



Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Other Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Other Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

With my initials below I affirm my understanding and agreement that I or my representative listed above must attend all staff meetings, public hearings, planning and zoning meetings, board meetings, or other meetings that may be scheduled regarding this application, and that my failure to attend or have a representative in attendance will result in administrative denial of this application, forfeiture of all fees and monies paid in relationship to this application, and the cancellation of any future meetings scheduled for this application. I further understand and agree that non-payment of outstanding fees or costs before a scheduled public hearing date is also grounds for administrative denial. I also understand and agree that in the event of administrative denial this application cannot be resubmitted, and that for the project to be considered a new application would need to be submitted along with the associated fees, and that such new application will not be eligible for expedited scheduling for public hearings and meetings without explicit written direction from the Administrator for inclusion with the application indicating why expedited scheduling is imperative to provide for the health and safety needs of the community. I further acknowledge that if county staff determines that additional and/or revised information is needed, and/or if other unforeseen circumstances arise, the County may reschedule any dates outlined for processing.

Applicant's initials: \_\_\_\_\_

Address / General Location of Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bear Lake County parcel number(s) of property:  
\_\_\_\_\_

Acres of land proposed for change: \_\_\_\_\_

Present land use: \_\_\_\_\_

Proposed land use: \_\_\_\_\_

Present zoning district: \_\_\_\_\_

Proposed zoning district: \_\_\_\_\_

I understand this application will not be accepted unless until all required information is submitted and the application fee paid. I further understand that all applicable fees must be paid before a public hearing date will be scheduled. I also agree to pay for any additional costs incurred by the city related to the review and processing of this application, including but not limited to, reimbursement of contract per-hour charges from the County Engineer, County Attorney, or Building Official, on a pass-through basis before a public hearing will be held on this application.

In the event of a dispute concerning the interpretation or enforcement of this application in which the County of Bear Lake is the prevailing party, I agree to pay the reasonable attorney fees, including attorney fees on appeal, and any other related expenses of the County of Bear Lake.

I affirm that all the information, statements, attachments, and exhibits transferred with this document are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant's Name, printed

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

The Planning and Zoning Administrator requires submission of this application and the following items in order to be accepted as a complete application. The Administrator will determine the number of copies required.

- Written narrative that describes the project and presents justification for granting the application, addressing how the request fits with the county's comprehensive plan. If applicable, then the narrative should also address zoning desired, characteristics of the property that make such zoning desirable, and how future development of the property with such zoning is compatible with the surrounding area.
- Legal description of the property
- Copy of Deed (proof of title)
- Vicinity map showing property lines, streets, existing and proposed zoning, and other such items.
- Names and addresses of all adjoining owners of property and residents within 300 feet of the external boundaries of the land being considered as shown on record in the County Assessor's Office.
- Two (2) sets of names and addresses of all adjoining owners of property and residents within 300 feet of the external boundaries of the land being considered on 1" x 2 5/8" self-adhesive address labels