

Zone Change Checklist

- Planning Commission Application
- Petition
- Legal Description of the Zone Change
- Consent from lot/parcel Owners/HOA/Municipality
- Adjoining Property Owners list (must come from Records office)
- Adjoining Property Notification Envelopes (2 sets)
- Affidavit Signed and Notarized
- Fee Schedule
- Submit to the Zoning Administrator

Sanpete County
PLANNING COMMISSION APPLICATION

160 NORTH MAIN, SUITE 201
MANTI, UTAH 84642

PHONE 1-435-835-2115
FAX 1-435-835-2114

Names of applicant _____

Name of project _____

Project address or plat serial numbers _____

Project description _____

Zoning _____ Acreage _____

Applicants address _____ Contact person _____

City _____ State _____ Zip _____ Address _____

Phone _____ Fax _____ City _____ State _____ Zip _____

Email _____ Phone _____ Fax _____

Items which must accompany this application

1. All requirements in the Zoning Ordinance, or Subdivision Ordinance for your project. Zoning and subdivision books can be picked up at the county clerks office.
2. In some cases a photocopy of the plat may be required. (Obtained from county recorder).
3. Legal description and plat being considered. (County recorder).
4. Provide addressed legal size envelopes (4"X 9.5") for all property owners abutting your property and property owners directly across the street from your property. Do not stamp or put a return address on the envelope. Every time you meet with the planning commission or county commissioners, these envelopes need to be provided.

Notes _____

Applicant's signature _____ Date _____

Amount paid _____

Zoning Administrator _____ Date _____

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
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 }ss
COUNTY OF SANPETE }

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Sanpete County Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn before me this ____ day of _____, 20__.

(Notary)

Residing in _____ County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this ____ day of _____, 20__, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in _____ County, Utah

My commission expires: _____



ZONING APPLICATION REQUEST AND FEES

ALL FEES MUST BE PAID BEFORE THIS APPLICATION WILL BE PROCESSED

| Request | Fees |
|---|---|
| Board of Adjustment | \$700 |
| Conditional Use Permit | \$700 |
| Alternative Power | \$200 |
| Planned Unit Development | \$2000 plus \$500 per lot |
| Major Subdivision (5 or more lots) | \$2000 plus \$500 per lot |
| Minor Subdivision (4 or less lots) | \$1000 plus \$500 per lot |
| Zoning Permit | \$500 for home / \$200 for everything else |
| Temporary use Permit | \$300 |
| Youth Home | \$1,000 |
| Zone Change | \$600 plus \$200 per parcel |
| Code Amendment | \$500 |
| Plat Amendment- Lot Line Adjustment 2 lots | \$300 plus \$100 per additional lots |
| <u>Minor Subdivision</u> 4 or less (Alteration, Vacation) | \$1000 plus \$500 per new lots added or lots vacated |
| <u>Major Subdivision</u> 5+ (Alteration, Vacation) | \$2000 plus \$500 per new lots added or lots vacated, plus all notice and postage costs which exceed the fee schedule |
| Residential facility for troubled youth | \$1,000 |
| Residential facility for Elderly and Disabled | \$1,000 |
| Major Subdivision in WUI* Zone | \$2000 plus \$600 per lot |
| Minor Subdivision in WUI* zone (more than 1 lot) | \$1000 plus \$600 per lot |
| Planned Unit Development in WUI* zone | \$2000 plus \$600 per lot |
| Improvement Bond | |
| Subdivision Submission | \$250 due when any document is submitted Non-refundable/ Applied to Subdivision fee |
| Plat Review | \$300 non-refundable/does not get applied to subdivision fee |
| Property Research Fee | \$200 non-refundable/per parcel \$50/ hour (if more than 2 hours) |

*WUI is any lot or subdivision in the Wild Land Interface Zone

All lots and subdivisions in the WUI zone must comply with the 2006 Utah Wild Land-Urban Interface Code.