



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 in the Herald Journal. 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.

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 application form and *non-refundable* review fees (cash or check):
Ordinance Amendment: \$600
- 2) A copy of the proposed ordinance amendment and any supporting materials.

Acknowledgment

I, _____ the undersigned agent 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

2021 Meeting Dates and Application Deadlines					
Planning Commission (1 st Thursday of each month*)		County Council (2nd & 4th Tuesday*)		Board of Adjustments (3 rd Thursday of each month)	
Application Deadline 3:00 PM	MEETING DATE 5:30 PM	MEETING DATE 5:00 PM	Application Deadline 3:00 PM	MEETING DATE 6:00 PM	
2 Dec 20	7 Jan	12 Jan 26 Jan	31 Dec 20	21 Jan	
6 Jan	4 Feb	9 Feb 23 Feb	28 Jan	18 Feb	
3 Feb	4 Mar	9 Mar 23 Mar	25 Feb	18 Mar	
3 Mar	1 Apr	13 Apr 27 Apr	25 Mar	15 Apr	
7 Apr	6 May	11 May 25 May	29 Apr	20 May	
5 May	3 Jun	8 Jun 22 Jun	27 May	17 Jun	
2 Jun	8 Jul*	13 Jul 27 Jul	24 Jun	15 July	
7 Jul	5 Aug	10 Aug 24 Aug	29 Jul	19 Aug	
4 Aug	2 Sep	14 Sep 28 Sep	26 Aug	16 Sep	
1 Sep	7 Oct	12 Oct 26 Oct	30 Sep	21 Oct	
6 Oct	4 Nov	9 Nov 23 Nov	28 Oct	18 Nov	
3 Nov	2 Dec	7 Dec* 14 Dec*	24 Nov	16 Dec	