and may not require a water right. Only one Dry Lot is permitted per subdivision.

6) ☐ A septic tank feasibility letter or copy of septic tank permits for all proposed lots as deemed necessary by the Bear River Health Department.

7) ☐ A current letter report from a title company for all parcels to be amended and dated no more than 30 days prior to the submittal of the application.

8) ☐ ***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

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