

TOWN OF SPRING LAKE

GENERAL APPLICATION INSTRUCTIONS

Land Use and Development Review & Administration Manual

Form A-2

Version 1.0

Welcome

Thank you for your interest in developing property or requesting land use approvals within the Town of Spring Lake.

The Town is committed to providing a fair, consistent, and transparent review process while implementing the community's adopted General Plan, Municipal Code, and applicable provisions of Utah law.

These instructions are intended to help applicants understand the land use and development review process and prepare complete applications for review.

Our Commitment

The Town of Spring Lake is committed to administering land use and development applications fairly, consistently, and efficiently.

Applicants can expect:

- Courteous and professional service.
- Clear communication throughout the review process.
- Decisions based upon the Town's adopted General Plan, Municipal Code, and applicable law.
- Equal treatment of all applicants.
- A transparent review process that provides opportunities for public participation when required.

Likewise, applicants are expected to submit complete applications, provide accurate information, and cooperate throughout the review process.

Before You Apply

Zoning District and Proposed Use

Applicants should identify the property's zoning district and determine how the proposed use is classified within that district before submitting an application. The Town's **Zoning District Authorized and Conditional Uses** reference table in Appendix 6-E provides a convenient summary of uses identified as permitted or conditional within each zoning district. The Spring Lake Municipal Code controls in the event of any discrepancy between Appendix 6-E and the adopted Code.

General Land Use and Development Review Process

Each application is assigned a routing sheet that is used by the Town to track the application's progress through the review process. Applicants are not required to complete this form.

Most land use and development applications follow the process outlined below. Depending upon the type of application submitted, additional review steps may be required.

Prepare Application



Submit Application



Completeness Review



Applicable Review



Public Notice / Hearing (if required)



Decision by the Authority Assigned to the Application



Appeal Period (if applicable)

The decision-maker may be Development Staff acting as the Designated Land Use Authority, the Planning Commission, the Town Council, the Appeal Authority, or another authority assigned by the Municipal Code or lawful Town designation.

Step 1 – Prepare Your Application

Complete the required application forms and gather all required supporting materials.

Depending upon the application type, required materials may include:

- Land Use and Development Application Cover Sheet
 - Application-specific form(s)
 - Site plans
 - Legal descriptions
 - Narrative statements
 - Maps
 - Supporting studies
 - Owner Authorization Form (when applicable)
 - Other required documents identified in the application packet
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Step 2 – Submit Your Application

Submit a complete application packet together with the applicable filing fee.

Applications may not be processed until all required materials have been received.

Step 3 – Completeness Review

The Town will review each application to determine whether all required information has been submitted.

If additional information is needed, the applicant will be notified.

Applications determined to be incomplete will not proceed to technical review or public hearing until all required information has been received.

Acceptance of an application by the Town does **not** constitute a determination that the application is complete.

Step 4 – Technical Review

After an application has been determined complete, the Town may coordinate review by Development Staff, the Building Official, other Town personnel, and outside agencies or professionals, as applicable to the application.

Depending upon the application, comments may be requested from (as applicable):

- Town Engineer

- Building Official
- Fire Authority
- Utility providers
- Public Works
- Other reviewing agencies

Applicants may be asked to revise plans or provide additional information during this review.

Step 5 – Public Notice and Public Hearing

Certain applications require public notice and one or more public hearings before the decision-maker assigned by the Municipal Code or applicable Town designation. Depending on the application, the decision-maker may be the Planning Commission, Town Council, Appeal Authority, or another designated authority.

When required, public hearings provide an opportunity for:

- Applicant presentation
- Public comment
- Questions from decision-makers
- Deliberation
- Decision

Notice requirements vary depending upon the application type and applicable provisions of the Municipal Code.

Step 6 – Decision

Following review, an application may be:

- Approved
- Approved with Conditions
- Denied
- Continued for additional information
- Returned as incomplete
- Withdrawn by the applicant

Applicants will receive written notification of the Town's decision.

Applicant Responsibilities

Applicants are responsible for:

- Providing complete and accurate information.
- Responding promptly to requests for additional information.
- Paying applicable fees.
- Attending scheduled public hearings when appropriate.
- Complying with approval conditions.
- Complying with all applicable Town ordinances.

Submission of an application does **not** guarantee approval.

Concurrent Applications

Some land use and development proposals require more than one approval.

Examples include:

- Rezoning and Preliminary Subdivision
- Rezoning and Conditional Use Permit
- Conditional Use Permit and related land use and development approvals

When multiple applications are submitted together, the Town may process them concurrently whenever practical.

This coordinated review often reduces duplication and improves administrative efficiency.

General Plan Amendments

The Spring Lake General Plan is the Town's long-range policy document.

It is intended to guide future growth and community development rather than respond to individual development proposals.

Accordingly, amendments to the General Plan are generally initiated by the Town when changing circumstances, new information, or community needs warrant revisiting adopted policy.

Requests from property owners or members of the public for the Town to consider a General Plan amendment may be submitted for consideration; however, such requests are not processed as routine land use and development applications and do not obligate the Town to initiate a General Plan amendment.

Approval Criteria

Each application type has review criteria established by the Spring Lake Municipal Code.

Applicants are encouraged to review the applicable criteria before submitting an application and explain how their proposal satisfies those standards.

Providing complete information early in the process often results in a more efficient review.

Changes to an Application

Substantial revisions made after an application has been submitted may require:

- Additional review;
- Revised plans;
- Additional public notice;
- Resubmittal; or
- Continuation of a scheduled public hearing.

The Town will determine the appropriate course of action based upon the nature of the proposed changes.

Expiration of Approvals

Certain approvals expire if required permits are not obtained or required actions are not completed within the time established by the Municipal Code or approval conditions.

Applicants are responsible for understanding and complying with applicable deadlines.

Helpful Tips for Applicants

The following suggestions often help avoid unnecessary delays:

- Meet with the Town before preparing complex applications.

- Read the applicable ordinance before completing the application.
 - Submit plans that are clear, legible, and drawn to scale.
 - Clearly label all supporting documents.
 - Explain how your proposal satisfies the applicable approval criteria.
 - Respond promptly to requests for additional information.
 - Attend public hearings prepared to answer questions regarding your proposal.
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Questions

Questions regarding land use and development applications may be directed to:

Town of Spring Lake

Address:

Phone:

Email: recorder@springlakeutah.gov

Website: springlakeutah.gov

Administrative Notice

The Town reserves the right to request additional information reasonably necessary to evaluate any application.

Applicants are responsible for demonstrating compliance with the Spring Lake Municipal Code and other applicable laws.

Incomplete or inaccurate applications may delay review.

Nothing contained in these instructions shall be construed as limiting the authority of the Town under applicable law or adopted ordinances.