



Development Services Department

Building | GIS | Planning & Zoning

Application: Ordinance 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. Any information submitted with this application becomes public record and is posted online.

Ordinance Information

Ordinance Section(s): _____

Affected Zones: _____

Agent Contact Information

Agent Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Review Process

- 1) Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the request.
- 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 posted on Utah Public Notice. 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.

2026 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		
3 Dec 25	8 Jan*	13 Jan	27 Jan	Public meetings will be scheduled on an as needed basis.
7 Jan	5 Feb	10 Feb	17 Feb	
4 Feb	5 Mar	10 Mar	24 Mar	
4 Mar	2 Apr	14 Apr	28 Apr	
1 Apr	7 May	12 May	26 May	
6 May	4 Jun	9 Jun	23 Jun	
3 Jun	9 Jul*	14 Jul	28 Jul	All public meetings will be fully noticed per State and County Codes.
1 Jul	13 Aug*	11 Aug	25 Aug	
5 Aug	3 Sep	8 Sep	22 Sep	
2 Sep	1 Oct	13 Oct	27 Oct	
30 Sep	5 Nov	10 Nov	17 Nov	
4 Nov	3 Dec	1 Dec	8 Dec	

Ordinance 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 amendment.

- 1) ☐ A completed Ordinance Amendment application form and non-refundable review fees: \$600
- 2) ☐ A copy of the proposed ordinance amendment and any supporting materials.

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
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