

TOWN OF SPRING LAKE

ACCESSORY DWELLING UNIT (ADU) APPLICATION REQUIREMENTS

Land Use and Development Review & Administration Manual

Form ADU-3
Version 1.0

1. Purpose

This document identifies the information and supporting materials that may be required for administrative review of an Accessory Dwelling Unit (ADU). The Town shall request only information reasonably necessary to determine compliance with applicable Utah law in effect on the date the application is determined complete, the Spring Lake Municipal Code, as amended, and other applicable land use requirements.

2. General Requirements

Submit a completed ADU-2 Administrative Review Application.

Submit supporting information reasonably necessary for review.

The Town or Development Staff may request additional information necessary to determine compliance.

3. Property Information

Property address (if assigned)

Parcel number(s)

Property owner and applicant

Existing zoning district

Existing principal dwelling

4. Site Plan

Property boundaries

Existing principal dwelling

Proposed ADU location

Accessory structures

Driveways and access

Parking areas

Known easements

Known utility connections

Other information reasonably necessary for review

5. Floor Plans

Room layout

Dimensions

Entrances

Kitchen and bathroom locations

Sleeping areas

Proposed additions or alterations

6. Building Information

Approximate floor area

Number of bedrooms

Existing and proposed building use

Method of construction or conversion

ADU type (Internal, Attached, Detached)

7. Utility Information

Culinary water

Wastewater disposal

Electrical service

Natural gas (if applicable)

Other utility providers

Known utility modifications

8. Parking Information

Existing parking

Proposed parking

Driveway access

Shared access arrangements

Other information reasonably necessary under applicable law

9. Supporting Documentation

Photographs, if requested

Recorded easements, if applicable

Utility provider information

Septic documentation, when applicable

Owner authorization

Related Building Permit file number (if available)

Other information reasonably necessary

10. Additional Reviews

When determined necessary by the Town or required by applicable law, review may also involve the Town's contracted building code professional, the agency having jurisdiction for fire code review, the agency having jurisdiction for public health or wastewater approvals, utility providers, the Town Attorney, or other qualified professionals.

11. Complete Applications

An application is generally complete when the required application, supporting materials, and fees have been submitted, and the Town has sufficient information to begin administrative review. Applications lacking required information may be returned as incomplete. Acceptance of a complete application does not constitute approval.

12. Relationship to Building Permit Administration

Information submitted for ADU review may also support subsequent Building Permit review. Approval confirms land use compliance but does not authorize construction or occupancy. Construction and occupancy remain subject to all permits, inspections, and approvals required by applicable law.

13. Related Documents

ADU-1

ADU-2

ADU-4

ADU-5

BP Series