



Application: Subdivision

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

Proposed Subdivision Name: _____

Parcel/Tax ID number(s): _____

Approximate 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.

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 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 (1 st 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	
<i>4 Dec 24</i>	9 Jan*	14 Jan	Public meetings will be scheduled on an as needed basis.
8 Jan	6 Feb	28 Jan	
5 Feb	6 Mar	11 Feb	
5 Mar	3 Apr	25 Feb	
2 Apr	1 May	11 Mar	
30 Apr	5 Jun	25 Mar	
4 Jun	10 Jul	15 Apr	
2 Jul	7 Aug	29 Apr	
6 Aug	4 Sep	13 May	
3 Sep	2 Oct	27 May	
1 Oct	6 Nov	10 Jun	All public meetings will be fully noticed per State and County Codes.
5 Nov	4 Dec	24 Jun	
		8 Jul	
		22 Jul	
		5 Aug	
		19 Aug	
		9 Sep	
		23 Sep	
		14 Oct	
		28 Oct	
		11 Nov	
		25 Nov	
		2 Dec	
		9 Dec	

Subdivision - 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, check, credit card):
- | | |
|--|----------------------------------|
| <i>Staff Review/Notice: \$700</i> | Estimated
Fee Amount: |
| <i>Engineering Review: \$300</i> | |
| <i>Plat Review: \$600</i> | |
| Total: \$1,600 + \$60/lot or parcel | |
- \$ _____

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 received (send the pdf copy to: DevServices@cachecounty.org).
- 5) Verification of an approved, domestic water right in the owner's name for each buildable lot. (Obtained from the State Water Engineer, State approved culinary water system, or City/Town)
- a) 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 within the subdivision 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