

## Agricultural land to building permit process:

- Submit a completed subdivision application packet, with supporting documents and Fee.
- All documents will be verified by the Zoning office.
- Subdivision improvements, if required, will need to be verified by the Zoning office and/or the project engineer.
- When everything is verified, the project will be placed on the next available Planning Commission (P&Z) meeting. These are held once a month in the evening on the second Wednesday. Deadlines are typically 28 days prior to the next meeting.
- If everything is in order, the Planning Commission may approve the subdivision. If not approved, it can be placed on the next month's agenda.
- Once approved the project will then be placed on the next available County Commission agenda. Usually within two weeks of the P&Z meeting.
- Once approved by the Commissioners, they will sign it.
- The signed plat can now be recorded, making the subdivision "approved".
- Lots in approved subdivisions can apply for a zoning permit and a building permit.
- Zoning permits are part of the building permit application process, they are applied for together on the Sanpete Building Department webpage.
- The \$50 fee will be added to the Building Permit fee.

Depending on the time needed for water rights, subdivision improvements, and meeting agendas, this process can take anywhere from 2 months to 18 months.