



Cache
County
1857

Development Services Department

Building | GIS | Planning & Zoning

Application: Variance

Date Received: _____

By: _____

Receipt #: _____

Payment Type/Amount: _____

Information:

Project Name: _____

Project Address: _____

Property ID Number(s): _____

Zone: _____ Acres: _____ Area: _____

Agent Contact Information

Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Owner Contact Information:

Name: _____ Email: _____

Phone: _____ Mailing Address: _____

1. Applications are accepted by appointment only.
2. Incomplete applications will not be accepted.
3. Late applications will be held for the next meeting's agenda.
4. The application fee is not refundable.
5. Any information submitted with this application becomes public record and is posted online.

The Project Review Process:

- 1) Staff will review the application with the applicant to ensure that the information submitted is sufficient to completely review the project.
- 2) Complete applications are forwarded to the necessary County departments for review and comment. The application, site visits, and department reviews are used in the preparation of the staff report that is presented to the County land use authority and is made available to the applicant, Board/Commission members, relevant staff, and the public and is also posted online at <http://www.cachecounty.org/pz/>.
- 3) Notices are mailed to the property owner(s) and surrounding property owners within 300 feet of the project boundary, and posted online at www.cachecounty.org and on Utah.gov's public notice website: <http://www.utah.gov/pmn/index.html>.
- 4) Projects requiring County Council approval are placed on the next available Council Agenda once the Planning Commission has made a recommendation. Staff forwards the staff report, the Planning Commission's recommendation, and any other pertinent information for County Council's review.

2025 Meeting Dates and Application Deadlines				
Planning Commission (1 st Thursday of each month*)		County Council (2nd & 4th Tuesday*)		Land Use Hearing Officer (variances & appeals)
Application Deadline 3:00 PM	Meeting Date 5:30 PM	Meeting Date 5:00 PM		
4 Dec 24	9 Jan*	14 Jan	28 Jan	Public meetings will be scheduled on an as needed basis.
8 Jan	6 Feb	11 Feb	25 Feb	
5 Feb	6 Mar	11 Mar	25 Mar	
5 Mar	3 Apr	15 Apr	29 Apr	
2 Apr	1 May	13 May	27 May	
30 Apr	5 Jun	10 Jun	24 Jun	
4 Jun	10 Jul	8 Jul	22 Jul	All public meetings will be fully noticed per State and County Codes.
2 Jul	7 Aug	5 Aug	19 Aug	
6 Aug	4 Sep	9 Sep	23 Sep	
3 Sep	2 Oct	14 Oct	28 Oct	
1 Oct	6 Nov	11 Nov	25 Nov	
5 Nov	4 Dec	2 Dec	9 Dec	

Variance - Application Checklist and Acknowledgment:

A completed application must include the following unless specified otherwise:

- 1) ☐ A completed application form and ***non-refundable*** review fee (cash or check only):
Variance: \$300
- 2) ☐ A plat map for each property.
- 3) ☐ The legal description with any existing covenants & deed restrictions and current taxation certification for each property.
- 4) ☐ The name(s) and full mailing address(es) for all owner(s) of each property.
- 5) ☐ ***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.
- 6) ☐ A letter specifying:
 - (i) Why literal enforcement of the ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the land use ordinances;
 - (ii) What special circumstances attached to the property exist that do not generally apply to other properties in the same zone;
 - (iii) Why granting the variance is essential to the enjoyment of a substantial property right possessed by other property in the same zone;
 - (iv) Why the variance will not substantially affect the general plan and will not be contrary to the public interest; and
 - (v) How the spirit of the land use ordinance is observed and substantial justice done.
- 7) ☐ ***If*** the property is contiguous to a municipality, located within an unincorporated island or peninsula, or receiving or proposed to receive services from a municipality, provide a letter from the municipality(ies) in regards to annexation of property and also provide documentation of the results of any pre-application conference with municipality officials.

****Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed use/development.***

Acknowledgment

I, _____ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

Signature

Date