

# **TOWN OF SPRING LAKE**

## **SUBDIVISION INFORMATION GUIDE**

### **Land Use and Development Review & Administration Manual**

**Form SUB-1**

**Version 1.0**

#### **Purpose**

This guide explains Spring Lake's subdivision review process and is intended to help property owners, applicants, and their representatives understand how subdivision applications are reviewed.

This guide is provided for informational purposes only. It summarizes the subdivision review process but does not replace the requirements of the Spring Lake Municipal Code, applicable Utah law, or other adopted Town regulations. Where a conflict exists, applicable law and ordinance govern.

#### **What Is a Subdivision?**

A subdivision is the legal process used to divide land in accordance with the Spring Lake Municipal Code and applicable Utah law. Subdivision review helps ensure that land is divided in a manner that supports orderly development, provides appropriate access and public improvements, and is consistent with the Spring Lake General Plan.

#### **Why Does the Town Review Subdivisions?**

The review process helps promote safe and orderly land use and development, coordinate infrastructure and public improvements, protect the public health, safety, and welfare, and implement the General Plan.

#### **What Does Subdivision Approval Do—and Not Do?**

Approval generally establishes the legal configuration of lots shown on the approved plat and allows the subdivision process to proceed as provided by law. Approval does not, by itself, change zoning, authorize construction, issue building permits, eliminate other required approvals, or modify applicable legal requirements.

#### **Before You Apply**

Applicants are encouraged to contact the Designated Town Official before submitting an application. A pre-application discussion is informational only and does not constitute approval or bind future Town decisions.

#### **How the Review Process Works**

Typical stages include: Pre-Application Discussion; Application Submission; Administrative Completeness Review; Technical Review (when applicable); Planning Commission Preliminary Review; Development Staff Final Review; and Recording of the Approved Plat.

### **Preparing Your Application**

Application requirements depend on the proposal. Refer to Form SUB-3 for detailed submission requirements. Complete and accurate information helps avoid delays.

### **What Affects Processing Time?**

Processing time depends on application completeness, proposal complexity, technical review, revisions, coordination with outside agencies, public notice requirements, and meeting schedules.

### **Working Together**

Spring Lake is committed to administering subdivision applications fairly, consistently, and transparently. Early communication, complete applications, and collaborative problem-solving help create an efficient review process.