



CACHE COUNTY ORDINANCE 2021 - 22

AN ORDINANCE ADOPTING THE CACHE COUNTY CONSOLIDATED FEE SCHEDULE

WHEREAS, Utah Code Ann. § 17-53-211 requires the County Council to adopt an ordinance establishing fees for services provided by certain County officers; and

WHEREAS, the County Council believes it is appropriate to adopt and include within the County Code a listing of fees and charges imposed by the County to provide notice of those fees and charges to County residents; and

WHEREAS, the County provides services to County residents and desires to establish a Consolidated Fee Schedule that includes the fees charged by the following County Offices: the Clerk/Auditor's Office, the Development Services Office, the Events Center and Fairgrounds, the Fire District and EMS, the Library, the Recorder's Office, the Treasurer's Office, and the Sheriff's Office; and

WHEREAS, after considering the facts presented to it, the County Council believes this action reasonably furthers the health, safety, and general welfare of the citizens of Cache County;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

The following sections of the Cache County Code are amended to read as set forth in Exhibit A: 2.64.100, 2.70.040, 3.84.090, 5.04.040, 5.04.060, 5.08.040, 5.08.080, 5.08.090, 5.20.050, 5.20.070, 5.20.150, 6.08.010, 8.04.010, 8.40.040, 15.04.040, 15.12.010, 16.03.030, 17.14.110, and 17.20.040.

SECTION 2:

The Consolidated Fee Schedule attached hereto as Exhibit B is adopted and is to be included in the Cache County Code immediately following Title 17, as indicated in Exhibit B. This Consolidated Fee Schedule supersedes all prior fee schedules that set forth fees for the services identified in this Consolidated Fee Schedule.

SECTION 3:

This ordinance takes effect on January 1, 2022.

PASSED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH, THIS 14th
DAY OF DECEMBER 2021.



	In Favor	Against	Abstained	Absent
Paul R. Borup	X			
David Erickson	X			
Barbara Tidwell	X			
Karl Ward				X
Gina Worthen	X			
Jon White	X			
Gordon Zilles	X			
Total	6			

CACHE COUNTY COUNCIL

By:

A handwritten signature in blue ink, appearing to read "Gina Worthen", written over a horizontal line.

Gina Worthen, Chair

ATTEST:

By: A handwritten signature in blue ink, appearing to read "Jess W. Bradfield", written over a horizontal line.
Jess W. Bradfield, County Clerk

Exhibit A

2.64.100: FEES:

A. Fees for copies of records and services shall be charged on a reasonable basis to reimburse the county for the actual costs of duplication and compilation of a record in a form other than that regularly maintained by the county. No fees shall be charged to inspect public records.

B. Fee amounts specified by statute shall be imposed and collected by the responsible department. The responsible department may waive charges if the department head determines that:

1. Releasing the record primarily benefits the public rather than an individual person;
2. The individual requesting the record is the subject of the record; or
3. The requester's rights are directly implicated by the information in the record and the requester is impecunious.

C. The county shall charge a fee equivalent to the cost of services provided to an individual and any public or private agency for those individual's or agency's sole or personal use. Services or information provided to any individual or any agency for resale shall be charged at the fair market value of such services or information; provided, that such fee shall be never less than the full cost incurred by the county in the provision of such information or services.

D. The county records committee, in cooperation with the county records manager, shall review the full cost of providing records services at least annually and make recommendations to the county council.

E. The county council shall approve all fee schedules for use by all county departments.

F. Fee schedules shall be uniform throughout the county.

G. If a request for a record requires extraordinary services, the requester shall be given an estimate of approximate costs before such extraordinary costs are accrued.

H. Payment of fees shall be required at the time records are made and delivered to the requesting party, except that if fees are anticipated to exceed fifty dollars (\$50.00), the department from which the record is requested may require payment in advance in full or in part.

I. Fees shall be enumerated in the Consolidated Fee Schedule approved by the County Council.

2.70.040: PROPOSAL AND APPROVAL OF AGRICULTURE PROTECTION AREA:

A. Filing Procedure: Any owner or owners of land in agricultural production may file a proposal for creation of an agriculture protection area with the county executive by completing forms approved by the county executive and filing the forms in the office of the county executive. The county executive or other person(s) designated by the county executive to receive and process proposals shall accept and process such forms only if they are properly completed and accompanied by the filing fee as provided in this section. The proposal shall contain the following information:

1. The land in agricultural production that the proposal sponsors wish to become part of an agriculture protection area;

2. Any limits on the type of agriculture production to be allowed within the agriculture protection area; and

3. For each parcel of land:

- a. The owners of the land contained within the parcel;

- b. The tax parcel number or account number of each parcel; and

- c. The number or account number of acres as listed on the parcel tax records.

B. Notice Requirements: The county executive shall provide notice of the proposal for an agriculture protection area as required by title 17, chapter 41, Utah Code Annotated, 1953, as amended.

C. Review Of Proposal:

1. After fifteen (15) days from the date of the notice, the county executive shall refer the proposal, and any proposed modifications and objections to the proposal, to the advisory board and planning commission for their review, comment and recommendations.

2. Within forty five (45) days after receipt of the proposal, the advisory board and planning commission shall each submit a report to the Cache County council relative to their review, comments and recommendations as provided in title 17, chapter 41, Utah Code Annotated, 1953, as amended.

3. After receipt of the reports from the advisory board and planning commission, or after forty five (45) days have expired, whichever is earlier, the Cache County council shall schedule a public hearing and provide notice of the same, conduct a public hearing, and act on the same as required by title 17, chapter 41, Utah Code Annotated, 1953, as amended.

D. Minimum Size For Agriculture Protection Area: At least five (5) continuous acres within Cache County must be included in each agriculture protection area.

E. Fees For Accepting And Processing Agriculture Protection Area Proposals: Any person or persons filing a proposal to create an agriculture protection area pursuant to title 17, chapter 41, Utah Code Annotated, 1953, as amended, shall pay a fee at the time of filing. See Consolidated Fee Schedule for fee amount. This fee includes all costs associated with processing agriculture protection area proposals.

F. Adding Land To An Agriculture Protection Area:

1. Any owner of land may add land to an existing agriculture protection area by:

- a. Filing a proposal with the county executive; and

- b. Obtaining approval of the Cache County council for the addition of the land to the area.

2. The Cache County council shall comply with the provisions for creating an agriculture protection area in determining whether or not to accept the proposal.

G. Removing Land From An Agriculture Protection Area:

1. Any owner may remove land from an agriculture protection area by filing a petition for removal of the land from the agriculture protection area with the county executive.

2. The Cache County council shall:

a. Grant the petition for removal of land from an agriculture protection area even if removal of the land would result in an agriculture protection area of less than the number of acres established by the Cache County council as the minimum under this section; and

b. In order to give constructive notice of the removal to all persons who have acquired or who may acquire an interest in land in or adjacent to the agriculture protection area and the land removed from the agriculture protection area, file a legal description of the revised agriculture protection area with the Cache County recorder and the planning commission.

3. The remaining land in the agriculture protection area is still an agriculture protection area.

4. When a municipality annexes any land that is part of an agriculture protection area, the Cache County council shall, within thirty (30) days after the land is annexed, review the feasibility of that land remaining in the agriculture protection area according to the procedures and requirements of title 17, chapter 41, Utah Code Annotated, 1953, as amended. If appropriate, the Cache County council shall remove the annexed land from the agriculture protection area.

H. Review Of Agriculture Protection Area:

1. The county council shall review any agriculture protection area created under the authorization of this chapter in the twentieth calendar year after it is created.

2. In the twentieth calendar year, the Cache County council shall:

a. Request the planning commission and advisory board to submit recommendations about whether the agriculture protection area should be continued, modified, or terminated;

b. At least one hundred twenty (120) days before the end of the calendar year hold a public hearing to discuss whether the agriculture protection area should be continued, modified, or terminated;

c. Give notice of the hearing using the same procedures for any notice employed to establish an agriculture protection area; and

d. After the public hearing, continue, modify, or terminate the agriculture protection area.

3. If the Cache County council modifies or terminates the agriculture protection area, it shall file an executed document containing the legal description of the agriculture protection area with the Cache County recorder.

4. If the Cache County council does not affirmatively continue, modify, or terminate the agriculture protection area in the twentieth calendar year, the agriculture protection area is considered to be reauthorized for another twenty (20) years.

3.84.090: PROCEDURES FOR RECORDING TAX DEEDS:

A. Upon payment, the county treasurer will issue a temporary receipt. Within sixty (60) days of the date of the sale and after approval of all sales by the county council and after recordation, the county auditor will mail the tax deed to the name and address listed on the bid sheet and bidder registration form. Deeds issued by the county auditor shall recite the following:

1. The total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid for the execution and delivery of the deed;
2. The year for which the property was assessed, the year the property became delinquent, and the year the property was subject to tax sale;
3. A full description of the property; and
4. The name of the grantee.

B. When the deed is executed and delivered by the county auditor, it shall be prima facie evidence of the regularity of all proceedings subsequent to the date the taxes initially became delinquent and of the conveyance of the property to the grantee in fee simple.

C. The deed issued by the county auditor under this section shall be recorded by the county recorder.

D. The fee for the recording shall be included in the administrative costs of the sale. See Consolidated Fee Schedule for fee amount.

5.04.040: FEES:

Fees shall be assessed for the issuance or renewal of any business license, including late fees. See Consolidated Fee Schedule for fee amount.

5.04.060: PAYMENT DATE:

A. All license fees shall be due and payable on or before February 1 of each and every year for which the license is issued or renewed.

B. If any license fee is not paid before its due date, a late fee may be added to the original fee, in accordance with the Consolidated Fee Schedule adopted by the County Council, and no license shall be issued until all fees and late fees have been paid in full. See Consolidated Fee Schedule for fee amounts.

5.08.040: APPLICATION FOR CONSENTS TO STATE RESTAURANT LIQUOR LICENSES:

A. Applications for consents to state restaurant liquor license shall be verified and filed in duplicate with the county clerk. The applicant shall provide all information required on the application form provided by the county clerk. The county clerk shall submit a copy of the application to the county executive.

B. The information to be provided by the applicant shall include, but not be limited to, the applicant's full name, and if the applicant is a partnership or a corporation, then in addition, the names and addresses of all partners, managers, officers, directors or stockholders, and such other information as may be required by the county.

C. Each applicant must be over the age of twenty one (21) years, a citizen of the United States and the state of Utah, of good moral character, and a fit and proper person to be granted a consent to a state restaurant liquor license. In the event that the applicant is a partnership or a corporation, the partnership or corporation must be duly registered to do business in the state of Utah, possess a business license from Cache County, and be a fit and proper entity to be granted a consent to a state restaurant liquor license.

D. Each applicant must provide a copy of the applicant's current business license and a copy of the application submitted for a state restaurant liquor license to the state of Utah.

E. No consent shall be granted to an applicant who has been convicted of a felony under federal or state law; convicted of any violation of federal or state law or local ordinance concerning the sale, manufacture, distribution, warehousing, adulteration or transportation of alcoholic beverages; nor convicted of any crime involving moral turpitude. If the applicant is a partnership or corporation, no consent shall be granted to the applicant if any partner, managing agent, officer, director or stockholder holding at least twenty percent (20%) of the stock or interest in the applicant partnership or corporation has been convicted of any such offense.

F. In the event that any such conviction occurs during the term of the license, the county shall have the authority to immediately withdraw its consent.

G. No consent shall be issued unless and until the Cache County sheriff's office has made a diligent check of the applicable records and provides a copy of the criminal record, if any, of the applicant to the county clerk.

H. No consent shall be issued unless and until the applicant provides written approval from the Utah department of transportation, if access to the proposed premises is to and from a state highway; or from the Cache County road department, if access is to and from a county road, approving the access for the proposed use.

I. No consent shall be issued until the applicant has first procured from the county health department a permit certifying that the premises is in sanitary condition and the equipment used complies with all health regulations of the state of Utah and Cache County.

J. The applicant must provide written confirmation from the development services department that the premises for which the license is sought is within a zone permitting the establishment of a state restaurant liquor outlet.

K. Upon the receipt by the county clerk of the completed application form, copies of the applicant's current business license and application for state restaurant liquor license, the report of the sheriff's office, written approval from the Utah department of transportation or Cache County road department and written confirmation from the development services department as to the zone of the premises, and a permit from the county health department, then the county clerk shall submit those materials and any other attachments or documents necessary and pertinent to the application to the county council. No application shall be forwarded by the county clerk to the county council unless and until the application fee has been paid. See Consolidated Fee Schedule for fee amount.

L. The county council, upon receipt of the application and accompanying materials from the county clerk, shall place the matter on its agenda for consideration.

M. The granting of a consent to a state restaurant liquor license is deemed a policy decision and therefor shall be under the authority and responsibility of the county council. All consents must be approved by the county council.

5.08.050: PROCEDURES:

A. In granting any consent, the county council shall give consideration to the locality upon which the proposed resort restaurant is to be operated in its proximity to any existing similar establishments possessing similar licenses, its proximity to any school, church,

library, public park, playground or wilderness, public recreation or recreational area, or residential area; and to the potential impact of the granting of such license and the use of the premises as a state restaurant liquor outlet upon traffic and highway safety and the surrounding area.

B. No consent shall be granted to the applicant until he shows that he has filed with the county clerk a bond payable to Cache County in the amount of ten thousand dollars (\$10,000.00). The bond shall be in a form approved by the county attorney and shall be conditioned upon the applicant's faithful compliance with this chapter and the rules and regulations established by the county. If the bond is cancelled due to the applicant's negligence, the county may assess a reinstatement fee. See Consolidated Fee Schedule for fee amount. No part of any cash or corporate bond so posted may be withdrawn during the period that the consent is in effect or while revocation proceedings are pending against the applicant. The bond filed may be forfeited if the consent is revoked.

C. No consent shall be issued until the applicant has first procured from the county health department a permit certifying that the premises are in sanitary condition and the equipment used complies with all health regulations of the state of Utah and Cache County.

D. Each application shall be accompanied by a cashier's check payable to Cache County, as and for a nonrefundable application fee which shall be deemed to cover county expenses in the application process. See Consolidated Fee Schedule for fee.

5.08.080: ANNUAL FEES:

There shall be an annual fee for a consent to a state restaurant liquor license, in addition to the application fee, which shall be payable on or before October 31 of each year. See Consolidated Fee Schedule for amount of fee.

5.08.090: TRANSFERS:

Consents issued by the county may be transferred from one premises to another or from the applicant to any successor or assign only upon the specific written consent of the county council. Any proposed transferee or new premises must meet all the qualifications of the original licensee and premises, including the payment of a nonrefundable application fee. See Consolidated Fee Schedule for amount of fee.

6.08.010: LICENSING OF DOGS:

A. It shall be unlawful for any person or other entity to own, keep, maintain or have permanent or temporary custody of a dog within the limits of Cache County, exclusive of the incorporated areas, without obtaining and possessing a current license or certificate of registration of the dog.

B. There shall be an annual license fee. See Consolidated Fee Schedule for amount of fee.

C. Dogs are required to be licensed at the age of six (6) months.

D. It shall be unlawful for any person or other entity to own, keep, maintain, or have permanent or temporary custody of a dog within the limits of Cache County, exclusive of the incorporated areas, without having affixed to the dog a collar, which shall be worn at all times by the dog, with a current metallic license tag attached to said collar.

E. No dog license shall be transferable to another dog.

F. Replacement tags may be issued by the county clerk or animal control officer upon presentation of the receipt showing payment of the license fee and the payment for such replacement.

G. It shall be unlawful for any person to remove a license tag from a dog not owned, kept, maintained, or in the temporary or permanent custody of that person.

8.40.040: APPLICATION PROCEDURE, DEADLINES, SUBMITTAL REQUIREMENTS, AND FEES:

A. Application Submittal: Each applicant for a special event permit must submit a special event application and fee to the Cache County Development Services Department for review. The application form must reflect the requirements of this code. See Consolidated Fee Schedule for amount of fee.

1. Special event applications can be submitted no earlier than six (6) months prior to the date of the event.

2. Applications must be submitted at least forty five (45) calendar days in advance of the special event.

3. Applications submitted fewer than forty five (45) calendar days in advance of the special event will not be accepted, unless the following criteria are all met:

- a. The special event applicant is a first-time applicant;
- b. The director or designee determines there is still adequate time to review the application; and
- c. Double application fees are paid to defray the increased costs of expediting the application.

B. Submittal Requirements: All applications for special event permits shall be made on a special event permit application form and shall include the following information:

1. Type and description of event;
2. Name of person or entity organizing the event, contact person, address and telephone number;
3. Proposed date(s) of the event, together with beginning and ending times for each date;
4. Proposed location, including a plat or map of the area to be used, including any barricade, street route plans, or perimeter/security fencing;
5. Written approval of the property owner, if the applicant is not the owner of the property on which the special event is to take place.
6. Estimated numbers of event staff, participants and spectators;
7. Public health plans, including plans for culinary water supplies, solid waste collections and disposal and waste water (toilet facilities);
8. Fire prevention and emergency medical services plans;
9. Security plans and/or law enforcement response;
10. Admission fee, donation, or other consideration to be charged or requested;
11. Plans for parking;

12. Proof that the applicant has obtained any applicable county, state, or other governmental agency approvals, permits, or licenses; and

13. Signature of applicant.

C. Fees:

1. Application Fee: Each special event permit application must be accompanied by the non-refundable application fee. See Consolidated Fee Schedule for amount of fee. All application fees are due upon application. Applications will be considered incomplete until the application fee is paid in full.

2. Fee Exemption: The following special events are exempt from the non-refundable application fee but may be subject to the fees of other agencies or departments:

- a. Expressive activity;
- b. Event sponsored by a religious organization on private property;
- c. Event sponsored in whole or part by the county or a municipality;
- d. Block party or family reunion;
- e. Revenue-raising event where the revenue directly benefits the Cache County government; and
- f. Events where the county or a municipality is the primary sponsor.

3. County Services Fees: Upon review of a completed special event permit application by the departments listed in section 8.40.050B, the individual departments will provide the applicant with an estimate of their fees based on the estimated costs for county services arising from the event. The applicant must pay those additional fees directly to the individual departments providing services for the event, and the fees must be paid prior to the issuance of the special event permit.

4. No Vested Right: The payment of fees and/or acceptance of fees by the county does not constitute approval, vesting, or signify that the application is complete or appropriate in any manner. The collection of the non-refundable application fee is required to begin the review process.

15.04.040: FEES:

Building permit fee schedules including plan review fees shall be based on the total valuation of the proposed project and be adopted by a resolution of the county council. See Consolidated Fee Schedule for amount of fee.

15.12.010: ESTABLISHED; FEES:

A. Pursuant to the provisions of Utah Code Annotated section 17-23-19, the public land corner preservation fund is established. Monies generated for the fund shall be used only to pay expenses incurred in the establishment, reestablishment, and maintenance of corners of government surveys pursuant to the powers and duties provided under title 17, chapter 23, and title 57, chapter 10, of the Utah Code Annotated, 1953.

B. The county shall establish a fee schedule for filing maps, records of survey, road dedication plats, and other property plats in the development services office. All monies collected from these identified fees shall be used for the public land corner preservation fund. 435-535-6803

16.03.030: PRELIMINARY SUBDIVISION PLAT REQUIREMENTS:

The following information is required for the subdivision of all lands located within Cache County. The applicant may be required to provide other information as required by the Director of Development Services, Planning Commission, and/or County Council necessary to evaluate the proposed subdivision.

A. An application for a subdivision, provided by the Director, completed and signed by the owner(s), or authorized agent of the owner(s), of the land parcel(s) proposed to be subdivided.

B. A preliminary subdivision plat shall be prepared by a licensed land surveyor in pen and the sheets shall be numbered in sequence if more than one sheet is used or required by the Director.

C. The preliminary subdivision plat shall show the following:

1. The layout or configuration of the proposed subdivision at a scale of no more than one inch equals one hundred feet (1" = 100'), or as recommended by the Director;
2. Located at the top and center of the subdivision plat the proposed name of the subdivision and the section, township, range, principal median, and county of its location;
3. A title block, placed on the lower right hand corner of the plat showing:
 - a. Name and address of owner(s) of record; and
 - b. Name and address of the licensed land surveyor responsible for preparing the preliminary plat; and
 - c. Date of preparation of the preliminary subdivision plat, and any revision dates;
4. Signature blocks prepared, as required and provided by the county, for the dated signatures of the Planning Commission Chair, Deputy County Surveyor, County Attorney, County Recorder and Bear River Board of Health Director;
5. North arrow, graphic and written scale, and the basis of bearings used;
6. Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to the nearest hundredth acre;
7. Tabulation of the number of acres in the proposed subdivision, showing the total number of lots, and the areas of each lot;
8. A vicinity map of the site at a minimum scale of one inch equals two thousand feet (1" = 2,000');
9. Surveyed boundary of the proposed subdivision; accurate in scale, dimension, and bearing; giving the location of and ties to the nearest two (2) existing government control monuments. This information shall provide data sufficient to determine readily the location, bearing, and length of all lines and the location of all proposed monuments. The names of all adjoining property owners shall be shown;
10. A legal description of the entire subdivision site boundary;
11. All existing monuments found during the course of the survey (including a physical description such as "brass cap");
12. Identification of known natural features including, but not limited to, wetlands as identified by the U.S. Army Corps of Engineers, areas which would be covered in the event of one hundred (100) year floods, all water bodies, floodways and drainage ways, slopes

exceeding twenty percent (20%) and slopes exceeding thirty percent (30%), and any other natural features as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site, including a tabulation of the acres in each;

13. Identification of known manmade features including, but not limited to, high voltage power lines, high pressure gas lines, hard surfaced roads, road easements, road rights-of-way, bridges, culverts and drainage channels, field drains, existing water and sewer trunk lines, all utility easements, railroads and railroad easements, irrigation ditches, canals and canal easements within and adjacent to the subdivision site as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site;

14. The location and dimensions of all existing buildings, existing property lines and fence lines;

15. The location with name and parcel number of all existing platted lots within, or contiguous to the subdivision site;

16. All lots, rights-of-way, and easements created by the subdivision with their boundary, bearings, lengths, widths, name, number, or purpose, shall be given. The addresses of all lots shall be shown. All proposed new roads, whether public or private, shall be numbered, as provided by the Development Services Department, with the coordinates to proposed connections to existing county roads being shown;

17. All existing and proposed roadway locations and dimensions, including the width of the driving surface and the rights-of-way, with cross sections of all proposed roads. All proposed roads shall be designed to comply with the adopted road standards of Cache County;

18. Location and size of existing and proposed culinary water and sewer lines and/or, the location of all wells proposed, active and abandoned, and springs used for culinary water and the location of all septic systems and drain fields, as applicable, and the location of fire hydrants, and secondary water facilities if proposed as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site shall be shown;

19. Proposed storm water drainage system for both surface and flood water, including any drainage easements and natural drainage ways, indicating how the flow will be altered with the proposed development;

20. Layout of proposed power lines, including the source and connection to the existing power supply, together with the location of existing and proposed bridges, culverts, utilities, utility easements, and any common space or open space areas including the location and dimensions of all property proposed to be set aside for public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation;

21. Located on the preliminary plat, or separate map, the identification of the minimum building setback lines for each lot shall be shown;

22. An indication of the use for all proposed lots including required plat notes identifying agricultural protection areas, and other proposed or required protective and restrictive covenants;

23. Endorsement on the plat by every person having a security interest in the subdivision property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property;

24. All monuments erected, corners, and other points established in the field in their proper places. The material of which the monuments, corners, or other points are made shall be noted. The legend for metal monuments shall indicate the kind of metal, the diameter, and length of the monuments;

25. A letter or other written form of consent by the owner including a reference to the named subdivision and the dedication of public ways or spaces, as required. This shall be signed, dated, and notarized;

26. A surveyor's certificate showing the name and registration number of the land surveyor responsible for making the final plat, and certifying to the plat's accuracy. A simple subdivision may not require a full survey, but instead may be completed through a metes and bounds determination. A waiver form shall be approved by the Cache County Recorder, the County Surveyor (or their representative), and the Director;

27. Any subdivision notes as required by the Director. An approved list of all possible notes and their applicability shall be maintained by staff.

D. A title report for the property proposed to be subdivided provided by a title company within thirty (30) days of the date of subdivision application.

E. A development phasing schedule (if applicable) including the sequence for each phase, approximate size in area of each phase, and proposed phasing of construction of all private and public improvements.

F. A tax clearance from the Cache County Treasurer indicating that all taxes, interest and penalties owing for the property have been paid.

G. The names and addresses of all owners of record of real property within three hundred feet (300') of the parcel of land proposed for subdivision, including the names and addresses of the holders of any known valid mineral leases.

H. Payment of the non-refundable administrative processing fee, and a refundable preliminary plat application fee. See Consolidated Fee Schedule for amount of fee.

17.14.110: FEES:

Any person filing an application for approval of a master plan or development plan application under the RR zone shall pay a fee. See Consolidated Fee Schedule for amount of fee.

17.20.040: APPLICATION AND REVIEW PROCEDURE:

A. Conditional Use Permit:

1. All requests shall be reviewed and considered consistent with the procedures for the review of a conditional use as provided in section 17.06.050 of this title, the standards of this chapter, and must include the following:

- a. A completed application signed by the applicant.
- b. A copy of the lease or a letter of authorization from property owner evidencing the applicant's authority to pursue a conditional use permit.
- c. As defined by the FCC under FCC report and order FCC 14-153, identify if the proposal qualifies as a substantial change.
- d. A development plan prepared and certified by an appropriate professional that consists of:
 - (1) Property boundaries, setbacks, topography, elevation views, and dimensions of improvements drawn to scale.
 - (2) A written description and scaled drawings of the proposed support structure, including structure height, ground and structure design, and proposed materials.
 - (3) The number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure.
 - (4) A line of sight diagram or photo simulation, showing the proposed support structure set against the skyline and viewed from at least three (3) directions within the surrounding areas.
- e. A copy of the supporting federal certifications as follows:
 - (1) Federal communications commission (FCC) license for the facility, or a signed, notarized statement from the owner and/or operator of the facility attesting that the facility complies with all current FCC regulations.
 - (2) Certification by an appropriate professional that the proposed facility will comply with all of the applicable standards of the American National Standards Institute (ANSI), the Electronics Industries Association standard for antenna towers and antenna support structures, and any other applicable technical and structural codes.
- f. A written description of how the proposed facility fits into the applicant's telecommunication network. As part of this description, the applicant shall describe anticipated maintenance needs, including frequency of service, personnel needs, equipment needs, and traffic, noise, or safety impacts of such maintenance. In all cases, the equipment at a telecommunication facility shall be automated to the greatest extent possible to reduce traffic, congestion, and noise associated with maintenance and upkeep of the facility.
- g. Application fee.

B. Administrative Zoning Clearance:

- 1. All requests must include the following:
 - a. A completed zoning clearance application signed by the applicant.
 - b. A copy of the lease or a letter of authorization from property owner evidencing the applicant's authority to pursue a zoning clearance.
 - c. As defined by the FCC under FCC report and order FCC 14-153, provide supporting documentation that identifies if the proposal qualifies as a substantial change.
 - d. A development plan prepared and certified by an appropriate professional that consists of:
 - (1) Graphic and written descriptions of proposed improvements related to the requirements listed in this chapter and including property boundaries, setbacks,

topography, elevation views, dimensions of improvements, the number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure.

e. Application fee. See Consolidated Fee Schedule for amount of fee.

C. Exempt: No application or review required.

REDLINE VERSION OF AMENDMENTS:

2.64.100: FEES:

A. Fees for copies of records and services shall be charged on a reasonable basis to reimburse the county for the actual costs of duplication and compilation of a record in a form other than that regularly maintained by the county. No fees shall be charged to inspect public records.

B. Fee amounts specified by statute shall be imposed and collected by the responsible department. The responsible department may waive charges if the department head determines that:

1. Releasing the record primarily benefits the public rather than an individual person;
2. The individual requesting the record is the subject of the record; or
3. The requester's rights are directly implicated by the information in the record and the requester is impecunious.

C. The county shall charge a fee equivalent to the cost of services provided to an individual and any public or private agency for those individual's or agency's sole or personal use. Services or information provided to any individual or any agency for resale shall be charged at the fair market value of such services or information; provided, that such fee shall be never less than the full cost incurred by the county in the provision of such information or services.

D. The county records committee, in cooperation with the county records manager, shall review the full cost of providing records services at least annually and make recommendations to the county council.

E. The county council shall approve all fee schedules for use by all county departments.

F. Fee schedules shall be uniform throughout the county.

G. If a request for a record requires extraordinary services, the requester shall be given an estimate of approximate costs before such extraordinary costs are accrued.

H. Payment of fees shall be required at the time records are made and delivered to the requesting party, except that if fees are anticipated to exceed fifty dollars (\$50.00), the department from which the record is requested may require payment in advance in full or in part.

I. Fees shall be enumerated in the Consolidated Fee Schedule approved by the County Council.

2.70.040: PROPOSAL AND APPROVAL OF AGRICULTURE PROTECTION AREA:

A. Filing Procedure: Any owner or owners of land in agricultural production may file a proposal for creation of an agriculture protection area with the county executive by completing forms approved by the county executive and filing the forms in the office of the county executive. The county executive or other person(s) designated by the county executive to receive and process proposals shall accept and process such forms only if they are properly completed and accompanied by the filing fee as provided in this section. The proposal shall contain the following information:

1. The land in agricultural production that the proposal sponsors wish to become part of an agriculture protection area;

2. Any limits on the type of agriculture production to be allowed within the agriculture protection area; and

3. For each parcel of land:

- a. The owners of the land contained within the parcel;

- b. The tax parcel number or account number of each parcel; and

- c. The number or account number of acres as listed on the parcel tax records.

B. Notice Requirements: The county executive shall provide notice of the proposal for an agriculture protection area as required by title 17, chapter 41, Utah Code Annotated, 1953, as amended.

C. Review Of Proposal:

1. After fifteen (15) days from the date of the notice, the county executive shall refer the proposal, and any proposed modifications and objections to the proposal, to the advisory board and planning commission for their review, comment and recommendations.

2. Within forty five (45) days after receipt of the proposal, the advisory board and planning commission shall each submit a report to the Cache County council relative to their review, comments and recommendations as provided in title 17, chapter 41, Utah Code Annotated, 1953, as amended.

3. After receipt of the reports from the advisory board and planning commission, or after forty five (45) days have expired, whichever is earlier, the Cache County council shall schedule a public hearing and provide notice of the same, conduct a public hearing, and act on the same as required by title 17, chapter 41, Utah Code Annotated, 1953, as amended.

D. Minimum Size For Agriculture Protection Area: At least five (5) continuous acres within Cache County must be included in each agriculture protection area.

E. Fees For Accepting And Processing Agriculture Protection Area Proposals: Any person or persons filing a proposal to create an agriculture protection area pursuant to title 17, chapter 41, Utah Code Annotated, 1953, as amended, shall pay a fee at the time of filing.

~~The fee for accepting and processing a proposal to create an agriculture protection area shall be two hundred dollars (\$200.00). See Consolidated Fee Schedule for fee amount. This fee includes all costs associated with processing agriculture protection area proposals. The fee amount may be modified by resolution of the county council of Cache County, Utah.~~

F. Adding Land To An Agriculture Protection Area:

1. Any owner of land may add land to an existing agriculture protection area by:

- a. Filing a proposal with the county executive; and

- b. Obtaining approval of the Cache County council for the addition of the land to the area.

2. The Cache County council shall comply with the provisions for creating an agriculture protection area in determining whether or not to accept the proposal.

G. Removing Land From An Agriculture Protection Area:

1. Any owner may remove land from an agriculture protection area by filing a petition for removal of the land from the agriculture protection area with the county executive.

2. The Cache County council shall:

a. Grant the petition for removal of land from an agriculture protection area even if removal of the land would result in an agriculture protection area of less than the number of acres established by the Cache County council as the minimum under this section; and

b. In order to give constructive notice of the removal to all persons who have acquired or who may acquire an interest in land in or adjacent to the agriculture protection area and the land removed from the agriculture protection area, file a legal description of the revised agriculture protection area with the Cache County recorder and the planning commission.

3. The remaining land in the agriculture protection area is still an agriculture protection area.

4. When a municipality annexes any land that is part of an agriculture protection area, the Cache County council shall, within thirty (30) days after the land is annexed, review the feasibility of that land remaining in the agriculture protection area according to the procedures and requirements of title 17, chapter 41, Utah Code Annotated, 1953, as amended. If appropriate, the Cache County council shall remove the annexed land from the agriculture protection area.

H. Review Of Agriculture Protection Area:

1. The county council shall review any agriculture protection area created under the authorization of this chapter in the twentieth calendar year after it is created.

2. In the twentieth calendar year, the Cache County council shall:

a. Request the planning commission and advisory board to submit recommendations about whether the agriculture protection area should be continued, modified, or terminated;

b. At least one hundred twenty (120) days before the end of the calendar year hold a public hearing to discuss whether the agriculture protection area should be continued, modified, or terminated;

c. Give notice of the hearing using the same procedures for any notice employed to establish an agriculture protection area; and

d. After the public hearing, continue, modify, or terminate the agriculture protection area.

3. If the Cache County council modifies or terminates the agriculture protection area, it shall file an executed document containing the legal description of the agriculture protection area with the Cache County recorder.

4. If the Cache County council does not affirmatively continue, modify, or terminate the agriculture protection area in the twentieth calendar year, the agriculture protection area is considered to be reauthorized for another twenty (20) years.

3.84.090: PROCEDURES FOR RECORDING TAX DEEDS:

A. Upon payment, the county treasurer will issue a temporary receipt. Within sixty (60) days of the date of the sale and after approval of all sales by the county council and after recordation, the county auditor will mail the tax deed to the name and address listed on the bid sheet and bidder registration form. Deeds issued by the county auditor shall recite the following:

1. The total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid for the execution and delivery of the deed;
2. The year for which the property was assessed, the year the property became delinquent, and the year the property was subject to tax sale;
3. A full description of the property; and
4. The name of the grantee.

B. When the deed is executed and delivered by the county auditor, it shall be prima facie evidence of the regularity of all proceedings subsequent to the date the taxes initially became delinquent and of the conveyance of the property to the grantee in fee simple.

C. The deed issued by the county auditor under this section shall be recorded by the county recorder.

D. The fee for the recording shall be included in the administrative costs of the sale. **See Consolidated Fee Schedule for fee amount.**

5.04.040: FEES:

Fees shall be assessed for the issuance or renewal of any business license, including late fees, ~~according to a fee schedule adopted by the County Council by resolution.~~ **See Consolidated Fee Schedule for fee amount.**

5.04.060: PAYMENT DATE:

A. All license fees shall be due and payable on or before February 1 of each and every year for which the license is issued or renewed.

B. If any license fee is not paid before its due date, a **penalty late fee** may be added to the original fee, in accordance with the **Consolidated Fee Schedule** adopted by the County Council ~~by resolution~~, and no license shall be issued until all fees and **penalties late fees** have been paid in full. **See Consolidated Fee Schedule for late fee amounts.**

5.08.040: APPLICATION FOR CONSENTS TO STATE RESTAURANT LIQUOR LICENSES:

A. Applications for consents to state restaurant liquor license shall be verified and filed in duplicate with the county clerk. The applicant shall provide all information required on the application form provided by the county clerk. The county clerk shall submit a copy of the application to the county executive.

B. The information to be provided by the applicant shall include, but not be limited to, the applicant's full name, and if the applicant is a partnership or a corporation, then in addition, the names and addresses of all partners, managers, officers, directors or stockholders, and such other information as may be required by the county.

C. Each applicant must be over the age of twenty one (21) years, a citizen of the United States and the state of Utah, of good moral character, and a fit and proper person to be granted a consent to a state restaurant liquor license. In the event that the applicant is a partnership or a corporation, the partnership or corporation must be duly registered to do business in the state of Utah, possess a business license from Cache County, and be a fit and proper entity to be granted a consent to a state restaurant liquor license.

D. Each applicant must provide a copy of the applicant's current business license and a copy of the application submitted for a state restaurant liquor license to the state of Utah.

E. No consent shall be granted to an applicant who has been convicted of a felony under federal or state law; convicted of any violation of federal or state law or local ordinance concerning the sale, manufacture, distribution, warehousing, adulteration or transportation of alcoholic beverages; nor convicted of any crime involving moral turpitude. If the applicant is a partnership or corporation, no consent shall be granted to the applicant if any partner, managing agent, officer, director or stockholder holding at least twenty percent (20%) of the stock or interest in the applicant partnership or corporation has been convicted of any such offense.

F. In the event that any such conviction occurs during the term of the license, the county shall have the authority to immediately withdraw its consent.

G. No consent shall be issued unless and until the Cache County sheriff's office has made a diligent check of the applicable records and provides a copy of the criminal record, if any, of the applicant to the county clerk.

H. No consent shall be issued unless and until the applicant provides written approval from the Utah department of transportation, if access to the proposed premises is to and from a state highway; or from the Cache County road department, if access is to and from a county road, approving the access for the proposed use.

I. No consent shall be issued until the applicant has first procured from the county health department a permit certifying that the premises is in sanitary condition and the equipment used complies with all health regulations of the state of Utah and Cache County.

J. The applicant must provide written confirmation from the development services department that the premises for which the license is sought is within a zone permitting the establishment of a state restaurant liquor outlet.

K. Upon the receipt by the county clerk of the completed application form, copies of the applicant's current business license and application for state restaurant liquor license, the report of the sheriff's office, written approval from the Utah department of transportation or Cache County road department and written confirmation from the development services department as to the zone of the premises, and a permit from the county health department, then the county clerk shall submit those materials and any other attachments or documents necessary and pertinent to the application to the county council. No application shall be forwarded by the county clerk to the county council unless and until the application fee has been paid. **See Consolidated Fee Schedule for fee amount.**

L. The county council, upon receipt of the application and accompanying materials from the county clerk, shall place the matter on its agenda for consideration.

M. The granting of a consent to a state restaurant liquor license is deemed a policy decision and therefor shall be under the authority and responsibility of the county council. All consents must be approved by the county council.

5.08.050: PROCEDURES:

A. In granting any consent, the county council shall give consideration to the locality upon which the proposed resort restaurant is to be operated in its proximity to any existing similar establishments possessing similar licenses, its proximity to any school, church,

library, public park, playground or wilderness, public recreation or recreational area, or residential area; and to the potential impact of the granting of such license and the use of the premises as a state restaurant liquor outlet upon traffic and highway safety and the surrounding area.

B. No consent shall be granted to the applicant until he shows that he has filed with the county clerk a bond payable to Cache County in the amount of ten thousand dollars (\$10,000.00). The bond shall be in a form approved by the county attorney and shall be conditioned upon the applicant's faithful compliance with this chapter and the rules and regulations established by the county. If the bond is cancelled due to the applicant's negligence, the county may assess a reinstatement fee ~~of three hundred dollars (\$300.00)~~. **See Consolidated Fee Schedule for fee amount.** No part of any cash or corporate bond so posted may be withdrawn during the period that the consent is in effect or while revocation proceedings are pending against the applicant. The bond filed may be forfeited if the consent is revoked.

C. No consent shall be issued until the applicant has first procured from the county health department a permit certifying that the premises are in sanitary condition and the equipment used complies with all health regulations of the state of Utah and Cache County.

D. Each application shall be accompanied by a cashier's check ~~in the amount of five hundred dollars (\$500.00)~~, payable to Cache County, as and for a nonrefundable application fee which shall be deemed to cover county expenses in the application process. **See Consolidated Fee Schedule for fee.**

5.08.080: ANNUAL FEES:

~~There shall be an annual fee for a consents to a state restaurant liquor licenses, in addition to the application fee, shall be three hundred dollars (\$300.00), which shall be payable on or before October 31 of each year.~~ **See Consolidated Fee Schedule for amount of fee.**

5.08.090: TRANSFERS:

Consents issued by the county may be transferred from one premises to another or from the applicant to any successor or assign only upon the specific written consent of the county council. Any proposed transferee or new premises must meet all the qualifications of the original licensee and premises, including the payment of a nonrefundable application fee. **See Consolidated Fee Schedule for amount of fee.**

6.08.010: LICENSING OF DOGS:

A. It shall be unlawful for any person or other entity to own, keep, maintain or have permanent or temporary custody of a dog within the limits of Cache County, exclusive of the incorporated areas, without obtaining and possessing a current license or certificate of registration of the dog.

B. There shall be an annual license fee ~~of ten dollars (\$10.00) per dog. Such license fee may be changed at any time by the Cache County council by resolution.~~ **See Consolidated Fee Schedule for amount of fee.**

C. Dogs are required to be licensed at the age of six (6) months.

D. It shall be unlawful for any person or other entity to own, keep, maintain, or have permanent or temporary custody of a dog within the limits of Cache County, exclusive of the incorporated areas, without having affixed to the dog a collar, which shall be worn at all times by the dog, with a current metallic license tag attached to said collar.

E. No dog license shall be transferable to another dog.

F. Replacement tags may be issued by the county clerk or animal control officer upon presentation of the receipt showing payment of the license fee and the payment for such replacement.

G. It shall be unlawful for any person to remove a license tag from a dog not owned, kept, maintained, or in the temporary or permanent custody of that person.

8.40.040: APPLICATION PROCEDURE, DEADLINES, SUBMITTAL REQUIREMENTS, AND FEES:

A. Application Submittal: Each applicant for a special event permit must submit a special event application and fees to the Cache County Development Services Department for review. The application form must reflect the requirements of this code. ~~See Consolidated Fee Schedule for amount of fee. Fees must be approved by the County Council.~~

1. Special event applications can be submitted no earlier than six (6) months prior to the date of the event.

2. Applications must be submitted at least forty five (45) calendar days in advance of the special event.

3. Applications submitted fewer than forty five (45) calendar days in advance of the special event will not be accepted, unless the following criteria are all met:

- a. The special event applicant is a first-time applicant;
- b. The director or designee determines there is still adequate time to review the application; and
- c. Double application fees are paid to defray the increased costs of expediting the application.

B. Submittal Requirements: All applications for special event permits shall be made on a special event permit application form and shall include the following information:

1. Type and description of event;
2. Name of person or entity organizing the event, contact person, address and telephone number;
3. Proposed date(s) of the event, together with beginning and ending times for each date;
4. Proposed location, including a plat or map of the area to be used, including any barricade, street route plans, or perimeter/security fencing;
5. Written approval of the property owner, if the applicant is not the owner of the property on which the special event is to take place.
6. Estimated numbers of event staff, participants and spectators;
7. Public health plans, including plans for culinary water supplies, solid waste collections and disposal and waste water (toilet facilities);
8. Fire prevention and emergency medical services plans;

9. Security plans and/or law enforcement response;
10. Admission fee, donation, or other consideration to be charged or requested;
11. Plans for parking;
12. Proof that the applicant has obtained any applicable county, state, or other governmental agency approvals, permits, or licenses; and
13. Signature of applicant.

C. Fees:

1. Application Fee: Each special event permit application must be accompanied by the non-refundable application fee. ~~according to the Development Services Office fee schedule.~~ See Consolidated Fee Schedule for amount of fee. All application fees are due upon application. Applications will be considered incomplete until the application fee is paid in full.

2. Fee Exemption: The following special events are exempt from the non-refundable application fee but may be subject to the fees of other agencies or departments:

- a. Expressive activity;
- b. Event sponsored by a religious organization on private property;
- c. Event sponsored in whole or part by the county or a municipality;
- d. Block party or family reunion;
- e. Revenue-raising event where the revenue directly benefits the Cache County government; and
- f. Events where the county or a municipality is the primary sponsor.

3. County Services Fees: Upon review of a completed special event permit application by the departments listed in section 8.40.050B, the individual departments will provide the applicant with an estimate of their fees based on the estimated costs for county services arising from the event. The applicant must pay those additional fees directly to the individual departments providing services for the event, and the fees must be paid prior to the issuance of the special event permit.

4. No Vested Right: The payment of fees and/or acceptance of fees by the county does not constitute approval, vesting, or signify that the application is complete or appropriate in any manner. The collection of the non-refundable application fee is required to begin the review process.

15.04.040: FEES:

Building permit fee schedules including plan review fees shall be based on the total valuation of the proposed project and be adopted by a resolution of the county council. See Consolidated Fee Schedule for amount of fee.

15.12.010: ESTABLISHED; FEES:

A. Pursuant to the provisions of Utah Code Annotated section 17-23-19, the public land corner preservation fund is established. Monies generated for the fund shall be used only to pay expenses incurred in the establishment, reestablishment, and maintenance of corners

of government surveys pursuant to the powers and duties provided under title 17, chapter 23, and title 57, chapter 10, of the Utah Code Annotated, 1953.

B. The county shall establish a fee schedule, ~~adopted by resolution~~, for filing maps, records of survey, road dedication plats, and other property plats in the development services office. All monies collected from these identified fees shall be used for the public land corner preservation fund.

16.03.030: PRELIMINARY SUBDIVISION PLAT REQUIREMENTS:

The following information is required for the subdivision of all lands located within Cache County. The applicant may be required to provide other information as required by the Director of Development Services, Planning Commission, and/or County Council necessary to evaluate the proposed subdivision.

A. An application for a subdivision, provided by the Director, completed and signed by the owner(s), or authorized agent of the owner(s), of the land parcel(s) proposed to be subdivided.

B. A preliminary subdivision plat shall be prepared by a licensed land surveyor in pen and the sheets shall be numbered in sequence if more than one sheet is used or required by the Director.

C. The preliminary subdivision plat shall show the following:

1. The layout or configuration of the proposed subdivision at a scale of no more than one inch equals one hundred feet (1" = 100'), or as recommended by the Director;
2. Located at the top and center of the subdivision plat the proposed name of the subdivision and the section, township, range, principal median, and county of its location;
3. A title block, placed on the lower right hand corner of the plat showing:
 - a. Name and address of owner(s) of record; and
 - b. Name and address of the licensed land surveyor responsible for preparing the preliminary plat; and
 - c. Date of preparation of the preliminary subdivision plat, and any revision dates;
4. Signature blocks prepared, as required and provided by the county, for the dated signatures of the Planning Commission Chair, Deputy County Surveyor, County Attorney, County Recorder and Bear River Board of Health Director;
5. North arrow, graphic and written scale, and the basis of bearings used;
6. Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to the nearest hundredth acre;
7. Tabulation of the number of acres in the proposed subdivision, showing the total number of lots, and the areas of each lot;
8. A vicinity map of the site at a minimum scale of one inch equals two thousand feet (1" = 2,000');
9. Surveyed boundary of the proposed subdivision; accurate in scale, dimension, and bearing; giving the location of and ties to the nearest two (2) existing government control monuments. This information shall provide data sufficient to determine readily the location, bearing, and length of all lines and the location of all proposed monuments. The names of all adjoining property owners shall be shown;

10. A legal description of the entire subdivision site boundary;
11. All existing monuments found during the course of the survey (including a physical description such as "brass cap");
12. Identification of known natural features including, but not limited to, wetlands as identified by the U.S. Army Corps of Engineers, areas which would be covered in the event of one hundred (100) year floods, all water bodies, floodways and drainage ways, slopes exceeding twenty percent (20%) and slopes exceeding thirty percent (30%), and any other natural features as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site, including a tabulation of the acres in each;
13. Identification of known manmade features including, but not limited to, high voltage power lines, high pressure gas lines, hard surfaced roads, road easements, road rights-of-way, bridges, culverts and drainage channels, field drains, existing water and sewer trunk lines, all utility easements, railroads and railroad easements, irrigation ditches, canals and canal easements within and adjacent to the subdivision site as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site;
14. The location and dimensions of all existing buildings, existing property lines and fence lines;
15. The location with name and parcel number of all existing platted lots within, or contiguous to the subdivision site;
16. All lots, rights-of-way, and easements created by the subdivision with their boundary, bearings, lengths, widths, name, number, or purpose, shall be given. The addresses of all lots shall be shown. All proposed new roads, whether public or private, shall be numbered, as provided by the Development Services Department, with the coordinates to proposed connections to existing county roads being shown;
17. All existing and proposed roadway locations and dimensions, including the width of the driving surface and the rights-of-way, with cross sections of all proposed roads. All proposed roads shall be designed to comply with the adopted road standards of Cache County;
18. Location and size of existing and proposed culinary water and sewer lines and/or, the location of all wells proposed, active and abandoned, and springs used for culinary water and the location of all septic systems and drain fields, as applicable, and the location of fire hydrants, and secondary water facilities if proposed as required by the Director, Planning Commission, or County Council for the entire or a portion of the subdivision site shall be shown;
19. Proposed storm water drainage system for both surface and flood water, including any drainage easements and natural drainage ways, indicating how the flow will be altered with the proposed development;
20. Layout of proposed power lines, including the source and connection to the existing power supply, together with the location of existing and proposed bridges, culverts, utilities, utility easements, and any common space or open space areas including the location and dimensions of all property proposed to be set aside for public or private reservation, with designation of the purpose of those set aside, and conditions, if any, of the dedication or reservation;

21. Located on the preliminary plat, or separate map, the identification of the minimum building setback lines for each lot shall be shown;

22. An indication of the use for all proposed lots including required plat notes identifying agricultural protection areas, and other proposed or required protective and restrictive covenants;

23. Endorsement on the plat by every person having a security interest in the subdivision property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property;

24. All monuments erected, corners, and other points established in the field in their proper places. The material of which the monuments, corners, or other points are made shall be noted. The legend for metal monuments shall indicate the kind of metal, the diameter, and length of the monuments;

25. A letter or other written form of consent by the owner including a reference to the named subdivision and the dedication of public ways or spaces, as required. This shall be signed, dated, and notarized;

26. A surveyor's certificate showing the name and registration number of the land surveyor responsible for making the final plat, and certifying to the plat's accuracy. A simple subdivision may not require a full survey, but instead may be completed through a metes and bounds determination. A waiver form shall be approved by the Cache County Recorder, the County Surveyor (or their representative), and the Director;

27. Any subdivision notes as required by the Director. An approved list of all possible notes and their applicability shall be maintained by staff.

D. A title report for the property proposed to be subdivided provided by a title company within thirty (30) days of the date of subdivision application.

E. A development phasing schedule (if applicable) including the sequence for each phase, approximate size in area of each phase, and proposed phasing of construction of all private and public improvements.

F. A tax clearance from the Cache County Treasurer indicating that all taxes, interest and penalties owing for the property have been paid.

G. The names and addresses of all owners of record of real property within three hundred feet (300') of the parcel of land proposed for subdivision, including the names and addresses of the holders of any known valid mineral leases.

H. Payment of the non-refundable administrative processing fee, and a refundable preliminary plat application fee, ~~as established by resolution by the County Council.~~ See Consolidated Fee Schedule for amount of fee.

17.14.110: FEES:

Any person filing an application for approval of a master plan or development plan application under the RR zone shall pay a fee ~~as established by resolution adopted by the county council.~~ See Consolidated Fee Schedule for amount of fee.

17.20.040: APPLICATION AND REVIEW PROCEDURE:

A. Conditional Use Permit:

1. All requests shall be reviewed and considered consistent with the procedures for the review of a conditional use as provided in section 17.06.050 of this title, the standards of this chapter, and must include the following:

- a. A completed application signed by the applicant.
- b. A copy of the lease or a letter of authorization from property owner evidencing the applicant's authority to pursue a conditional use permit.
- c. As defined by the FCC under FCC report and order FCC 14-153, identify if the proposal qualifies as a substantial change.
- d. A development plan prepared and certified by an appropriate professional that consists of:
 - (1) Property boundaries, setbacks, topography, elevation views, and dimensions of improvements drawn to scale.
 - (2) A written description and scaled drawings of the proposed support structure, including structure height, ground and structure design, and proposed materials.
 - (3) The number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure.
 - (4) A line of sight diagram or photo simulation, showing the proposed support structure set against the skyline and viewed from at least three (3) directions within the surrounding areas.
- e. A copy of the supporting federal certifications as follows:
 - (1) Federal communications commission (FCC) license for the facility, or a signed, notarized statement from the owner and/or operator of the facility attesting that the facility complies with all current FCC regulations.
 - (2) Certification by an appropriate professional that the proposed facility will comply with all of the applicable standards of the American National Standards Institute (ANSI), the Electronics Industries Association standard for antenna towers and antenna support structures, and any other applicable technical and structural codes.
- f. A written description of how the proposed facility fits into the applicant's telecommunication network. As part of this description, the applicant shall describe anticipated maintenance needs, including frequency of service, personnel needs, equipment needs, and traffic, noise, or safety impacts of such maintenance. In all cases, the equipment at a telecommunication facility shall be automated to the greatest extent possible to reduce traffic, congestion, and noise associated with maintenance and upkeep of the facility.
- g. Application fee.

B. Administrative Zoning Clearance:

1. All requests must include the following:
 - a. A completed zoning clearance application signed by the applicant.
 - b. A copy of the lease or a letter of authorization from property owner evidencing the applicant's authority to pursue a zoning clearance.

c. As defined by the FCC under FCC report and order FCC 14-153, provide supporting documentation that identifies if the proposal qualifies as a substantial change.

d. A development plan prepared and certified by an appropriate professional that consists of:

(1) Graphic and written descriptions of proposed improvements related to the requirements listed in this chapter and including property boundaries, setbacks, topography, elevation views, dimensions of improvements, the number and type of proposed antennas and their height above ground level, including the proposed placement of antennas on the support structure.

e. Application fee. **See Consolidated Fee Schedule for amount of fee.**

C. Exempt: No application or review required.

Exhibit B

TITLE 17
ZONING REGULATIONS

CHAPTER 17.24
SEXUALLY ORIENTED BUSINESSES

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...

17.24.050: DEFINITIONS:

- A. The definition of a sexually oriented business and all other terms involving sexually oriented businesses which are not defined in this title shall have the meanings set forth in Title 5 of this code.
- B. For purposes of sexually oriented businesses, “school” means an institution of learning or instruction primarily catering to minors, whether public or private, which is licensed as such facility by either the county, a city or the state. This definition shall include, but not be limited to, kindergartens, elementary schools, junior high schools, middle high schools, senior high schools, or any special institution of learning under the jurisdiction of the state department of education, but not including trade schools, charm schools, dancing schools, music schools or similar limited schools, nor public or private universities or colleges.

CACHE COUNTY CONSOLIDATED FEE SCHEDULE

(Fees in addition to those set forth in this Consolidated Fee Schedule may be charged if such fees are otherwise allowed by County Ordinance or state statute)

COMMON FEES FOR ALL COUNTY OFFICES

Action	Fee	Utah State Code Reference
Copy of Public Records	\$0.50 per page	

ATTORNEY'S OFFICE

Action	Fee	Utah State Code Reference
Criminal Case Discharge	\$25	

CLERK/AUDITOR OFFICE

General Clerk/Auditor Fees		
Action	Fee	Utah State Code Reference
Marriage License	\$50	62A-1-120
Marriage Ceremony (In Office Only)	\$40	
Certified Copy	\$10	
Clerk Designee	\$10	30-1-6
Uncertified Copy	\$5	
Signature Witnessing (Notary)	\$5 per signature	
Notary Acknowledgment (Notary)	\$5 per signature	
Electronic Copy	\$5	
Dog License	\$10 per license. Approval by land use authority is required if licensing more than six dogs.	
Voter Information Request		
Action	Fee	Utah State Code Reference
Setup Fee (In addition to other charges)	\$20	63-2-203 (10)
List of Registered Voters	\$0.005 Per Name for electronic copy \$0.01 Per Name for hard copy	63-2-203 (10)
Purchase USB	\$10	
Business		
Action	Fee	Utah State Code Reference

Home Occupation Business	\$10 Processing Fee	5.04.040
Alcohol Consent (Includes Winery Manufacturing or Type 5 Package Agency must also pay for commercial business license)	\$300	5.04.040
Contractors (Home is base of business but does contracting work away from home)	\$100	5.04.040
Commercial Business (less than 10 employees)	\$150	5.04.040
Commercial Business (more than 10 employees)	\$250	5.04.040
Fire Inspection Fee	\$45	5.04.040
Self-Inspection Fee	\$0	5.04.040
Late Fee	\$50	5.04.040
Late Fee (non-compliance after 45 days of notification)	\$500	5.04.040
Temporary Business (non-permanent basis or transit business person)	\$10 per calendar day of operation	5.04.040
Action	Fee	Utah State Code Reference
GRAMA Fees	<p>The county shall charge a fee equivalent to the cost of services provided to an individual and any public or private agency for those individual's or agency's sole or personal use. Services or information provided to any individual or any agency for resale shall be charged at the fair market value of such services or information; provided, that such fee shall be never less than the full cost incurred by the county in the provision of such information or services.</p> <p>Cache County, after the first quarter hour of staff time, may charge an hourly charge, in increments of 15 minutes. The fee may not exceed the salary of the lowest paid employee</p>	CCC 2.64.100 63G-2-203

	who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.	
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DEVELOPMENT SERVICES DEPARTMENT

Land Use Fees		
Action	Fee	Utah State Code Reference
Zoning Clearance – Primary Use	\$75	17-27a-509
Zoning Clearance – Accessory Use	\$30	17-27a-509
Special Event Permit	\$75	17-27a-509
Conditional Use Permit	\$600	17-27a-509
Rezone	\$600	17-27a-509
Resort Recreation Development	\$15,000	17-27a-509
Subdivision	\$1,600 + \$60/lot or parcel	17-27a-509
Subdivision Amendment	\$1,560 + \$60/lot or parcel	17-27a-509
Amendment to the Ordinance or General Plan	\$600	17-27a-509
Variance	\$300	17-27a-509
Appeal	\$300	17-27a-509
Floodplain Permit	\$25	17-27a-509
Extension of Land Use Approval	\$225	17-27a-509
Agricultural Protection Area	\$450	17-27a-509
Record of Survey	\$40/sheet	17-27a-509
Annexation Review	\$750	17-27a-509
Building Fees		
Action	Fee	Utah State Code Reference
Application Review¹		
Commercial <5M sq feet	\$1,000	17-27a-509
Commercial >5M sq feet	\$2,500	17-27a-509
Plan Review		Utah State Code Reference
Residential	1/10 of 1% of the Building Permit Base Fee (Min. \$20)	17-27a-509
Commercial	65% of Building Permit Base Fee ²	17-27a-509
Building Permit	Fee	Utah State Code Reference

Structure	As established by the 1997 Uniform Building Code: Table 1A (Building Permit Base Fees) ³	17-27a-509
Plumbing	\$7.00 per fixture (residential)	17-27a-509
Mechanical	\$15 per unit	17-27a-509
Electrical	\$0.04 per square foot of structure (residential)	17-27a-509
Demolition Permit	Fee	Utah State Code Reference
Residential	\$80.60	17-27a-509
Commercial	\$141.20	17-27a-509
Electrical/Mechanical Replacement Service	Fee	Utah State Code Reference
Residential	\$40.40	17-27a-509
Commercial	\$80.80	17-27a-509
HVAC Replacement – Residential	Fee	Utah State Code Reference
Furnace Only	\$40.40	17-27a-509
Furnace and Duct Work	\$80.80	17-27a-509
Water Heater Replacement – Residential	\$40.40	17-27a-509
Roof Reshingle – Paper, Ice Shield and Shingles	\$100.80	17-27a-509
1 Additional fees may be assessed based on the need for external consulting or engineering review as approved by the Director of Development Services or their designee.		
2 Building permit fees may be assessed at double the listed rate if a building permit is not obtained prior to construction.		
3 If work fails an inspection more than two times, or if work has not been completed prior to the arrival of the county inspector more than two times, or a combination of both, a \$50 additional fee will be assessed for each related, subsequent inspection.		
4. At the time the Building Permit is sold, the total Building Permit Fee is reduced by this amount.		
5. May be reduced by the Chief Building Official based on the size and scope of the project		
6. Valuation amounts are set by square-foot and reviewed annually by the Chief Building Official.		
GIS Fees		
Action	Fee	Utah State Code Reference
City GIS Services		
Collector App: One Login – field worker user type	\$350 per year	17-27a-509
Server Software, storage space, and programming time	\$1,500 per year	17-27a-509
Initial data scrub and import database	\$0 – Existing Data \$500 – Create Data	17-27a-509
One online web map with widgets	\$250 per year	17-27a-509

Custom reports, geoprocessing widgets, and additional requests	\$45 per hour	17-27a-509
Technical support and staff training – Maximum of 5 hours	\$100 per hour	17-27a-509
GIS Programming	\$50 per hour (\$25 minimum)	17-27a-509
Map Prints	B&W / Color	Utah State Code Reference
8.5" x 11"	\$0.25 / \$1	17-27a-509
11" x 17"	\$1.50 / \$3	17-27a-509
24" x 36"	\$10 / \$20	17-27a-509
36" x 48"	\$20 / \$40	17-27a-509
42" x 60"	\$27.50 / \$55	17-27a-509

EVENTS CENTER AND FAIRGROUNDS DEPARTMENT

Building	Room	Unit	For Profit Fee	Private Rental Fee	Non-Profit Adult Fee	Non-Profit Youth Fee	Comment
Arena Riding Passes	Daily Riding Pass	(none)	N/A	\$10	N/A	N/A	
	Family Day Pass	(none)	N/A	\$20	N/A	N/A	
	Individual Riding Pass	Monthly	N/A	\$30	N/A	N/A	
		Annual	N/A	\$90	N/A	N/A	
		Seasonal	N/A	\$70	N/A	N/A	
	Family Riding Pass	Annual	N/A	\$125	N/A	N/A	
Seasonal		N/A	\$90	N/A	N/A		
Cache Event Center	All Building	Daily	\$1,500	\$1,000	\$800	\$600	
	Event Hall	Daily - Combo	\$1,200	\$900	\$750	\$500	
		Daily – Middle	\$900	\$750	\$600	\$300	
		Daily – North	\$500	\$400	\$350	\$200	
		Daily – South	\$500	\$400	\$350	\$200	
	NE Function Room	Hourly*/Daily Maximum	60/300	40/200	25/125	20/100	
	NW Function Room		60/300	40/200	25/125	20/100	
	SW Function Room		60/300	40/200	25/125	20/100	
	Kitchen Base	Daily	\$300	\$300	\$300	\$300	\$500 deposit
	Kitchen Full		\$500	\$500	\$500	\$500	\$500 deposit

Arena	Cache Arena Outdoor Arena Roping Arena	Hourly*/Daily Maximum	50/450	40/360	30/270	25/225	\$10/hr surcharge for cattle
			50/450	40/360	30/270	25/225	
			50/450	40/360	30/270	25/225	
Boardwalk	Concessions	Daily	\$200	\$150	\$100	\$50	
Bowery	Bowery	Daily	\$100	\$75	\$50	\$40	
Cow Barn	Cow Barn	Daily	\$100	\$75	\$50	\$40	
Grand Stand	Grand Stand	Daily	\$300	\$250	\$200	\$100	
Green Space	Green Space	Daily	\$150	\$75	\$50	\$40	
	Infield	Daily	\$150	\$75	\$50	\$40	
Millburger	Millburger	Daily	\$300	\$250	\$200	\$100	
Misc Items	50 Bleachers	Event	\$75	\$50	\$50	\$50	Delivery additional >5 miles
	150 Bleachers	Event	\$1,500	\$1,500			
	Portable Stage	Event	\$650	\$600	\$550	\$500	Includes setup/take down
Pig Barn	Pig Barn	Daily	\$100	\$75	\$50	\$40	
Pit Stop	Pit Stop	Daily	\$300	\$250	\$200	\$100	
Event Camping	Green Space	Daily	\$30				TRT Included
Non-Event Camping	Green Space	Daily	\$35				TRT Included
Water Truck	Equipment	Hourly	\$95				
Horse Stall	Rental	Monthly	\$80				
		Overnight/Event	\$15				\$100 Damage Deposit
		Daily (Prorated)	\$3				
Disc Golf	Green Space	Front 9/Daily	\$1000				
Disc Golf	Infield	Back 9/Daily	\$1000				
Stage	Rental	Event	\$50	\$50	\$50	\$50	Per platform

Spider Boxes	Rental	Event	\$25	\$25	\$25	\$25	Per box
Staff Labor	Rate	Hourly	\$25	\$25	\$25	\$25	
Sheriff Sec. Fees							Ask for pricing

*Hourly rate charge minimum of two hours applies even if the full two hours are not needed

FIRE/EMS SERVICES DEPARTMENT

Permits		
Action	Fee	Utah State Code Reference
Zoning Clearance	\$120	
New Construction Commercial with Sprinkler System	\$350	
New Construction Commercial without Sprinkler System	\$120	
Fire Self-Inspection Filing Fee	\$15	
Business License Renewal Inspection	\$45	
Special Event – Fireworks	\$60	
Fire Standby	Per MOU	
EMERGENCY MEDICAL SERVICES		
Action	Fee	Utah State Code Reference
Ambulance Transportation Services	Pursuant to Utah Code 26-8-4(18); Administrative Rule R426-1-8-2,3, and 4;the Utah Department of Health establishes and orders the maximum allowable rates for each fiscal year, which rate shall be the rate assessed by the Cache County Fire Department. Rates for each fiscal year are listed at https://rules.utah.gov/publicat/code/r426-008.htm#T2 .	
Ambulance Supplies	Two times actual cost	
Ambulance Report	\$10 per report	

IT DEPARTMENT

General Fees

Action	Fee	Utah State Code Reference
CORE - Basic Taxation Information	\$0	
CORE - Online Property Documents and Full Access One Time	\$10/day	
CORE - Online Property Documents and Full Access Monthly Ongoing Subscription	\$80/month	
CORE - Online Property Documents and Full Access Annual Ongoing Subscription	\$960/year	
Online Bulk Records	\$0.02/record (Total amount varies by request/query)	
Raw Data Manual Export	\$16.85 minimum charge (½ hour of lowest paid qualified technician's hourly wage)	
Predefined Manual Data Export	\$0.02/record	
Manual Data Export for Data Available Online	\$0.03/record	

LIBRARY

Check-Outs	
Action	Fee
Late Fees	
Book Late Fee	\$0.05 per day
DVD Late Fee	\$1.00 per day

RECORDER'S OFFICE

Action	Fee	Utah State Code Reference
Recording:		
Standard Recording Fee for any instrument not otherwise outlined in this schedule.	\$40	§ 17-21-18.5(1)(a)

Each additional legal description over ten for any instrument containing more than ten legal descriptions	\$2 per description	§ 17-21-18.5(1)(b)
For Recording Any Plat	\$50 per sheet	§ 17-21-18.5(3)(c)
Each lot or unit designation for any plat	\$2 per lot or unit	§ 17-21-18.5(3)(c)
Physical Copies:		
Unassisted Print of Recorded Documents	\$1 for first page, \$0.25 for each additional page	§ 17-21-18.5(3)(a)
Staff Assisted Copy/Print of Recorded Document	\$2 per page	§ 17-21-18.5(3)(a)
Copy of Ownership Plat 18 x 18	\$8 per sheet	§ 17-21-18.5(3)(a)
Copy of Any Plat 24 x 36	\$10 per sheet	§ 17-21-18.5(3)(a)
Certification of Document Copy	\$5 + Copy Fee	§ 17-21-18.5(3)(b)
Digital Copies:		
Recorded Documents (Staff Assisted via email)	\$1.00 per instrument	§ 17-21-18.5(3)(a)
Unlimited Recorded Documents (Via Core Daily Subscription)	\$10.00 per day	§ 17-21-18.5(3)(a)
Unlimited Recorded Documents (Via Core Monthly Subscription)	\$80.00 per month	§ 17-21-18.5(3)(a)
Unlimited Recorded Documents (Via Core Yearly Subscription)	\$960.00 per year	§ 17-21-18.5(3)(a)
* The recorder may not record any instrument, furnish any copies, or provide any service connected with the office, until the fees prescribed by law have been paid or have been authorized to be paid electronically.		

SHERIFF'S OFFICE

General Fees		
Action	Fee	Utah State Code Reference
Sex Offender Registration		17-22-2.5
Civil Processes		17-22-2.5
DNA		17-22-2.5

Background Report	\$20	
GRAMA Requests (Incident Reports)	\$10	
CD (photos)	\$20	
CD (video)	\$20 minimum (please inquire)	
Redactions	\$20 per hour	
Jail Fees		
Action	Fee	
Jail Records	\$10	
Jail Work Diversion	\$10 per day	
Work Release	\$20 per day when out	
Dr. Visit Copay	\$15	
Nurse Visit Copay	\$5	
Nurse Practitioner Copay	\$15	
Pharmacy Copay	\$15	
Stock Meds	\$15	
Dentist Copay	\$15	
Bear River Mental Health Visit	\$5	
Medical Forms	\$1.50	
Medical Lab Tests	\$15	
EKG Tests	\$15	
Medical fees are not charged to State or Federal inmates. The medical costs associated with these inmates are covered with our housing contracts with these agencies.		
Probation Fees		
Action	Fee	
Monthly Probation Fee	\$30	
Initial Risk Assessment Fee	\$10	
Initial UA Test	\$10	
Random Office UA Test	\$10	
CCSO Probation Pre-Sentence Report	\$60	
Probation Ankle Monitor	\$6 per day	
Probation Alcohol Monitor	\$5 per day	

TREASURER'S OFFICE

Payment Processing		
Action	Fee	Utah State Code Reference
Debit Card	\$3.95 for any amount	
Credit Card	2.45% of payment amount (\$1.95 minimum)	
Delinquencies		
Action	Fee	
Late Penalty	Payments are due on November 30 each year. If the 30 th falls on a weekend, it is due the following business day. Late fees are as follows:	59-2-1331
November 30 - Jan 31 st	1% or \$10, whichever is greater	59-2-1331
Jan 31 st or After	2.5% or \$10, whichever is greater	59-2-1331
Interest after January 1 st	6% above Federal Discount Rate	59-2-1331

UTILITY BILLING

General Fees		
Action	Fee	Utah State Code Reference
Paper Statements	\$3	
Electronic Statements	\$1	
Annual Advance Payment	\$0	
Monthly Late Fee	1.5%	

PUBLIC WORKS DEPARTMENT

Permit Fees		
Action	Fee	Comments
Encroachment Permit Minor Work	\$50	
Encroachment Permit Major Work	\$250 (min. Bond fee \$500)	
Encroachment Permit Extension	\$150 (6 month max)	
Land Disturbance Permit	\$75 for SWPPP Review \$300 for Single Family Dwelling	Projects lasting more than one year will be charged a monthly inspection fee of \$50.

		\$200 for Developments Less than 1 acre \$400 for Developments Greater than 1 acre and \$100 for each additional acre.	
Design Exception to Road Standards		\$80	
Personnel			
Action	Fee		Comments
County Engineer	\$90		Per hour
Staff Engineer	\$70		Per hour
Public Works Inspector	\$50		Per hour
Superintendent	\$70		Per hour
Foreman	\$60		Per hour
Crew Lead	\$50		Per hour
Equipment Operator 1	\$30		Per hour
Equipment Operator 2	\$35		Per hour
Equipment Operator 3	\$40		Per hour
Part Time Employee	\$25		Per hour
Seasonal Employee	\$20		Per hour
Equipment and Material Rates			
Action	Fee		Comments
Asphalt Paver	\$185		Per hour with operator
Chipper	\$185		Per hour with operator
Heavy Duty Equipment	\$145		Per hour with operator
Medium Duty Equipment	\$85		Per hour with operator
Light Duty Equipment	\$25		Per hour with operator
Heavy Duty Trucks	\$125		Per hour with operator
Medium Duty Trucks	\$100		Per hour with operator
Light Duty Passenger	\$25		Per hour with operator
Materials	Cost plus 10%		

FRANCHISES

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