

TOWN OF SPRING LAKE

ACCESSORY DWELLING UNIT (ADU) ADMINISTRATIVE REVIEW APPLICATION

Land Use and Development Review & Administration Manual

Form ADU-2

Version 1.0

Purpose

This application requests administrative review of a proposed Accessory Dwelling Unit (ADU). The application is used 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. Approval of this application does not authorize construction or occupancy.

Part 1 — Applicant Information

Property Owner _____ ☐ Owner authorization attached (if applicable)

Applicant (if different) _____

Relationship to Owner _____

Mailing Address _____

Telephone _____

Email _____

Part 2 — Property Information

Property Address _____

Parcel Number(s) _____

Current Zoning District _____

Existing Principal Dwelling: ☐ Yes ☐ No

Part 3 — Proposed ADU

Type of ADU: ☐ Internal ☐ Attached ☐ Detached

Description _____

Approximate Existing Dwelling Area (sq. ft.) _____

Approximate ADU Area (sq. ft.) _____

Number of Bedrooms _____

Method: ☐ Conversion of Existing Space ☐ Addition ☐ New Detached Structure
☐ Conversion of Accessory Building ☐ Other

Part 4 — Existing Property Conditions

Existing Accessory Buildings _____

Current Property Use _____

Existing Utilities: ☐ Culinary Water ☐ Sewer ☐ Septic ☐ Electricity ☐ Natural Gas ☐ Other

Part 5 — Proposed Occupancy

Intended Occupancy: ☐ Family Member(s) ☐ Caregiver ☐ Tenant ☐ Other Lawful Residential Occupancy

This information is collected for administrative review only and does not establish occupancy rights.

Part 6 — Building Permit Coordination

Will construction, remodeling, conversion, or alteration require a Building Permit?

☐ Yes ☐ No ☐ Unknown

Related Building Permit File (if available) _____

Applicant Initials: _____ acknowledging that ADU approval confirms land use compliance only and does not authorize construction or occupancy.

Part 7 — Required Submittals

- Site Plan
- Floor Plan
- Building Elevations (if applicable)
- Parking Information (if applicable)
- Utility Information
- Photographs (if requested)
- Other supporting documentation reasonably necessary for review

Part 8 — Applicant Certification

I certify that the information provided is true and complete to the best of my knowledge. I understand that submission does not constitute approval, additional information may be requested, and all permits and approvals required by applicable law remain the applicant's responsibility.

Applicant Signature _____

Date _____

Part 9 — Town Use Only

Application Number _____

Date Received _____

Received By _____

Related Building Permit File _____

Application Status: ☐ Returned as Incomplete ☐ Complete and Accepted for Review ☐ Additional Information Requested

Related Documents

- ADU-1
- ADU-3
- ADU-4
- ADU-5
- Building Permit Administration Manual
- BP Series

This document is part of the Spring Lake ADU Administrative Review Series.