



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 posted in the Herald Journal and 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.

2023 Meeting Dates and Application Deadlines					
Planning Commission (1 st Thursday of each month)		County Council (2 nd & 4 th 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	
30 Nov 22	5 Jan	10 Jan 24 Jan	29 Dec 22	19 Jan	
4 Jan	2 Feb	14 Feb 28 Feb	26 Jan	16 Feb	
1 Feb	2 Mar	14 Mar 28 Mar	23 Feb	16 Mar	
1 Mar	6 Apr	11 Apr 25 Apr	30 Mar	20 Apr	
5 Apr	4 May	9 May 23 May	27 Apr	18 May	
3 May	1 Jun	13 Jun 27 Jun	25 May	15 Jun	
31 May	6 Jul	11 Jul 25 Jul	29 Jun	20 July	
5 Jul	3 Aug	8 Aug 22 Aug	27 Jul	17 Aug	
2 Aug	7 Sep	12 Sep 26 Sep	24 Aug	21 Sep	
6 Sep	5 Oct	10 Oct 24 Oct	28 Sep	19 Oct	
4 Oct	2 Nov	14 Nov 28 Nov	26 Oct	16 Nov	
1 Nov	7 Dec	5 Dec* 12 Dec*	22 Nov*	21 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 |
| <i>Engineering Review: \$300</i> | Fee Amount: |
| <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