



**Application: Agriculture Protection Area**

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. The application fee is not refundable.
5. Any information submitted with this application becomes public record and is posted online.

**Agriculture Protection Area Information**

- New Agriculture Protection Area
- Adding land to an existing Agriculture Protection Area
- Removing land from an existing Agriculture Protection Area (*no fee*)

Parcel/Tax ID number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Zone: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ (*minimum size: 5(five) continuous acres*)

**Agent/Property Owner Contact Information**

Agent/Property Owner/Primary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## **Agriculture Protection Area Review Process**

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- 1) Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the project.
- 2) Upon submission of a complete application, notices are posted in the Herald Journal, on Utah Public Notice website, in five (5) public places, and mailed to the property owner(s) and surrounding property owner(s) within 1,000 feet of the project boundary. Notices are also posted online at [www.cachecounty.org](http://www.cachecounty.org) and at <http://www.utah.gov/pmn/index.html>.
- 3) There is a 15-day legal notice period that begins following publication and posting of legal notices for public inspection. Written objections and modification requests are accepted by the Development Services Office during this time.
- 4) Following the 15-day legal notice period, the Development Services Office refers the application for the proposed agriculture protection area as well as any objections and proposed modifications to the Agriculture Protection Area Advisory Board and the County Planning Commission for review, comment, and recommendations.
- 5) The Agriculture Protection Area Advisory Board and County Planning Commission submit written reports to the Development Services Office within 45 days of receipt of the application packet.
- 6) At the conclusion of the 45 days allowed for the Agriculture Protection Area Advisory Board and County Planning Commission to submit written reports, the County Council schedules, provides notice of, and convenes a public hearing to take verbal or written testimony from written persons.
- 7) County Council approves, modifies and approves, or denies a proposal for an agriculture protection area within 120 days of the application submittal. If the County Council does not take action, the proposed acreage automatically becomes an Agriculture Protection Area.
- 8) If approved, the Development Services Office submits the executed documents for the Agriculture Protection Area to the County Recorder, the Planning Commission, and any affected planning district board. The County Recorder records the Agriculture Protection Area documents and returns them to the Development Services Office.
- 9) The Development Services Office sends written notification to the State Commissioner of Agriculture.
- 10) Agricultural Protection Areas are reviewed by the County Council in the 20<sup>th</sup> calendar year after it is created to determine whether the protection area should be continued, modified, or terminated. If the County Council does not affirmatively continue, modify, or terminate the protection area at least 120 days before the end of the 20<sup>th</sup> calendar year, the area is considered to be reauthorized for another 20 years.
- 11) Land may be added to or removed from an existing agriculture protection area in conformance with the requirements of Cache County Ordinance 2.70.040 and Title 17 Chapter 41 of the Utah Code Annotated.

## Agriculture Protection Area –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)  Completed application form and ***non-refundable*** review fees (cash, check, or credit card):  
**Agriculture Protection Area: \$450; no fee for removal**
- 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 plat map, legal description, and current taxation certification has been provided for each property.
- 5)  A completed parcel information summary (page 4) for each parcel to be included in the proposed agriculture protection area.
- 6)  ***If*** this is an application to add or remove land from an existing Agriculture Protection Area, attach a copy of the recorded document for the existing protection area.

### Acknowledgment

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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

**Parcel Information Summary: *must be completed for each property/parcel to be included in the agriculture protection area. Attach additional sheets as needed.***

**Parcel #** \_\_\_\_\_ **of** \_\_\_\_\_

**Parcel/Tax ID number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Owner(s) Mailing Address:** \_\_\_\_\_

**Number of acres in parcel as shown on tax records:** \_\_\_\_\_

**Legal Description:** (see attached Tax Notice)

**Present and proposed agricultural production use of parcel:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Parcel #** \_\_\_\_\_ **of** \_\_\_\_\_

**Parcel/Tax ID number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Owner(s) Mailing Address:** \_\_\_\_\_

**Number of acres in parcel as shown on tax records:** \_\_\_\_\_

**Legal Description:** (see attached Tax Notice)

**Present and proposed agricultural production use of parcel:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Parcel #** \_\_\_\_\_ **of** \_\_\_\_\_

**Parcel/Tax ID number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Owner(s) Mailing Address:** \_\_\_\_\_

**Number of acres in parcel as shown on tax records:** \_\_\_\_\_

**Legal Description:** (see attached Tax Notice)

**Present and proposed agricultural production use of parcel:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_