



Development Services Department

Building | GIS | Planning & Zoning

Application: Conditional Use Permit

Date Received:	By:	Receipt #:	Amount:	Check #:

1. A pre-application meeting with the Development Review Committee is required for all Conditional Use Permit applications. Call (435) 755-1640 to set an appointment.
2. Applications are accepted by appointment only once the pre-application meeting has been held.
3. The items indicated in the attached checklist must accompany this application.
4. Incomplete applications are not accepted.
5. Late applications are held for the next meeting's agenda.
6. The application fee is not refundable.
7. Your greenbelt taxation status and value of your property may change by proceeding with this application. Please contact the County Assessor's Office for more information.
8. Any information submitted with this application becomes public record and is posted online.

Project Information

- ☐ ___ A parcel review has been completed for each property.
- ☐ ___ A plat map, legal description, and taxation certification has been provided for each property.
- ☐ Use Index No. and Type _____

Conditional Use Permit Name: _____

Parcel/Tax ID number(s): _____

Approximate Address: _____

Zone(s): _____ Total Acreage: _____

Agent Contact Information

Agent Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Owner Contact Information

Owner Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Development Services Department
179 North Main, Suite 305
Logan, Utah 84321

www.cachecounty.gov/devserv
devservices@cachecounty.gov
(435) 755-1640

Review Process

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

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	All public meetings will be fully noticed per State and County Codes.
4 Jun	10 Jul	8 Jul 22 Jul	
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	

Conditional Use Permit - 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 and engineering fees (cash or check):
CUP: \$600 / Master Plan - Resort Recreation Development: \$15,000
Fee Amount: \$ _____
- 2) ☐ The name(s) and full mailing address(es) for all owner(s) of the property.
☐ If there are multiple owners, provide an additional page that includes this information
- 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 current letter report from a title company for all parcels, dated no more than 30 days prior to the submittal of the application.
- 5) ☐ A Letter of Intent (see attached) or Master Plan. A Master Plan is required for projects that require multiple phases and/or longer than 3 years for construction.
(Submit a digital pdf copy to: devservices@cachecounty.org)
- 6) ☐ *If* culinary water is needed, verification of an approved, domestic water right in the owner's name for each lot. (Obtained from the State Water Engineer, State approved culinary water system, or a City/Town)
- 7) ☐ *If* applicable, a septic tank feasibility letter or copy of septic tank permits for all lots as deemed necessary by the Bear River Health Department.
- 8) ☐ *If* the property is contiguous to a municipality, located within an unincorporated island or peninsula, or receiving or proposed to receive services from 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.

If the cost projection for a commercial or industrial use is greater than \$750,000.00, this qualifies as "Urban Development" as defined by the State - see UCA §10-2-401-1-k and §10-2-402-5. The affected municipality must consent to the proposed use, or if it objects, the county must respond in writing to the municipalities objection(s).
- 9) ☐ Refer to Title §17.14 of the Cache County Ordinance for additional requirements for any Resort Recreation (RR) Zone 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 an accurate and complete description of my proposed use.

Signature

Date

Letter of Intent – Conditional Use Permit

In describing your proposed use, address *all* items in the list below. A Master Plan is required for conditional uses that require multiple phases and/or longer than 3 years for construction.

1. ☐ Explain your request in detail. At a minimum you must describe the following:

- a) Describe the proposed use. Identify all proposed uses, operations of each use, square footage of buildings, unique characteristics of the property, and any and/or all other relevant information.
- b) Number of employees. Indicate the number of employees that are residents of the property.
- c) Hours of operation. Specify days of week and hours each day.
- d) Traffic and parking. State the anticipated employee and customer traffic, how adequate parking will be provided, and the number and type of deliveries sent and received (mail, UPS, semi-truck, etc.). A parking analysis as defined by §17.22 of the County Code may be required.
- e) Signage. Attach a dimensioned graphic of any signage proposed for the site. See §17.23 of the County Code for the county sign standards.
- f) Equipment. Identify the types of equipment involved in the operation of this use (vehicles, machinery, etc.).
- g) Waste and/or garbage. Describe the process you will use in disposing of waste generated by your proposed use.

2. ☐ A site plan showing the proposed layout of the subject property including:

- a) North arrow
- b) Street names and numbers (within and adjacent to your property).
- c) Existing and proposed buildings.
- d) Fences, landscaped areas, detention/retention ponds, parking, utility/service areas, and similar.
- e) Any existing easements or rights-of-way on the site.
- f) Any sensitive areas as defined by §17.18 of the County Code.
- g) Complete dimensions indicated to scale.
- h) Necessary explanatory notes.

3. ☐ If new construction is proposed, building elevations that must include:

- a) Elevations of all sides of the proposed building(s).
- b) Proposed building materials.
- c) Complete dimensions indicated using architectural scale.
- d) Necessary explanatory notes.

All plans (site plan and building elevations) must convey sufficient detail to explain the issue and nature of the request clearly and must include any information that clarifies the requirements.

EXAMPLE SITE PLAN FOR CONDITIONAL USE PERMIT APPLICATION

