



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 mailed to the property owner(s) and surrounding property owners within 300 feet of the project boundary, and posted online at 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.

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	
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	
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	