

## Town of Amalga

### **Zoning Clearance Application Checklist**

1. A Zoning Clearance is required for any building project within Amalga Town. Planning and Zoning will check for set-backs, side and front clearances.
2. The Zoning Clearance Application is available online at [amalgatown.org](http://amalgatown.org). The form is available from a drop down on [Planning & Zoning Forms/Permits](#).
3. Print two copies of the Zoning Clearance Application, and fill them out completely and precisely. The grid on page 2 needs to show distance from property lines, and the street.
4. Planning and Zoning meets the first Wednesday of each month at 7:00 PM in the town hall (6590 N 2400 W) unless there is nothing on the agenda, then the meeting may be canceled. You must be on the agenda by 12:00 noon the Sunday before the meeting to be considered. To be placed on the agenda see **Amalga Meeting Schedules** on the town website.
5. Items to bring: two completed copies of the Zoning Clearance Application, proof of ownership, and a set of blueprints (including a plat plan, page 2 of the form). The fee is listed on the application.
6. At the Planning and Zoning meeting, the board will review the plans for conformance to the Town Code, a copy of which can be found on the website under [Planning & Zoning Forms/Permits](#).
7. The approved application must be signed by Planning and Zoning, the Town Treasurer, and the Mayor. Applicant will retain one copy, and the other copy will be filed with Planning and Zoning.
8. If Planning and Zoning has determined that a Cache County Building Permit is required, take the fully signed Zoning Clearance Application to the Cache County Building Department, 179 N. Main, Logan. Be sure to take the following items:
  - a. Fully signed Zoning Clearance Application
  - b. A copy of the legal description of the property
  - c. Three sets of construction plans
  - d. Approved septic tank permit, if needed.

Adopted 10/1998

Revised 11/2011

Revised 02/2024