

Town of Amalga
Zoning Clearance Applications
Checklist

1. Obtain two copies of the Amalga Town Zoning Clearance Application from Alan Noble, chairman of the Planning and Zoning Commission, and fill them out completely. Schedule a time to meet with the Commission at least seven days in advance. Alan Noble's phone number: 770-5951
2. Check with David Lee, Town Council member over Planning and Zoning, to see if a Cache County Building Permit is necessary for your project. David Lees's phone number: 563-3327
3. Apply and pay for a septic tank feasibility letter from Bear River Health Department, if applicable.
4. Apply for a zoning clearance at the monthly Amalga Planning and Zoning Commission meeting. Items to bring include: two completed copies of the Zoning Clearance Application, proof of ownership of property, a set of blueprints (including a plot plan), and a septic tank permit. (Amalga Town Hall: 6590 N. 2400 W.)
5. Return both copies of the completed Zoning Clearance Application, signed by the Chair of the Planning and Zoning Commission, to the Amalga Town Treasurer and pay all applicable fees. The treasurer must also sign both copies of the application.

The current Treasurer is Michelle Gittins, 8410 N 2400 W. (563-3392).

6. Take the signed copies of the completed Zoning Clearance Application to the town Mayor for final signature of approval. If the Mayor is unavailable, a Town Board Member may sign for final approval. Leave one fully signed copy of the Zoning Clearance Application with the Mayor.

The current mayor is David Wood, 8490 North 2400 West, (563-6361)
Contact information for Town Board members is available online at

www.amalgatown.com

7. If the Planning and Zoning Commission have 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 (755-1650). 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.

*Agricultural sheds do not require a County Building Permit. Consult with the Amalga Planning and Zoning Commission to learn if this waiver may apply to your application.

Adopted 10/1998

Revised 11/2011