



Zoning Clearance Application

Fee: Primary - \$75/ Accessory - \$30

Table with 5 columns: Date Received, By, Receipt #, Amount, Payment Type/Check #

- 1. The items in the attached checklist must accompany this application at the time of submission.
2. The application fee is not refundable.
3. Your greenbelt taxation status and value of your property may change by proceeding with this application.
4. Do not submit for a building permit until a zoning clearance has been approved and received.

Location

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

Property Address: \_\_\_\_\_

Zone(s): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Proposed Structure

Structure Type: [ ] Primary Use [ ] Accessory Use Structure/Use: \_\_\_\_\_

Overall Dimensions: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Height: \_\_\_\_\_

Agent Contact Information

Agent: \_\_\_\_\_ Email: \_\_\_\_\_

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

Property Owner Contact Information

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

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

Acknowledgment

I acknowledge that I have provided a complete application and if approved, this property will be given a zoning clearance for the parcel identified. Any changes in type of structure or placement will require a new zoning clearance. Approval of a zoning clearance is not a waiver of compliance with the zoning ordinance nor is it a conditional use permit.

Signature

Date

## Application Checklist

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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.

### Required

1.  Site plan – 8 ½” x 11” (see example & requirements on next page)
2.  Floor plan(s)
3.  Elevation(s)
4.  Fee Amount:  
    Primary: \$75  
    Accessory/Agricultural: \$30

### Required if applicant is not the property owner:

5.  Agent letter  
    If property owner or agent is a Trust, LLC, or similar organization, the applicant must provide documentation that signatory has authority to act for the entity.

### Required if new primary structure, or otherwise required:

6.  Culinary water verification  
    Utah Division of Water Rights  
    1780 North Research Parkway, Suite 104, North Logan  
    (435)752-8755
7.  Sanitation/Health Department approval  
    Bear River Health Department  
    85 East 1800 North, North Logan  
    (435)792-6570

### May be required if located in sensitive area(s):

8.  Sensitive Areas Analysis (see GIS Parcel Summary)

### Required, if agricultural use only:

9.  Agricultural building letter  
    Signed acknowledgment specifying use is only for domestic animals, animal feed, and/or farm equipment for the raising of animals or tilling the soil for crops.  
    Any other non-habitable use is an Accessory Structure and requires a building permit.

### *Office only*

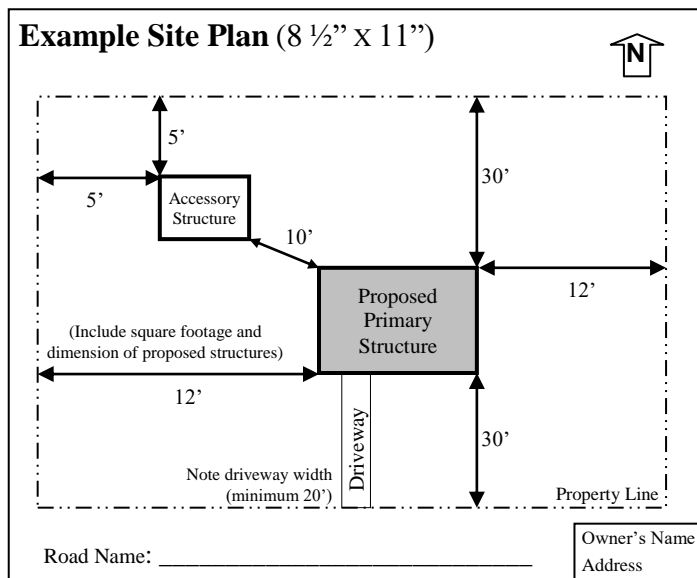
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1.  Submittal Checklist complete.
2.  A GIS Parcel Summary has been completed for the property.
3.  A plat map, legal description, and taxation certification has been provided for the property.
4.  No back taxes owed.

## Site Plan Requirements

A site plan is a top view or bird's eye view of the property. Site plans must be **drawn to scale** with dimensions in feet, be the same site plan submitted with construction drawings, and include the following:

1. Owner's name and property address;
2. North arrow;
3. Show all property lines;
4. Show and label footprint of all existing and proposed structure(s);
5. Show distances between proposed structure(s) and property lines (front, side and rear setbacks);
6. Include square footage, dimensions, and height of proposed structure(s);
7. Driveway location, width, distance from property lines and name of road(s) providing access to proposed driveway(s);
8. Show location of existing or proposed propane tank(s), wells, and septic systems including drain fields, and the distance between structures and property lines;
9. Easements (right-of-way, utility, and waterway), if applicable.



## 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 and department reviews are used in the preparation of the zoning clearance approval that is presented to the county land use authority for approval.
3. The review process for a zoning clearance may take approximately one to two weeks.