



APPLICATION REVIEW TIMELINE ADMINISTRATIVE DECISIONS

Accessory Dwelling Unit (ADU), Employee Housing, Final Plat, Lot Line Adjustment, Minor Record Survey, Preliminary Plat, Sign Permit, Site Plan Review, Sketch Plan

*Optional Pre Application Conference

Contact the Community Development Department at 435-259-1368 to schedule a meeting. It can take between one and seven days to schedule an appointment.

Application Submittal Forms & Fees

Applications must be completed and submitted to the Department or uploaded to iWorQ at least 30 days prior to any desired agenda date. Fees must be paid to the County Clerk's office at the time of submittal. Applicant will receive a letter within 14 calendar days of submittal confirming a complete or incomplete application. *All required items must be submitted prior to an application being deemed complete.*

Development Review Team

The Development Review Team is composed of County departments and external agencies. The Planning & Zoning Department will advise applicant of the date the application is scheduled to be reviewed and applicant will receive a letter detailing DRT comments within a week of the review meeting. Only complete applications will be reviewed. Revised applications must be resubmitted for review.

Planning Commission

Planning Commission meetings are held on the 2nd and 4th Monday of each month at 4pm. Public hearings are at 5pm. Recommendations are generally issued on the day of the meeting. Staff will present the application, and applicants are invited to present and speak as well, but are not required to do so.

Legal Review

The applicant must allow 4 weeks for legal review from the time of submitting a complete application to scheduling a County Commission meeting.

County Commission

County Commission meetings are held the 1st and 3rd Tuesday of each month at 4pm. County Commission decisions that do not require a public hearing are generally issued on the day of the meeting. Decisions that require a public hearing are generally issued one meeting after the hearing.

Recording

After any remaining conditions have been met and any required bonds posted, applicant will be advised when documents are signed and may make an appointment to record.

** Not applicable to all applications*