

Town of Spring Lake

Land Use & Development Review & Administration Manual

Version: 1.0

This document is the Town's Version 1.0 Land Use & Development Review & Administration Manual. It complements the Spring Lake Municipal Code by providing administrative procedures, forms, and guidance for administering land use and development applications, building permits, and related administrative processes.

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Chapter 1 – Administration

1.1 Purpose and Authority

The Land Use and Development Review & Administration Manual establishes administrative procedures, forms, records, and guidance used by the Town of Spring Lake in administering land use and development applications, building permits, and related review processes.

The Manual is intended to promote consistent, efficient, understandable, and legally sound administration of the Spring Lake Municipal Code while providing procedures suitable for use by Town officials, volunteers, contractors, applicants, and professional service providers.

This Manual is administrative in nature. It does not create land-use rights, development entitlements, building rights, approval standards, or regulatory requirements independent of applicable law.

The Manual shall be used together with:

- the Spring Lake General Plan;
- the Spring Lake Municipal Code;
- applicable Utah law;
- other applicable federal, state, county, special district, utility provider, or agency requirements; and
- applicable professional building-code review and inspection requirements.

If this Manual conflicts with the Spring Lake Municipal Code or applicable law, the Municipal Code or applicable law controls.

1.2 Relationship to the General Plan and Municipal Code

A. General Plan

The Spring Lake General Plan establishes the Town's long-range vision, goals, policies, and planning framework. The General Plan informs legislative land-use decisions and the development and administration of Town ordinances but does not replace the standards, procedures, or requirements established by the Spring Lake Municipal Code and applicable law.

B. Spring Lake Municipal Code

The Spring Lake Municipal Code establishes the Town's legally enforceable requirements governing land use, development, building regulation, public works, and other municipal matters.

For purposes of this Manual, the principal Titles include:

- Title 7 – Public Works
- Title 9 – Building Regulations
- Title 10 – Land Use and Development

This Manual provides administrative procedures and forms for implementing those requirements. It does not amend, expand, or supersede the Municipal Code.

C. Relationship Between Code and Manual

The Municipal Code establishes what is required. The Manual establishes how the Town administers those requirements.

Application forms, checklists, routing sheets, registers, and other Manual documents are administrative tools. They should be interpreted and maintained consistently with the Municipal Code and applicable law.

1.3 Administrative Design Principles

The following principles govern the organization and use of this Manual:

Each document should have one primary purpose.

Information should be recorded once in its primary location whenever practical.

Administrative burden should be proportional to the application or project.

Procedures and forms should use plain language suitable for Town officials, volunteers, applicants, and property owners.

Legislative, administrative, quasi-judicial, and building-permit functions should remain clearly distinguished.

Town land-use and zoning review should remain distinct from professional construction-code review.

Forms should guide users through the applicable process while creating a clear administrative record.

Routine administrative matters should be handled efficiently without unnecessary referral or duplication.

Questions requiring legal interpretation, professional expertise, discretionary authority, or action by a designated decision-maker should be referred to the appropriate authority rather than resolved through unsupported administrative judgment.

Administrative procedures should protect property rights, promote consistent treatment of applicants, and implement applicable Town requirements fairly and predictably.

1.4 Roles and Responsibilities

A. Applicant / Property Owner

Applicants and property owners are responsible for:

- providing accurate and complete information;
- submitting applicable forms, plans, supporting materials, and fees;
- obtaining required owner authorization;
- responding to requests for additional information or corrections;
- obtaining approvals assigned to outside agencies or service providers when applicable; and
- complying with applicable approvals, permits, conditions, and requirements.
- Submission of an application does not guarantee approval.

B. Town Administrative Personnel

Town administrative personnel may perform ministerial and administrative functions lawfully assigned by the Town, including:

- receiving applications and project inquiries;
- assigning application and permit numbers;
- creating and maintaining application and permit files;
- maintaining administrative registers;
- conducting completeness and routine administrative reviews within assigned authority;
- coordinating applicable Town, professional, and agency reviews;
- preparing notices and administrative records;
- tracking application status;
- verifying receipt of required documentation and approvals; and
- closing completed administrative files.

Town administrative personnel shall not make determinations requiring authority, expertise, or discretion not assigned to them.

C. Development Staff

Development staff may perform the land use and development review functions assigned to them by the Spring Lake Municipal Code or by lawful Town designation.

Where the Municipal Code assigns development staff responsibility for reviewing or acting upon an application, development staff shall apply the applicable standards and procedures established by the Code and this Manual. Development staff shall not make determinations outside their assigned authority and shall refer questions requiring discretionary authority, legal interpretation, or professional expertise to the appropriate authority.

D. Designated Land Use Authority

The Designated Land Use Authority is the person, board, commission, committee, or other body designated by the Town to review and act upon a land use application.

The Designated Land Use Authority shall perform the land use decisions and interpretations assigned to it by the Spring Lake Municipal Code, applicable Utah law, or other lawful Town designation. Depending upon the application and the authority assigned, this may include reviewing an application for compliance with applicable standards, approving or denying an application, imposing authorized conditions, or making other land use decisions authorized by law.

The Designated Land Use Authority shall apply the applicable land use regulations and shall not assume authority assigned by law or ordinance to another decision-maker or decision-making body.

E. Planning Commission

The Planning Commission performs those duties assigned by the Spring Lake Municipal Code, General Plan, Utah law, or Town Council. Depending upon the application, those duties may include conducting public hearings, reviewing legislative land-use proposals, considering applicable planning policies and evidence, making recommendations to the Town Council, and acting as the Designated Land Use Authority for Conditional Use Permits.

When acting as the Designated Land Use Authority, the Planning Commission acts as the decision-maker for the particular matter rather than merely providing a recommendation to the Town Council.

F. Town Council

The Town Council performs legislative and other duties assigned by the Spring Lake Municipal Code and applicable law.

The Town Council may establish or designate administrative roles and decision authorities as authorized by law.

For legislative land-use matters, the Town Council acts as the Town's legislative body and is responsible for making the legislative decisions assigned to it by law and ordinance, including adoption or amendment of land use regulations, zoning map amendments, and the General Plan as applicable.

The Town Council may also act as a land use authority or other decision-maker or decision-making body when that authority is assigned to it by the Municipal Code or other lawful Town designation. When acting in that capacity, the Town Council shall follow the procedures and standards applicable to that type of decision.

G. Building Official / Professional Provider

According to 9-2-1 of the Spring Lake Municipal Code, the Building Official is defined as, *“The individual designated by the Town to administer and enforce adopted construction codes and perform duties assigned by this Title.”*

In accordance with 9-1-5 of the Spring Lake Municipal Code, *“the Town may appoint, contract with, or otherwise designate a Building Official to administer and enforce the construction codes adopted by the Town. The Building Official may be an employee, contractor, consultant, interlocal service provider, or other qualified individual authorized by the Town.”*

The Building Official and authorized professional building-code providers perform technical construction-code functions assigned by Title 9, applicable construction codes, contract, or Town designation. Town administrative personnel shall not substitute their judgment for technical determinations assigned to these professionals.

H. Designated Town Official

According to § 9-2-1 of the Spring Lake Municipal Code, the Designated Town Official is the employee, officer, contractor, consultant, or other person designated by the Town to perform administrative duties assigned by the Municipal Code.

The Designated Town Official shall perform the administrative duties assigned by the Municipal Code and by lawful Town designation. Under Title 9, the Designated Town Official may issue a building permit after the applicable land use, zoning, subdivision, construction-code, and other required approvals have been satisfied.

The Designated Town Official shall not substitute administrative judgment for a determination assigned to the Building Official, Designated Land Use Authority, Appeal Authority, Planning Commission, Town Council, or other authorized decision-maker.

I. Appeal Authority

According to § 10-2-1 of the Spring Lake Municipal Code, the Appeal Authority is the individual, board, hearing officer, or other body designated by the Town to hear and decide appeals of land use decisions and variance applications in accordance with applicable law.

The Appeal Authority shall hear and decide appeals and variance applications assigned to it by the Municipal Code and applicable law. The Appeal Authority shall act separately from the person or body whose decision is being appealed and shall follow the procedures and standards applicable to the appeal or variance proceeding.

J. Board of Adjustments

The Board of Adjustment shall perform the duties assigned to it by applicable Utah law and any lawful Town designation. The Board of Adjustment shall exercise only the authority assigned to it by law or ordinance.

I. Appeal Authority / Board of Adjustment

The Professional Hearing Officer designated by the Town serves as the Appeal Authority for matters assigned to the Appeal Authority by the Spring Lake Municipal Code and applicable law. The Appeal Authority also performs the functions assigned by law or the Municipal Code to the Board of Adjustment. The Town does not maintain a separate Board of Adjustment composed of additional members.

1.5 Land Use Decision Framework

Purpose

This section establishes the general framework used by the Town when making discretionary land use decisions. It is intended to promote consistent, impartial, evidence-based decision-making and to provide a clear structure for preparing administrative findings and decision records.

This framework applies to all discretionary land use decisions unless a different procedure is required by the Spring Lake Municipal Code or applicable law.

A. General Decision Principles

Discretionary land use decisions should be made in a logical sequence that distinguishes legal authority, procedural requirements, factual findings, and discretionary judgment.

The objective is to ensure that each decision is based upon the applicable law and the evidence contained in the administrative record rather than personal preference or unsupported opinion.

B. Decision Framework

Unless otherwise required by ordinance or law, discretionary land use decisions should be considered in the following general order.

1. Authority

Confirm that:

- the Town has jurisdiction;
- the application has been submitted to the appropriate decision-maker or decision-making body; and
- applicable procedural requirements have been satisfied.

2. Applicable Standards

Identify the provisions of the Spring Lake Municipal Code, applicable law, and other adopted requirements governing the application.

Where applicable, the General Plan may provide planning context but does not replace or supersede adopted ordinance standards.

3. Administrative Record

Consider the information contained in the official administrative record, including:

- application materials;
- plans and supporting documents;
- consultant reports;
- agency comments;
- public notices;
- public testimony;
- correspondence; and
- other relevant materials.

The decision should be based upon the official administrative record as a whole.

4. Findings

Determine the facts supported by the evidence contained in the official administrative record.

Findings should distinguish established facts from assumptions, opinions, or speculation.

5. Conclusions

Determine whether the findings satisfy the applicable standards established by the Municipal Code and other controlling authority.

6. Conditions

When authorized by ordinance or law, conditions may be imposed to ensure compliance with applicable standards or to address identified impacts directly related to the proposed land use or development.

7. Decision

After considering the applicable standards, evidence, findings, conclusions, and any conditions, the designated decision-maker or decision-making body shall take the action authorized by the Municipal Code or applicable law.

C. Consistency

Comparable applications should be reviewed using consistent procedures and the same applicable standards.

A prior decision does not control a subsequent application but may provide useful administrative context when the applicable facts and governing standards are substantially similar.

This framework is intended to promote consistent administration rather than prescribe a rigid sequence for every proceeding. The designated decision-maker or decision-making body may adapt the order of discussion as appropriate, provided the applicable standards are considered, the official administrative record is developed, and the resulting decision is supported by appropriate findings and conclusions.

1.6 Official Decision Records

Purpose

This section establishes the Town's standard for documenting discretionary land use decisions.

An Official Decision Record provides the Town's formal documentation of the facts, findings, conclusions, conditions, and action taken by the designated decision-maker or decision-making body. It serves as the primary record explaining how and why a discretionary land use decision was reached.

Official Decision Records promote consistency, transparency, and accountability while preserving the basis for future administrative reference.

A. When Required

An Official Decision Record should be prepared whenever required by the applicable application procedure, the Spring Lake Municipal Code, or other applicable law.

Examples may include:

conditional Use Permits;

variances;

appeals;

legislative recommendations when required by the applicable application series; and

other discretionary land use actions identified by this Manual or the Municipal Code.

Ministerial or purely administrative actions ordinarily do not require an Official Decision Record unless otherwise required.

B. Purpose of the Official Decision Record

The Official Decision Record should:

identify the application and property involved;

identify the decision-maker or decision-making body;

summarize the applicable standards considered;

document the findings and conclusions supporting the decision;

identify any conditions imposed;

record the final action taken; and

become part of the official administrative record.

Meeting minutes supplement the Official Decision Record but ordinarily do not replace it.

C. General Content

Unless an application-specific procedure provides otherwise, an Official Decision Record should generally include:

- administrative information;
- identification of the decision-maker or decision-making body;
- procedural compliance;
- applicable standards;
- findings of fact;
- conclusions;
- conditions, if applicable; final action;
- motion and vote;
- appeal information when applicable;
- required signatures or certifications.

Application-specific forms may expand or modify these elements as appropriate.

D. Findings and Conclusions

Findings should identify the facts determined from the evidence contained in the official administrative record.

Conclusions should explain how those findings satisfy, or fail to satisfy, the applicable standards governing the application.

Findings and conclusions should be sufficiently clear to allow an applicant, property owner, reviewing authority, or future Town official to understand the basis for the decision.

E. Conditions of Approval

When authorized by ordinance or applicable law, conditions of approval may be imposed to ensure compliance with applicable standards or to address impacts directly related to the approved land use or development.

Conditions should:

- be reasonably related to the applicable approval;
- be clear and understandable;
- be capable of objective administration;
- identify any required actions or continuing obligations; and
- be included in the Official Decision Record.

F. Relationship to the Official Administrative Record

The Official Decision Record becomes part of the official administrative record maintained by the Town.

It does not replace supporting materials contained within the official file but documents the decision reached after consideration of those materials.

1.7 Public Hearing and Decision Principles

Purpose

Many land use decisions require public notice, a public hearing, or other opportunities for public participation.

This section establishes the general principles that guide those proceedings and the conduct of discretionary land use decision-making.

Nothing in this section modifies any public notice, hearing, or procedural requirement established by the Spring Lake Municipal Code or applicable law.

A. Purpose of Public Hearings

Public hearings provide an opportunity for the applicant, interested property owners, agencies, and members of the public to present information relevant to the proposed application.

Public hearings assist the designated decision-maker or decision-making body by expanding the information available for consideration before a decision is made.

B. Role of the Decision-Making Body

The designated decision-maker or decision-making body should:

- conduct proceedings fairly and impartially;
- consider the applicable standards established by law;

- evaluate information contained in the official administrative record;
- receive relevant public testimony;
- deliberate openly;
- adopt findings and conclusions; and
- render the decision assigned by ordinance or applicable law.

Decision-makers should avoid prejudging an application before considering the information presented through the review process.

C. Role of Professional Consultants

Professional consultants assist the Town by providing technical expertise and professional recommendations regarding matters within their respective disciplines.

Consultant recommendations should receive careful consideration but do not replace the responsibility of the designated decision-maker or decision-making body to independently evaluate the evidence and apply the applicable standards.

D. Public Participation

Interested persons should be provided the opportunity to present information relevant to the applicable standards governing the application.

Comments concerning potential impacts, applicable regulations, factual information, or other relevant matters may assist the decision-maker or decision-making body.

Public comment should be evaluated together with the other information contained in the official administrative record.

E. Deliberation

Following the close of the public hearing, the designated decision-maker or decision-making body should deliberate upon the application using the framework established in Section 1.5.

Deliberations should focus upon:

- applicable standards;
- evidence contained in the official administrative record;
- findings supported by that evidence;
- appropriate conclusions; and
- any conditions necessary to ensure compliance with applicable requirements.

F. Decisions

The designated decision-maker or decision-making body shall take the action authorized by ordinance or applicable law.

Depending upon the applicable procedure, available actions may include:

- approval;
- approval with conditions;
- denial;
- continuation for additional information;
- recommendation to another decision-maker or decision-making body; or
- other action authorized by law.

G. Respectful Proceedings

Town officials, applicants, consultants, and members of the public should conduct public proceedings in a manner that promotes respectful discussion, thoughtful consideration of differing viewpoints, and orderly administration of Town business.

The Chair or presiding officer is responsible for maintaining orderly proceedings consistent with applicable rules of procedure.

H. Transparent Decision-Making

The Town strives to make land use decisions that are understandable, consistent, and supported by the official administrative record. Applicants, property owners, and members of the public should be able to understand the basis for a decision by reviewing the applicable ordinances together with the Official Decision Record. Clear findings, conclusions, and conditions promote fairness, facilitate consistent administration, and preserve institutional knowledge for future Town officials.

1.8 Standard Land Use and Development Application Workflow

Land use and development applications are generally administered through a coordinated sequence of general applicant forms, administrative forms, application-specific forms, and administrative records. The precise process varies by application type and applicable law.

A. Application Preparation

Applicants use the applicable A-Series Applicant Forms together with the application-specific forms and submission requirements.

B. Application Receipt and Number Assignment

Upon formal receipt, the Town assigns the application a unique application number and records it in Form C-1 – Land Use and Development Application Register. Receipt of an application does not constitute a determination that the application is complete or entitled to approval.

C. Completeness Review

The Town performs the applicable completeness review using Form B-1 – Town Completeness Review Checklist. An incomplete application remains associated with its assigned application number while required materials are obtained.

D. Administrative Routing

Once appropriate for processing, the Town uses Form B-2 – Land Use and Development Application Routing Sheet to track the administrative process through final disposition. B-2 is a workflow tool and does not replace the official application file or decision records.

E. Application-Specific Review

The applicable application-specific series governs the substantive review process. For example, the R-Series governs rezoning. Future application series may be established for conditional use permits, variances, subdivisions, and other application types. When an application-specific procedure differs from the general workflow in this section, the application-specific procedure shall govern to the extent necessary to administer that application consistently with the Municipal Code and applicable law.

F. Decision and Notice

The application shall be acted upon by the authority designated by the Municipal Code and applicable law. The applicable application-specific forms shall document recommendations, decisions, conditions, and notices as appropriate.

G. File Closeout

After final disposition and required notice, the administrative routing record and C-1 shall be updated and the application file closed in accordance with Town records-management procedures.

1.9 Building Permit Administration

This section establishes the administrative procedure used by the Town to receive, review, process, issue, track, and close building permits. Building projects are administered through a separate but coordinated BP-Series pathway so that Town land-use and zoning review remains distinct from professional construction-code review.

A. Initial Project Inquiry and Screening

When a person contacts the Town regarding proposed construction, alteration, remodeling, demolition, installation of a structure, or other work that may implicate building or land-use requirements, Town administrative personnel should begin with Form BP-1 – Building Project Inquiry & Screening Form.

BP-1 is an initial screening and routing document. It is not a building permit application and does not authorize construction. A formal building-permit application number ordinarily shall not be assigned at the BP-1 stage.

When established guidance from the Building Official clearly establishes whether proposed work requires a building permit, Town administrative personnel may apply that guidance. When professional judgment or construction-code interpretation is required, the question shall be referred to the Building Official or professional building-code provider.

B. Zoning and Land-Use Review

When zoning or land-use compliance must be verified, the Town shall use Form BP-2 – Building Project Zoning Compliance Review. BP-2 shall be used proportionately to the proposed project, and only applicable requirements need to be reviewed.

Town administrative personnel may perform straightforward verification of objective requirements within their assigned authority. If compliance cannot be determined through straightforward application of an objective requirement, the matter shall be referred to the appropriate Designated Land Use Authority or other authorized decision-maker. Town administrative personnel should not create informal interpretations to resolve uncertainty.

Administrative zoning review does not independently establish or certify property boundaries. If adequate boundary information is necessary to determine compliance and submitted information is insufficient, the Town may require additional information before completing BP-2.

If no building permit is required, and applicable zoning and land-use review has been completed with no other Town approval outstanding, BP-2 may serve as the final Town screening record. No building-permit number or C-2 entry is required when no building-permit application is submitted.

C. Building Permit Application and Intake

When a building permit is required, the applicant shall submit Form BP-3 – Building Permit Application together with applicable plans, specifications, site information, supporting documentation, and other required materials.

Upon receipt of BP-3, Town administrative personnel shall:

assign the next available building-permit application number;

create the official building-permit file; and

enter the application in Form C-2 – Building Permit Register.

Town administrative personnel shall review BP-3 and submitted materials to determine whether sufficient information has been provided to begin applicable review. This administrative review does not constitute construction-code plan approval or final zoning approval.

Form B-1 – Town Completeness Review Checklist is not ordinarily used for BP-Series building-permit applications. BP-3 provides the applicable building-permit intake and administrative review function.

D. Coordinated Review and Permit Issuance

Once sufficient information has been received, applicable Town and professional reviews may proceed concurrently when practical.

The Town review track may include BP-2 zoning and land-use review, other required Town permits or approvals, verification of applicable outside-agency approvals, and other administrative requirements established by the Municipal Code.

The professional review track may include construction-code plan review, structural review, electrical, plumbing, mechanical, accessibility, and other technical review assigned to the Building Official or professional provider.

Technical construction-code corrections shall be reviewed by the Building Official or professional provider. If a revision may materially affect a prior Town zoning or land-use determination, the revised proposal shall be returned for BP-2 review.

A building permit shall not be issued until all approvals required as a prerequisite to permit issuance have been obtained. Depending upon the project, these may include Town zoning or land-use approval, Road Access Permit, Right-of-Way Permit, Fire Authority approval, Health Department or wastewater approval, utility-provider approval, or other approval required by applicable law.

Building Permit Valuation and Fees

Building-permit valuation and fees shall be determined and administered in accordance with Resolution No. 26-06, the Town's adopted Building Permit Fee Schedule and Valuation Table, as amended from time to time, and applicable law.

The applicant may provide an estimated project valuation on BP-3. The official project valuation used for fee calculation shall be determined by the Building Official or other person authorized under Resolution No. 26-06, using the adopted valuation methodology as applicable.

Applicable building-permit fees and other charges required before permit issuance shall be calculated and collected by the Building Official, Town Recorder, Town Treasurer, or

other authorized person consistent with the adopted fee schedule and applicable provider arrangements.

Fee calculations and payment documentation shall be retained in the official building-permit file. Detailed fee calculations need not be duplicated in Form C-2.

The project shall not be marked READY FOR BUILDING PERMIT ISSUANCE on BP-3 until all applicable prerequisites have been satisfied.

Once applicable prerequisites have been satisfied, the authorized Designated Town Official may issue Form BP-4 – Building Permit. BP-4 shall use the same number assigned when BP-3 was received, and C-2 shall be updated with the permit-issued status and date.

E. Construction, Changes, and Inspections

Material changes to approved work shall be submitted for review before the changed work is performed when review is required. Changes affecting zoning or land-use compliance shall be returned to the Town; changes affecting construction-code compliance shall be submitted to the Building Official or professional provider.

Required construction inspections shall be performed or approved by the Building Official or authorized professional provider. The permit holder is responsible for requesting required inspections according to the applicable inspection procedure. Town administrative personnel shall not independently determine that technical construction work has passed inspection.

Potential construction-code violations reported to or observed by Town administrative personnel shall be referred promptly to the Building Official. A Stop Work Order under applicable building-code authority shall be issued only by the Building Official or other person lawfully authorized to exercise that authority.

Inspection scheduling, documentation, correction, reinspection, and Stop Work Order procedures shall be reconciled with the professional provider's procedures before implementation.

F. Final Approval and Closeout

When required, final construction inspection shall be performed or approved by the Building Official or professional provider. When a Certificate of Occupancy or other construction-code authorization for occupancy is required, the building or affected portion shall not be occupied until the applicable authorization has been issued or authorized by the Building Official.

Town administrative personnel shall document receipt or status of the applicable final approval using Form BP-5 – Building Permit Final Approval & Closeout Record. Town

administrative closeout does not substitute for technical final approval by the Building Official.

The process for preparation, issuance, and retention of Certificates of Occupancy shall be reconciled with the professional-provider arrangement.

After applicable inspections, final approvals, documentation, and fees have been completed, Town administrative personnel shall complete BP-5. When no known permit requirement remains outstanding, BP-5 may be marked PERMIT COMPLETE – FILE CLOSED, and C-2 shall be updated with the Closed status and date.

G. Building Permit Records and Administrative Escalation

The Town shall maintain an official file for each building-permit application assigned a BP number. The project file should contain applicable BP-Series forms, approved plans, professional-review documentation, correspondence, required outside approvals, inspection and final-approval documentation, fee records, and other material records associated with the permit.

Form C-2 – Building Permit Register serves as the Town's master index of building-permit applications but does not replace the individual project file.

Town administrative personnel should seek additional review rather than make an unsupported determination whenever:

- an ordinance provision requires interpretation;
- lawful status of an existing use or structure cannot be established;
- submitted information is insufficient to determine zoning compliance;
- construction-code expertise is required;
- professional and Town approvals appear inconsistent;
- the applicant materially changes an approved proposal;
- required authority is unclear; or
- another issue exceeds the administrator's assigned authority.

The objective is not to transfer every question to another decision-maker, but to distinguish routine administration from decisions requiring legal, technical, or designated land-use authority.

1.10 Administrative Records and Numbering

A. Unique Application and Permit Numbers

Formal land use and development applications and building-permit applications shall be assigned unique identifiers using the applicable application or permit prefix, year received, and sequential number: [PREFIX]-[YEAR]-[###].

R-2026-001 – Rezoning application

BP-2026-001 – Building permit application

Sequential numbering shall begin with 001 for each application or permit type each calendar year. Assigned numbers shall not be reused. Additional prefixes may be established as additional application types are added to this Manual.

B. Building Permit Numbers

A building-permit number is assigned upon receipt of Form BP-3. If the application is approved, the same number becomes the Building Permit Number and remains associated with the project through final closeout.

C. Administrative Registers

The Town shall maintain Form C-1 – Land Use and Development Application Register for formal land use and development applications and Form C-2 – Building Permit Register for building-permit applications. Administrative registers are master indexes and do not replace individual application or permit files.

D. Related Applications

When one project requires multiple applications or permits, each distinct administrative action shall receive its own applicable number. Related applications should be cross-referenced when practical.

1.11 Manual Interpretation, Maintenance, and Updates

A. Interpretation

The Manual shall be administered consistently with the Spring Lake Municipal Code and applicable law. Nothing in this Manual authorizes Town administrative personnel to make legal interpretations, land-use determinations, construction-code determinations, or other decisions outside their assigned authority.

When uncertainty cannot be resolved through straightforward application of established requirements and procedures, the matter should be referred to the appropriate authorized official, Designated Land Use Authority, Building Official, professional provider, Town attorney, or other responsible authority.

B. Updates

Administrative forms and procedures may be revised as necessary to improve clarity, efficiency, legal compliance, or coordination. Revisions shall be approved by the Town official body, or other authority authorized to approve or maintain this Manual or the affected administrative procedure. Town administrative personnel may identify and recommend revisions but shall not independently alter approved procedures unless

authorized to do so. Changes to this Manual shall not be used to amend substantive requirements established by ordinance.

C. Version Control

Each form should identify its form number and version. The Town should maintain the current approved version of this Manual and its forms and discontinue administrative use of superseded versions when a replacement becomes effective.

D. Periodic Reconciliation

The Manual should be reviewed periodically and following material amendments to Titles 7, 9, or 10 to determine whether administrative procedures or forms require corresponding updates. The Manual and associated forms should be reconciled with the current adopted versions of applicable provisions of the Spring Lake Municipal Code.

Chapter 2 – Applicant Forms (A-Series)

Chapter 2 contains general applicant-facing forms used with formal land use and development applications. These forms provide common application information and submission tools that can be used across multiple application types. They are not ordinarily used for BP-Series building-permit applications unless a separate land use and development application is also required.

Separating common applicant information from application-specific requirements reduces duplication, promotes consistent recordkeeping, simplifies future updates to application materials, and improves the efficiency of both applicants and Town administrative personnel.

A-Series forms are common applicant tools. Application-specific forms in Chapter 4 identify any additional information required for the particular request.

A-1 – Land Use and Development Application Cover Sheet

A-2 – General Application Instructions

A-3 – Applicant Submission Checklist

A-4 – Owner Authorization

Chapter 3 – Administrative Forms

Chapter 3 contains Town administrative forms and registers used to administer formal land use and development applications and building permits. The B-Series supports formal land use and development application processing; the C-Series provides master administrative registers; and the BP-Series administers building-project screening and building permits.

B-Series – Land Use and Development Application Administration

The B-Series is used for completeness review and administrative routing of formal land use and development applications. It is not ordinarily used for BP-Series building-permit applications.

B-1 – Town Completeness Review Checklist

B-2 – Land Use and Development Application Routing Sheet

C-Series – Administrative Registers

The C-Series provides the Town's master indexes for formal land use and development applications and building-permit applications. Detailed review records remain in the individual official file.

C-1 – Land Use and Development Application Register

C-2 – Building Permit Register

BP-Series – Building Permit Administration Forms

The BP-Series provides a separate but coordinated administrative pathway for building projects and building permits. BP-1 and BP-2 may be used before a formal building-permit application exists; BP-3 begins the formal building-permit application record; BP-4 documents permit issuance; and BP-5 documents final administrative closeout.

BP-1 – Building Project Inquiry & Screening Form

BP-2 – Building Project Zoning Compliance Review

BP-3 – Building Permit Application

BP-4 – Building Permit

BP-5 – Building Permit Final Approval & Closeout Record

Chapter 4 – Land Use and Development Application Types

Chapter 4 contains application-specific procedures and forms for land use and development actions. Each application series supplements the general A-Series and B-Series workflow and controls where a process requires application-specific steps. Building permits are administered separately through the BP-Series in Chapter 3 and Section 1.6.

Rezoning (R-Series)

The R-Series administers requests to amend the Official Zoning Map. Rezoning is a legislative process considered by the Planning Commission and decided by the Town Council. The R-Series works together with applicable A-Series, B-Series, and C-Series forms.

R-1 Rezoning Application

R-2 Rezoning Information Guide

R-3 Rezoning Application Requirements

R-4 Rezoning Administrative Review Checklist

R-5 Planning Commission Deliberation Record

R-6 Planning Commission Recommendation to Town Council

R-7 Town Council Decision Record

R-8 Notice of Decision

Subdivisions (SUB-Series)

The SUB-Series administers applications to divide land within the Town of Spring Lake. Subdivision review and approval shall be administered in accordance with Chapter 10-17 of the Spring Lake Municipal Code and applicable Utah law. The applicable review authority and procedure depend upon the type of subdivision, including minor, major, and Residential Cluster subdivisions. The SUB-Series works together with the applicable A-Series, B-Series, and C-Series forms.

SUB-1 Subdivision Information Guide

SUB-2 Subdivision Application

SUB-3 Subdivision Application Requirements

SUB-4 Administrative Review Checklist

SUB-5 Planning Commission Review Record

SUB-6 Planning Commission Findings and Preliminary Action

SUB-7 Final Action Record

Conditional Use Permit (CUP-Series)

The CUP-Series administers the process for requesting and authorizing certain land uses identified in the Spring Lake Municipal Code as conditional uses within a zoning district.

CUP-1 Conditional Use Information Guide

CUP-2 Conditional Use Permit Application

CUP-3 Conditional Use Permit Application Requirements

CUP-4 Conditional Use Permit Administrative Review Checklist

CUP-5 Conditional Use Permit Deliberation Record

CUP-6 Conditional Use Permit Official Decision Record

CUP-7 Conditional Use Permit Notice of Decision & Continuing Compliance Record

Future Land Use and Development Form Series

Text Amendments

Lot Line Adjustments

Other Administrative Land Use Applications

Chapter 5 – Records Management

This chapter establishes practical records-management procedures for land use and development applications, building permits, and related administrative actions. It identifies the Town's official administrative record, promotes consistent filing and retrieval, and reduces duplicate or competing records.

5.1 Official Town File

The Town shall maintain an official file for each formal land use and development application and each building-permit application assigned an application or permit number. The official file is the primary Town record of the application, review, decision, permit, and closeout process.

The official file should contain, as applicable:

- the submitted application and applicable Town forms;
- plans, drawings, narratives, exhibits, and supporting materials;
- completeness, routing, zoning, and administrative review records;
- professional review comments, approvals, and inspection documentation;
- required outside-agency approvals or correspondence;
- public notices, affidavits, meeting materials, recommendations, and decisions;
- conditions of approval and final permit or authorization documents;
- material correspondence with the applicant or property owner;
- fee and payment documentation appropriate for retention in the project file; and
- final closeout documentation.

The official file may be maintained electronically, in paper form, or through an approved combination of both, provided the Town can identify the authoritative record and preserve it in accordance with applicable records-retention requirements. When duplicate paper and electronic copies exist, Town personnel should avoid treating both as separate authoritative records.

5.2 File Identification and Naming

Each official file shall be identified by the unique application or permit number assigned under Section 1.7. That identifier should be used consistently on forms, electronic folders, correspondence, professional-provider records received by the Town, and other project documentation when practical.

A file or folder name may also include the applicant or owner name, property address, parcel number, or application type for convenience, but those descriptors do not replace the assigned application or permit number.

5.3 Administrative Registers

Form C-1 – Land Use and Development Application Register and Form C-2 – Building Permit Register serve as the Town's master indexes for formal applications and building permits. The registers should identify the existence and general status of a file but should not duplicate detailed review, inspection, correspondence, or decision records maintained in the official file.

Register entries should be updated at meaningful administrative milestones, including receipt, permit issuance when applicable, final disposition, and file closure.

5.4 Related Applications and Cross-References

When the same property or project requires more than one application, permit, or approval, each distinct administrative action shall retain its own assigned number and official file.

Related files should be cross-referenced when practical so that Town personnel can identify associated approvals without merging legally or administratively distinct actions

into a single record. A cross-reference is ordinarily sufficient; the Town need not duplicate the complete contents of one official file in another.

For example, a rezoning application and a later building permit for the same project remain separate files even though each may reference the other.

5.5 Records Received from Professional Providers and Outside Agencies

Material records received from the Building Official, professional plan reviewer, inspector, Fire Authority, Health Department, utility provider, engineer, or other outside reviewer should be placed in or associated with the applicable official Town file.

Town administrative personnel should not recreate technical findings already documented by the responsible professional or agency. The Town record should preserve the professional or agency documentation necessary to show the applicable review, approval, correction, inspection, or final authorization.

The method by which the professional building-code provider transmits and retains plan-review, inspection, Stop Work Order, and Certificate of Occupancy records shall be confirmed before final implementation.

5.6 Correspondence and Working Materials

Material correspondence that documents an application requirement, applicant response, review issue, correction, approval, condition, interpretation, or other substantive administrative action should be retained with the official file as appropriate. When substantive project business occurs by email or another communication system, the Town should preserve the material communication in or with the official project file rather than relying solely on an individual's mailbox.

Routine scheduling messages, duplicate copies, convenience printouts, and transitory working materials need not be treated as separate authoritative records when the substantive information is preserved elsewhere, subject to applicable records-retention and public-record requirements.

Town officials and volunteers should avoid maintaining separate personal or unofficial project files when records belong in the Town's official file.

5.7 Electronic Records and File Location

The Town should maintain official electronic records in a Town-controlled location approved for municipal records rather than relying on an individual volunteer's personal computer, personal email account, or other private storage location as the sole repository.

If a Town record is initially created or received through another authorized location, it should be transferred or otherwise preserved in the official Town record system when necessary to maintain a complete project file.

The Town may establish standardized electronic folder structures and file-naming conventions to improve consistency and retrieval.

5.8 File Closure

An application or permit file should be administratively closed after final disposition, required notices or final approvals have been completed, and the applicable closeout steps have been documented.

Closing a file does not authorize destruction of the record. Closed files shall be retained and disposed of only in accordance with applicable records-retention requirements. Administrative personnel should not delete or destroy project records merely because an application has been denied, withdrawn, expired, completed, or closed.

For building permits, Form BP-5 documents administrative closeout and C-2 records the closed status and date. For land use and development applications, the applicable routing, decision, and register records should reflect final disposition and closure.

5.9 Records Retention and Public Records

Town records shall be retained, classified, disclosed, protected, and disposed of in accordance with applicable Utah law, approved records-retention schedules, and Town records-management policies.

This Manual does not independently establish legal retention periods or determine whether a particular record is public, private, protected, or otherwise restricted. Questions concerning records classification, retention, disclosure, or a records request should be referred to the Town Recorder or other official responsible for Town records and, when appropriate, the Town attorney.

5.10 Records-Management Responsibility

Town administrative personnel processing an application or permit are responsible for placing or routing material project records into the applicable official file. The Town Recorder or other official designated by the Town retains the records-management responsibilities assigned by law or Town policy.

Administrative personnel should seek guidance when uncertain whether a record should be retained, where it belongs, or whether it may be disclosed.

5.11 Practical Filing Rule

For day-to-day administration, the filing rule is simple: if a record helps explain what was submitted, what the Town or a reviewer required, what decision or approval was made, or how the application or permit was completed, it should ordinarily be associated with the official project file. When uncertain, administrative personnel should preserve the record and seek guidance rather than discard it.

Chapter 6 – Appendices

The appendices provide quick-reference tools for Town officials and volunteers. They summarize administrative workflows established elsewhere in this Manual and do not replace the Municipal Code, application-specific procedures, or the official forms.

Appendix A – Land Use and Development Application Quick-Reference Workflow

Use this workflow for formal land use and development applications unless an application-specific procedure provides otherwise.

1. Applicant Preparation — Applicant identifies the applicable application type and completes the required A-Series and application-specific forms.
2. Formal Receipt — Town receives the application, assigns the applicable [PREFIX]-[YEAR]-[###] number, creates the official file, and enters the application in C-1.
3. Completeness Review — Town uses B-1 to determine whether required submission materials have been provided. An incomplete application keeps its assigned number while missing materials are obtained.
4. Administrative Routing — Town uses B-2 to route and track the application through applicable review, notice, hearing, recommendation, decision, and follow-up steps.
5. Application-Specific Review — Town follows the applicable application-specific series, such as the R-Series for rezoning.
6. Decision / Final Action — The authority assigned by the Municipal Code and applicable law takes the required action. Applicable forms document recommendations, decisions, conditions, and notices.
7. Closeout — Town updates B-2 and C-1, preserves final records in the official file, cross-references related applications when applicable, and closes the file administratively.

Volunteer checkpoints:

- Do not treat application receipt as a completeness determination or approval.
- Do not make an interpretation or discretionary decision unless that authority has been assigned.
- Use the application-specific procedure when it modifies the general workflow.
- Keep related applications separate but cross-reference them when useful.

Appendix B – Building Project and Building Permit Quick-Reference Workflow

Use this workflow for building-project inquiries and building-permit applications.

1. Initial Inquiry – BP-1 — Screen the proposed work, identify likely review pathways, and determine whether a professional permit-requirement determination is needed. Do not assign a BP number merely for an inquiry.
2. Zoning / Land-Use Review – BP-2 — Verify applicable objective zoning and land-use requirements. Refer interpretation questions to the appropriate Designated Land Use Authority.
3. No Building Permit Required — If no building permit is required and no other Town approval remains outstanding, retain the applicable BP-1/BP-2 record. Do not create a C-2 entry solely for the screening.
4. Building Permit Application – BP-3 — When a permit is required, receive BP-3 and supporting materials, assign BP-[YEAR]-[###], create the official permit file, and enter the application in C-2.
5. Coordinated Review — Coordinate Town zoning/land-use review with Building Official/professional construction-code review. The Town does not make technical construction-code determinations.
6. Corrections / Other Approvals — Obtain required corrections and applicable Town or outside-agency approvals. Return material changes affecting zoning compliance for BP-2 review.
7. Ready for Issuance — Verify applicable prerequisites, professional approval, required documentation, and fees before marking BP-3 READY FOR BUILDING PERMIT ISSUANCE.
8. Permit Issuance – BP-4 — The authorized Designated Town Official issues BP-4 using the same BP number. Update C-2 with the issuance date.
9. Construction and Inspections — The Building Official or authorized professional provider performs or approves required technical inspections. Town volunteers do not determine whether technical work passes inspection.
10. Final Approval / Occupancy — Obtain applicable final professional approval and Certificate of Occupancy authorization when required.
11. Closeout – BP-5 — Complete BP-5, preserve final records in the official permit file, update C-2 to Closed, and record the closeout date.

Volunteer checkpoints:

- Town zoning review and professional construction-code review are separate functions.
- Do not issue BP-4 until all applicable prerequisites to issuance are satisfied.

- Do not independently approve technical plans, inspections, Stop Work Orders, or Certificates of Occupancy unless lawfully authorized.
- If a project also requires a separate land use and development approval, keep the two administrative actions separate and cross-reference them.

Appendix C – Application and Permit Numbering Quick Reference

Use the format: [PREFIX]-[YEAR]-[###].

R-2026-001 – Rezoning application

BP-2026-001 – Building permit application

Begin each application or permit type with 001 each calendar year.

Do not reuse an assigned number.

Use the same BP number from BP-3 through permit issuance and closeout.

Establish additional prefixes only when the corresponding application process is developed.

Appendix D – Administrative Escalation Quick Reference

Routine administration should move forward without unnecessary referral. Escalate when the issue requires authority or expertise the administrator does not have.

Title 10 interpretation or non-routine land-use determination → Appropriate Designated Land Use Authority.

Construction-code interpretation, technical plan review, or inspection determination → Building Official / professional provider.

Potential construction-code Stop Work Order → Building Official or other lawfully authorized person.

Certificate of Occupancy or technical final approval → Building Official / professional provider.

Legal authority, statutory procedure, notice requirement, or unresolved legal interpretation → Town attorney or other appropriate legal review.

Records classification, retention, disclosure, or records-request question → Town Recorder or other responsible records official, with legal review when appropriate.

Unclear Town assignment or signing authority → designated Town leadership / authorized governing body as applicable.

When escalating an issue, preserve the application or permit record, identify the specific question requiring resolution, and avoid making an interim determination outside assigned authority.

Appendix E – Zoning District Authorized and Conditional Uses

Purpose: This table provides a consolidated administrative reference to the uses identified as permitted or conditional within the Town's zoning districts. The Spring Lake Municipal Code controls in the event of any discrepancy between this table and the adopted Code.

Important. This is a reference summary, not a substitute for the Municipal Code. Uses remain subject to all other applicable zoning, development, building, access, parking, fire, environmental, subdivision, and other requirements. Chapter 10-3 also contains the Town's conditional-use and unlisted-use procedures.

1. Agricultural Residential (AR) District

Code references: Chapter 10-4; Permitted Uses §10-4-3; Conditional Uses §10-4-4.

No.	Use	Authorization	Code Reference
1	Single-family detached dwellings	Permitted	§10-4-3(A)
2	Agricultural operations	Permitted	§10-4-3(B)
3	Crop production	Permitted	§10-4-3(C)
4	Livestock raising and animal husbandry	Permitted	§10-4-3(D)
5	Barns, stables, corrals, and agricultural buildings	Permitted	§10-4-3(E)
6	Accessory buildings and structures	Permitted	§10-4-3(F)
7	Home occupations, subject to Title 10	Permitted	§10-4-3(G)
8	Accessory dwelling units where authorized by state law and Town ordinance	Permitted	§10-4-3(H)
9	Public utilities and utility facilities	Permitted	§10-4-3(I)
10	Uses customarily incidental to the foregoing	Permitted	§10-4-3(J)
11	Bed and breakfast establishments	Conditional Use Permit	§10-4-4(A)
12	Agritourism uses	Conditional Use Permit	§10-4-4(B)
13	Commercial equestrian facilities	Conditional Use Permit	§10-4-4(C)
14	Other uses determined by the Planning Commission to be similar in character and impact to the listed conditional uses	Conditional Use Permit	§10-4-4(D)

District note: Livestock, poultry, and other agricultural animals are expressly permitted in AR subject to Chapter 10-8 Agricultural Uses (§10-4-8).

2. Residential Cluster (RC) District

Code references: Chapter 10-5; Permitted Uses §10-5-3; Conditional Uses §10-5-4.

No.	Use	Authorization	Code Reference
1	Single-family detached dwellings	Permitted	§10-5-3(A)
2	Agricultural operations	Permitted	§10-5-3(B)
3	Crop production	Permitted	§10-5-3(C)
4	Livestock raising and animal husbandry	Permitted	§10-5-3(D)
5	Barns, stables, corrals, and agricultural structures	Permitted	§10-5-3(E)
6	Accessory buildings and structures	Permitted	§10-5-3(F)
7	Home occupations	Permitted	§10-5-3(G)
8	Accessory dwelling units where authorized by state law and Town ordinance	Permitted	§10-5-3(H)
9	Open space and conservation areas	Permitted	§10-5-3(I)
10	Uses customarily incidental to the foregoing	Permitted	§10-5-3(J)
11	Bed and breakfast establishments	Conditional Use Permit	§10-5-4(A)
12	Agritourism uses	Conditional Use Permit	§10-5-4(B)
13	Commercial equestrian facilities	Conditional Use Permit	§10-5-4(C)
14	Other uses determined by the Planning Commission to be substantially similar in character and impact	Conditional Use Permit	§10-5-4(D)

District note: Agricultural activities may continue within preserved open space when consistent with the conservation easement, Chapter 10-11, and any approved Open Space Management Plan (§10-5-10).

3. Commercial District

Code references: Chapter 10-6; Permitted Uses §10-6-3; Conditional Uses §10-6-4.

No.	Use	Authorization	Code Reference
1	Professional offices	Permitted	§10-6-3(A)
2	Administrative offices	Permitted	§10-6-3(B)
3	Medical and dental offices	Permitted	§10-6-3(C)
4	Financial and insurance services	Permitted	§10-6-3(D)
5	Real estate offices	Permitted	§10-6-3(E)
6	Personal service businesses	Permitted	§10-6-3(F)
7	Small retail establishments	Permitted	§10-6-3(G)
8	Specialty retail stores	Permitted	§10-6-3(H)
9	Farm and agricultural support businesses	Permitted	§10-6-3(I)
10	Small restaurants, cafés, bakeries, and similar food service establishments	Permitted	§10-6-3(J)
11	Artisan, craft, and locally produced goods businesses	Permitted	§10-6-3(K)
12	Government and public service offices	Permitted	§10-6-3(L)
13	Similar low-impact commercial uses determined by the Town to be consistent with the district purpose	Permitted	§10-6-3(M)
14	Convenience stores	Conditional Use Permit	§10-6-4(A)
15	Child care facilities	Conditional Use Permit	§10-6-4(B)
16	Veterinary clinics	Conditional Use Permit	§10-6-4(C)
17	Event Facilities	Conditional Use Permit	§10-6-4(D)
18	Historical building adaptive reuse projects	Conditional Use Permit	§10-6-4(E)
19	Mixed-use developments	Conditional Use Permit	§10-6-4(F)
20	Similar uses determined by the Town to be compatible with the district purpose	Conditional Use Permit	§10-6-4(G)

District note: The Code separately identifies prohibited uses in §10-6-5; an unlisted commercial use is not automatically allowed.

4. Light Industrial (LI) District

Code references: Chapter 10-7; Permitted Uses §10-7-3; Conditional Uses §10-7-4.

No.	Use	Authorization	Code Reference
1	Manufacturing, assembly, and fabrication of products conducted within enclosed buildings	Permitted	§10-7-3(A)
2	Contractor shops and contractor offices	Permitted	§10-7-3(B)
3	Warehousing and storage facilities	Permitted	§10-7-3(C)
4	Agricultural support businesses	Permitted	§10-7-3(D)
5	Equipment repair facilities	Permitted	§10-7-3(E)
6	Machine shops	Permitted	§10-7-3(F)
7	Woodworking shops	Permitted	§10-7-3(G)
8	Research and development facilities	Permitted	§10-7-3(H)
9	Printing and publishing operations	Permitted	§10-7-3(I)
10	Wholesale businesses	Permitted	§10-7-3(J)
11	Distribution facilities	Permitted	§10-7-3(K)
12	Government service and maintenance facilities	Permitted	§10-7-3(L)
13	Similar low-impact industrial uses determined by the Town to be consistent with the district purpose	Permitted	§10-7-3(M)
14	Outdoor storage areas	Conditional Use Permit	§10-7-4(A)
15	Large equipment yards	Conditional Use Permit	§10-7-4(B)
16	Truck fleet facilities	Conditional Use Permit	§10-7-4(C)
17	Agricultural processing facilities	Conditional Use Permit	§10-7-4(D)
18	Recycling facilities	Conditional Use Permit	§10-7-4(E)
19	Community utility facilities	Conditional Use Permit	§10-7-4(F)
20	Tobacco specialty businesses	Conditional Use Permit	§10-7-4(G)
21	Electronic cigarette, vape, or nicotine specialty retailers	Conditional Use Permit	§10-7-4(H)
22	Sexually oriented businesses	Conditional Use Permit	§10-7-4(I)
23	Similar uses not specifically addressed in Title 10 and determined by the Town to require additional review due to potential impacts	Conditional Use Permit	§10-7-4(J)

District note: The LI District separately identifies prohibited uses in §10-7-5, and certain conditional uses are subject to separation requirements under §10-7-15.

Administrative Notes

- “Permitted” reflects the Code's permitted-use category; it does not eliminate compliance with other applicable provisions.
- “Conditional Use Permit” reflects the Code's conditional-use category. Under §10-3-6, a Conditional Use Permit is to be approved when reasonable conditions can be imposed to mitigate reasonably anticipated detrimental effects.
- Section 10-3-20 provides a process for determining whether an unlisted use is substantially similar to a listed permitted, conditional, or prohibited use.
- The Commercial and Light Industrial chapters contain separate prohibited-use lists that should be consulted when evaluating uses not appearing in these tables.

Source. The Town of Spring Lake, Utah, Municipal Code Book, Title 10 – Land Use and Development, Chapters 10-4 through 10-7, adopted code supplied with this request.