ORDINANCE NO. 26-10

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING BUILDING PERMIT AND REZONING APPLICATION DOCUMENTS

WHEREAS, the Town Council seeks to implement the policies and objectives of the Town of Spring Lake General Plan and to establish the Town's initial comprehensive zoning and land use regulatory framework; and

WHEREAS, the Town Council has since adopted Resolution No. 26-13 establishing the Town of Spring Lake General Plan; and

WHEREAS, the Town Council finds that the proposed Building Permit and Rezoning Application Documents establish appropriate building and rezoning regulation parameters within Spring Lake.

NOW THEREFORE, the Town Council of the Town of Spring Lake, Utah, hereby ordains as follows:

1. – Adoption

The Town Council hereby adopts the proposed **Building Permit** and **Rezoning Application Documents**, attached hereto as **Exhibit A**, which includes the following documents, by name:

Building Permit Documents:
BP Admin Content V1.0 (p. 4)
Form BP-1 - Version 1.0 (p. 17)
Form BP-2 - Version 1.0 (p. 24)
Form BP-3 - Version 1.0 (p. 35)
Form BP-4 - Version 1.0 (p. 43)
Form BP-5 - Version 1.0 (p. 48)
Rezoning Application Documents:
Form R-1 - v1.0 (p. 53)
Form R-2 - v1.0 (p. 58)
Form R-3 - v1.0 (p. 61)
Form R-4 - v1.0 (p. 65)
Form R-5 - v1.0 (p. 70)
Form R-6 - v1.0 (p. 76)
Form R-7 - v1.0 (p. 80)
Form R-8 - v1.0 (p. 86)

2. – Administration

The Mayor, Town Recorder, Town Treasurer, and other Town officers and employees are authorized and directed to implement and administer these policies in the performance of their official duties.

3. – Periodic Review

The Town Council directs that the Building Permit and Rezoning Application Documents of the town of Spring Lake be reviewed periodically and updated as necessary to reflect changes in community needs and best practices, applicable state laws, and compliance changes dictated by new state legislation.

4. – Severability

If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.

5. – Effective Date

This Ordinance shall take effect immediately upon its adoption.

ADOPTED AND PASSED by the Town Council of the Town of Spring Lake, Utah, this 13 of August, 20 26.

Signed: _____

Wade Menlove, Mayor

Attest: _____

Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	X	____	____	____
Sharon Bascom	X	____	____	____
Robert Judd	____	____	____	X

Robert Marsh	X	____	____	____
David Charles	X	____	____	____

TOWN OF SPRING LAKE
BUILDING PERMIT ADMINISTRATION

1. Purpose

This section establishes the administrative procedure used by the Town of Spring Lake to receive, review, process, issue, track, and close building permits.

The procedure is intended to:

- provide applicants with a clear and predictable process;
- distinguish Town land-use and zoning review from professional construction-code review;
- ensure required approvals are obtained before a building permit is issued;
- establish a complete administrative record for each building permit; and
- allow Town personnel and volunteers to administer building permits without making technical determinations assigned to the Building Official or other professional providers.

Building projects shall be processed using the applicable BP-series forms and administrative registers identified in this Manual.

---

2. Administrative Roles

A. Town Administrative Personnel

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

1. receiving project inquiries and applications;
2. assisting applicants in identifying required forms and information;
3. assigning application and permit numbers;
4. maintaining the Building Permit Register;
5. creating and maintaining project files;
6. coordinating review among the applicant, Town, Building Official, and other applicable reviewers;

7. documenting application and review status;
8. verifying receipt of required approvals and documentation; and
9. completing the administrative file closeout.

Town administrative personnel shall not make technical construction-code determinations unless separately authorized and qualified to do so.

B. Town Land-Use / Zoning Review

The Town shall review proposed building projects for compliance with applicable land-use and zoning requirements.

Routine administrative review may include objective verification of requirements such as permitted uses, setbacks, height, and other measurable standards.

Questions requiring interpretation, professional judgment, or action by the Designated Land Use Authority shall be referred to the appropriate authority under the Spring Lake Municipal Code. For administrative land-use matters, the Town's designated planning professional individual or entity may serve as the Designated Land Use Authority when such authority is assigned to that role.

C. Building Official / Professional Building-Code Provider

The Building Official or authorized professional provider is responsible for construction-code functions assigned by the Municipal Code, applicable construction codes, contract, or Town designation.

These functions may include:

1. determining whether a building permit is required when a professional determination is necessary;
2. reviewing construction plans and supporting technical documents;
3. identifying required corrections;
4. determining construction-code compliance;
5. conducting or approving required inspections;
6. determining whether construction has passed required inspections;
7. issuing or authorizing Stop Work Orders when authorized;
8. issuing or authorizing Certificates of Occupancy when required; and

9. providing final construction-code approval.

Town administrative personnel shall rely upon the Building Official or authorized professional provider for these technical determinations.

D. Designated Town Official (DTO)

The Town Recorder and Deputy Recorder are each authorized to serve as the Designated Town Official. Either may perform the DTO function for a particular matter based upon availability and the Town's administrative needs; both are not required to act jointly.

Building permits shall be issued by the Designated Town Official after all applicable prerequisites to issuance have been satisfied.

---

3. Initial Building Project Inquiry

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.

At this stage, the Town should obtain sufficient information to identify:

1. the property and property owner;
2. the general nature and scope of the proposed work;
3. the existing and proposed use;
4. whether zoning or land-use review is required;
5. whether a building-permit determination is required;
6. whether another Town permit or approval may be implicated; and
7. whether review by another agency or service provider may be required.

A formal building-permit application number ordinarily shall **not** be assigned at the BP-1 stage.

---

4. Building-Permit Requirement Determination

When established guidance from the Building Official clearly establishes whether the 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.

The determination shall be documented on BP-1 as applicable.

Town administrative personnel shall not independently interpret construction codes to determine whether a permit is required.

---

5. 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. Only applicable requirements need to be reviewed.

The Town shall verify applicable requirements using the Official Zoning Map, Municipal Code, submitted project information, and other applicable Town records.

A. Objective Verification

Town administrative personnel may perform straightforward verification of objective requirements within their assigned authority.

B. Interpretation or Additional Authority Required

If compliance cannot be determined through the straightforward application of an objective requirement, the matter shall be referred to the appropriate Designated Land Use Authority or other authorized decision-maker. When professional planning judgment is required, the matter should be referred to the Development Staff, which serves as the Designated Land Use Authority for administrative land-use applications when that authority has been assigned to it.

Town administrative personnel should not create informal interpretations to resolve uncertainty.

C. Property Boundaries

Zoning review shall be based upon the site and property information submitted or otherwise identified in the project record.

Administrative zoning review does not independently establish or certify property boundaries.

If adequate boundary information is necessary to determine compliance and the submitted information is insufficient, the Town may require additional information before completing BP-2.

---

6. Projects Not Requiring a Building Permit

If the Building Official or professional provider determines that no building permit is required, the project shall not proceed through BP-3, BP-4, or BP-5 solely because a BP-series screening was initiated.

When applicable zoning and land-use review have been completed, and no other Town permit or approval remains outstanding, BP-2 may serve as the final Town screening record.

The Town may provide the completed BP-2 to the property owner or applicant for their records.

No building-permit number or C-2 Building Permit Register entry is required when no building-permit application is submitted.

---

7. Building Permit Application

When a building permit is required, the applicant shall submit:

Form BP-3 — Building Permit Application

together with the plans, specifications, site information, supporting documentation, and other materials applicable to the proposed project.

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

1. Assign the next available building-permit application number;
2. Create the official building-permit file; and
3. Enter the application in **Form C-2 — Building Permit Register**.

Permit Numbering Convention

Building permits shall use the following format:

BP-[YEAR]-[SEQUENTIAL NUMBER]

Example:

BP-2026-001

The number assigned upon receipt of BP-3 shall remain with the project throughout review, permit issuance, inspections, and closeout.

If the application is approved, the application number becomes the Building Permit Number.

Assigned numbers shall not be reused.

---

8. Initial Application Review

Town administrative personnel shall review BP-3 and submitted materials to determine whether sufficient information has been provided to begin an applicable review.

The administrative determination is:

Sufficient to begin an applicable review

or:

Additional information required before applicable review can begin

This administrative review does not constitute construction-code plan approval or final zoning approval.

When additional information is required, the request and subsequent receipt of materials should be documented in BP-3 and the application status updated in C-2 as appropriate.

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.

---

9. Coordinated Town and Professional Review

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

A. Town Review Track

The Town review track may include:

- BP-2 zoning and land-use review;
- other required Town permits or approvals;
- verification of outside-agency approvals applicable to Town permit issuance; and
- other administrative requirements established by the Municipal Code.

B. Professional Review Track

The professional review track may include:

- construction-code plan review;
- structural review;
- electrical, plumbing, or mechanical review;
- accessibility or other applicable code review;
- identification of required corrections; and
- other technical review assigned to the Building Official or professional provider.

Town administrative personnel coordinate these review tracks but do not substitute their judgment for the professional determinations assigned to the Building Official or professional provider.

---

10. Corrections and Revised Materials

When corrections or additional information are required, the applicant shall submit revised materials through the applicable Town/provider procedure.

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.

Zoning compliance shall be reconfirmed before permit issuance when the revised project differs materially from the proposal previously reviewed.

Minor technical revisions that do not affect Town land-use or zoning requirements do not require duplicative Town review.

---

11. Other Required Approvals

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.

Town administrative personnel shall verify receipt of applicable approval documentation, but shall not make determinations assigned to another agency or professional authority.

---

12. Fees

Applicable building-permit, plan-review, inspection, and other fees shall be assessed and collected in accordance with the fee schedule adopted by the Town and any applicable provider arrangements.

BP-3 shall document applicable fees and payment information.

Administrative Note — Pending Verification: This subsection shall be reviewed against the Town's adopted fee schedule and the professional-provider arrangement before implementation.

---

13. Pre-Issuance Review

Before issuing a building permit, Town administrative personnel shall complete the applicable pre-issuance review in BP-3.

The project shall not be marked:

READY FOR BUILDING PERMIT ISSUANCE

until all requirements identified as prerequisites to issuance have been satisfied.

As applicable, this includes verification that:

1. Town zoning and land-use review is complete;
2. Construction-code plan review has been approved by the Building Official or professional provider;
3. Revisions affecting zoning compliance have been reviewed;
4. Other required Town approvals have been obtained;
5. Required outside-agency documentation has been received;
6. Applicable fees have been paid; and
7. Approved plans and supporting documents are retained in the permit record.

---

14. Building Permit Issuance

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.

Upon issuance, C-2 shall be updated to record:

- **Status — Permit Issued**; and
- **Permit Issued — [date].**

The permit authorizes only the approved work, location, use, plans, specifications, and conditions identified in the permit record.

Issuance of BP-4 does not authorize work outside the approved scope.

---

15. Changes After Permit Issuance

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.

When a change affects both, both applicable reviews must be completed.

The Town may require updated plans or other documentation sufficient to maintain an accurate permit record.

---

16. Inspections

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.

C-2 may identify the general project status as:

Inspections in Progress

Individual inspection results should be retained in the project file or applicable professional-provider record rather than duplicated in C-2.

Administrative Note — Pending Verification: Inspection scheduling, documentation, correction, and reinspection procedures shall be reconciled with the professional provider's procedures before implementation.

---

17. Stop Work Orders and Construction Violations

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.

Nothing in this section limits separate enforcement authority granted by the Municipal Code to the Town or another authorized official for zoning, land-use, nuisance, right-of-way, or other violations.

---

18. Final Inspection and Certificate of Occupancy

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 thereof 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.

Administrative Note — Pending Verification: The process for preparation, issuance, and retention of Certificates of Occupancy shall be reconciled with the professional-provider arrangement.

---

19. Building Permit Closeout

After applicable inspections, final approvals, documentation, and fees have been completed, Town administrative personnel shall complete BP-5.

Before closing the permit file, the Town shall verify, as applicable, that the record contains:

1. the issued building permit;
2. approved plans and supporting documents;
3. Town zoning/land-use review;
4. professional plan-review approval;
5. other required permit or agency approvals;
6. required inspection documentation;

7. final professional approval;
8. Certificate of Occupancy or other final authorization, if required; and
9. applicable fee/payment documentation.

When no known permit requirement remains outstanding, BP-5 may be marked:

PERMIT COMPLETE — FILE CLOSED

C-2 shall then be updated to:

Status — Closed
Date Closed — [date]

Administrative closure of the Town permit file does not constitute an independent technical determination that construction complies with applicable construction codes.

---

20. Building Permit Records

The Town shall maintain an official file for each building-permit application assigned a BP number.

The project file should contain the applicable BP-series forms, approved plans, professional-review documentation, correspondence, required outside approvals, inspection/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.

Records shall be maintained in accordance with applicable Town records-management and retention requirements.

---

21. Administrative Escalation

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

- An ordinance provision requires interpretation;
- The 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**. Questions requiring professional planning judgment should be deferred to Development Staff.

TOWN OF SPRING LAKE

BUILDING PROJECT INQUIRY & SCREENING FORM

Land Use and Development Review & Administration Manual

Form BP-1

Version 1.0

Purpose

This form is used to gather basic information about proposed construction, alteration, remodeling, demolition, or other building-related work and to help determine which Town permits, approvals, or reviews may apply.

Completion of this form does **not** constitute a building permit application or approval of the proposed project.

The purpose of this initial screening is to help the Town and property owner identify the appropriate review pathway before unnecessary plans, applications, or other materials are prepared.

Part 1 — Property and Contact Information

Property Address:

Parcel Number(s):

Property Owner:

Applicant / Contact Person, if different:

Phone: _____ Email: _____

Town Use

Zoning District: _____

Zoning verified from Official Zoning Map on: _____

Verified by: _____

Part 2 — Proposed Project

Briefly describe what you want to do:

Type of Project

Check all that apply:

☐ New building or structure

☐ Addition to an existing building or structure

☐ Interior remodel or alteration

☐ Exterior remodel or alteration

☐ Accessory building or structure (shed, garage, shop, barn, etc.)

☐ Electrical work

☐ Plumbing work

☐ Mechanical / HVAC work

☐ Demolition

☐ Change in use or occupancy of an existing building

☐ Other: _____

Part 3 — Basic Project Information

Proposed use of the building, structure, or improved area:

For a new building, structure, or addition:

Approximate dimensions: _____ ft. × _____ ft.

Approximate floor area: _____ sq. ft.

Approximate height: _____ ft.

Utilities

Will the project include new or modified:

☐ Electrical

☐ Plumbing / Water

☐ Sewer / Septic

☐ Natural Gas / Propane

☐ Mechanical / HVAC

☐ None

☐ Other: _____

Residential Occupancy

Will the proposed building or structure contain sleeping or living accommodations?

☐ No

☐ Yes

☐ Not Applicable

Part 4 — Site Information

For new buildings, structures, additions, or other work affecting the site:

Existing principal use of the property:

Existing principal building(s), if any:

Will the proposed project involve:

☐ A new or modified driveway or road access

☐ Work within or adjacent to a public right-of-way

☐ New or modified utility connections

☐ Septic system installation or modification

☐ Grading, drainage, or significant earth disturbance

☐ None of the above

☐ Unknown

Preliminary Site Information

If applicable, provide or attach a simple sketch showing:

- property boundaries;
- road or street frontage;
- existing principal building(s);
- proposed building, structure, or addition;
- approximate distances from proposed construction to property lines; and
- other site features relevant to the proposed work.

A professionally prepared site plan is not required for initial screening unless otherwise requested by the Town.

Part 5 — Initial Town Screening

Town Use Only

Based on the information provided, identify the review pathways that appear applicable.

A. Building Permit / Construction-Code Review

☐ Building permit clearly required based upon established Building Official guidance
☐ Building permit may be required — refer to Building Official / professional building-code provider for determination
☐ Building-permit determination not applicable

Building Official / Professional Provider Determination, if referred

☐ Building permit required
☐ Building permit not required
☐ Additional information required to make a determination

Determination provided by: _____
Date: _____
Documentation: ☐ Attached ☐ Retained in project file

B. Land-Use / Zoning Review

☐ Proceed to Form BP-2 — Building Project Zoning Compliance Review

☐ Additional information required before zoning review can proceed

☐ No Form BP-2 review required — reason documented below

☐ Zoning question requires interpretation or additional review

C. Other Potential Permits / Approvals

☐ Road Access Permit

☐ Right-of-Way Permit

☐ Septic/health department approval

☐ Utility-provider approval

☐ Fire Authority review/approval

☐ Other Town land-use approval: _____

☐ Other: _____

☐ None identified

Important

This initial screening identifies permits, approvals, or reviews that appear applicable based on the information currently available. Additional requirements may be identified as the project is reviewed.

Part 6 — Next Step

Based on the initial screening:

☐ Submit a Building Permit Application and required materials.

☐ Submit project information to the Town's designated Building Official or professional building-code provider for determination of whether a building permit is required.

☐ Proceed to Town zoning/land-use compliance review.

☐ Provide the following additional information:

☐ Complete the following other permit or approval process:

☐ No building permit is required based upon the Building Official's determination; applicable Town zoning, land-use, and other requirements must still be satisfied.

☐ No additional Town permit or approval has been identified based upon the proposed work and information provided.

☐ Other:

Screening Record

Screened by: _____

Date: _____

Notes:

MANUAL INSTRUCTIONS — FORM BP-1

Purpose of Initial Screening

Form BP-1 is an **initial screening and routing tool**. It is not a building permit application, zoning approval, or authorization to begin construction.

The Designated Town Official or assigned administrator should use Form BP-1 to identify the review pathway that appears applicable to the proposed work.

Building-Code Questions

Town volunteers and administrative personnel should **not make technical construction-code determinations** unless specifically authorized and qualified to do so.

When it is unclear whether proposed work requires a building permit, or when another construction-code question requires professional judgment, refer the question to the Town's designated Building Official or professional building-code provider.

Zoning and Land-Use Questions

Straightforward zoning and land-use requirements may be verified using the Official Zoning Map, Spring Lake Municipal Code, and applicable Town administrative tools.

When a question requires interpretation, professional judgment, or a determination beyond straightforward administrative verification, the administrator should refer or elevate the question rather than make an unsupported determination.

Work Exempt from a Building Permit

A determination that a building permit is not required does **not** exempt a project from applicable zoning, land-use, health, safety, fire, utility, or other requirements.

Initial Screening Is Not Final Approval

Form BP-1 is intended to help identify the appropriate review pathway based on the information available at the time of screening. Additional permits, approvals, information, or professional review may be required as additional facts become known. When a question requires interpretation, professional planning judgment, or a determination beyond straightforward administrative verification, the administrator should refer or elevate the question to Development Staff rather than make an unsupported determination.

TOWN OF SPRING LAKE

BUILDING PROJECT ZONING COMPLIANCE REVIEW

Land Use and Development Review & Administration Manual

Form BP-2

Version 1.0

Purpose

This form is used by the Town to determine whether a proposed building project complies with applicable zoning and land-use requirements before a building permit is issued or, when no building permit is required, before the Town concludes its zoning review.

This review addresses **land-use and zoning compliance only**. It does not determine compliance with construction codes and does not replace review by the Town's designated Building Official or professional building-code provider.

Part 1 — Project Identification

Property Address:

Parcel Number(s):

Property Owner:

Applicant / Contact Person, if different:

Project Description:

Related Form BP-1 Date: _____

Building Permit Application / Permit No., if applicable: _____

Part 2 — Property and Zoning Verification

Zoning District: _____

Zoning verified from Official Zoning Map on: _____

Verified by: _____

Existing Property Use

Existing/most recent use:

Lawful status of existing use, when relevant to review:

☐ **Established/verified**
☐ **Not established**
☐ **Additional review required**
☐ **Not relevant to this determination**

Basis/record reviewed: _____

Existing principal building(s) or structure(s):

Proposed Use

Proposed building or structure:

Proposed use:

Zoning Use Reference

Appendix 6-E, Zoning District Authorized and Conditional Uses, may be used as a quick reference to determine whether the proposed use is identified as a permitted or conditional use within the applicable zoning district. The reviewer shall verify the determination against the applicable provisions of the Spring Lake Municipal Code.

Use Determination

☐ Proposed use is permitted in the applicable zoning district.

☐ Proposed use is permitted as an accessory use or structure.

☐ Proposed use requires another land-use approval before proceeding.

☐ Additional information is required to determine whether the proposed use is allowed.

☐ Question requires interpretation or additional review.

Applicable Code Section(s):

_____

Notes:

_____

_____

_____

Part 3 — Site Information Review

Site Information Received

☐ Property boundaries shown

☐ Road/street frontage shown

☐ Existing principal building(s) shown

☐ Proposed building, structure, or addition shown

☐ Distances from proposed construction to property lines shown

☐ Building dimensions shown

☐ Proposed building height provided

☐ Driveway/access shown, if applicable

☐ Other relevant site features shown, if applicable

☐ Additional information required

Source of Site / Property-Line Information

☐ Applicant-provided sketch or information

☐ Survey

☐ Recorded plat

☐ Other: _____

Additional information needed, if any:

Town zoning review is based on the site and property information submitted or otherwise identified in the project record. Town administrative review does not independently establish or certify property boundaries.

Part 4 — Dimensional Standards

Setbacks

Requirement	Required	Proposed	Complies
Front setback	_____ ft.	_____ ft.	☐ Yes ☐ No ☐ N/A
Side setback — 1	_____ ft.	_____ ft.	☐ Yes ☐ No ☐ N/A
Side setback — 2	_____ ft.	_____ ft.	☐ Yes ☐ No ☐ N/A
Rear setback	_____ ft.	_____ ft.	☐ Yes ☐ No ☐ N/A

Applicable Code Section(s):

Height

Maximum permitted height: _____ ft.

Proposed height: _____ ft.

☐ Complies

☐ Does not comply

☐ Not applicable

Applicable Code Section(s):

Other Applicable Dimensional Standards

☐ Lot area

☐ Lot width

☐ Lot coverage

☐ Building separation

☐ Accessory-structure standards

☐ Other: _____

☐ None identified

Requirement / Proposed / Determination:

_____

_____

Applicable Code Section(s):

_____

_____

Part 5 — Supplemental Zoning / Land-Use Requirements

Check each item that applies to the proposed project.

Accessory Buildings and Structures

☐ Not applicable

☐ Proposed structure is accessory and subordinate to the principal use.

☐ Proposed structure will not function as an independent dwelling.

☐ Applicable accessory-structure setback requirements are satisfied.

☐ Applicable accessory-structure height requirements are satisfied.

☐ Proposed utilities, if any, have been identified.

☐ Accessory structure is proposed before the establishment of a principal use or building — additional review required.

Applicable Code Section(s):

_____

Access / Right-of-Way

☐ No new or modified access proposed

☐ Existing access will serve the project

☐ New or modified access proposed — Road Access Permit review may be required

☐ Work within public right-of-way proposed — Right-of-Way Permit review may be required

Utilities / Wastewater

☐ No new or modified utility service identified

☐ Utility work identified

☐ Septic installation or modification identified

☐ Applicable outside-provider or agency approval/documentation required

Other Applicable Land-Use Requirements

☐ Parking

☐ Signs

☐ Fencing

☐ Outdoor lighting

☐ Landscaping/screening

☐ Outdoor storage

☐ Loading/service areas

☐ Grading/drainage

☐ Sensitive lands / natural features

☐ Agricultural requirements

☐ Commercial/industrial standards

☐ Other: _____

☐ None identified

Applicable requirement(s) / notes:

_____

_____

Applicable Code Section(s):

_____

_____

Part 6 — Other Required Approvals

Based on the zoning / land-use review:

☐ No additional land-use approval identified

☐ Road Access Permit

☐ Right-of-Way Permit

☐ Other Town land-use approval: _____

☐ Fire Authority review/approval

☐ Health Department / septic approval

☐ Utility-provider approval

☐ Other agency approval: _____

☐ Additional review or interpretation required

Status/notes:

_____

_____

_____

Part 7 — Zoning Compliance Determination

Based upon the information submitted and the applicable provisions of the Spring Lake Municipal Code:

☐ **ZONING COMPLIANCE CONFIRMED FOR PROPOSAL AS SUBMITTED**

Based upon the information submitted and applicable provisions of the Spring Lake Municipal Code, the proposed project complies with the zoning and land-use requirements reviewed by the Town when constructed and used as shown and described in the project record.

Material changes to the location, dimensions, height, use, or other relevant characteristics of the proposal may require additional Town review.

If a building permit is required, the project may proceed through the remaining building-permit review process. **This determination does not authorize construction.**

☐ **ZONING COMPLIANCE NOT YET CONFIRMED — ADDITIONAL INFORMATION REQUIRED**

The following information is required before the Town can complete its zoning review:

_____

_____

☐ **ZONING COMPLIANCE NOT CONFIRMED — REVISION OR OTHER APPROVAL REQUIRED**

The proposal does not currently satisfy the following requirement(s):

Applicable Code Section(s):

The applicant may revise the proposal or pursue another available approval process, if applicable.

☐ **REFERRED FOR ADDITIONAL REVIEW / INTERPRETATION**

When a question requires interpretation or professional planning judgment, the reviewer should refer the matter to Development Staff. Other matters should be referred to the appropriate authorized decision-maker or professional provider.

The following issue (if any) cannot be resolved through straightforward administrative verification:

Referred to: _____

Date: _____

Part 8 — Project Disposition / Town Review Record

Building Permit Status

☐ Building permit required

☐ Building permit not required based upon the determination of the Building Official / professional building-code provider

☐ Building-permit determination pending

☐ Building-permit determination not applicable

If No Building Permit Is Required

☐ Building Official / professional building-code provider has determined that a building permit is not required.

☐ Applicable Town zoning / land-use review is complete.

☐ No other Town permit or approval has been identified.

☐ Other required Town permit or approval remains pending:

Final Town Review Status

☐ **SCREENING / REVIEW COMPLETE — NO BUILDING PERMIT REQUIRED**

☐ **ZONING COMPLIANCE CONFIRMED — PROCEED TO BUILDING PERMIT PROCESS**

☐ Pending additional information

☐ Pending project revision

☐ Pending another required approval

☐ Pending interpretation / additional review

Review Record

Reviewed by: _____

Date: _____

Town screening/review completed, if applicable:

_____

Copy of completed Form BP-2 provided to property owner/applicant:
☐ Yes ☐ No ☐ N/A

Date provided: _____

Notes:

_____

_____

_____

_____

MANUAL INSTRUCTIONS — FORM BP-2

Purpose and Scope

Form BP-2 documents the Town's zoning and land-use review of a proposed building project.

It should be used when Form BP-1 or another Town process determines that zoning or land-use compliance must be verified.

Form BP-2 may also serve as the Town's final project-screening record when the Building Official or professional building-code provider determines that no building permit is required and no other Town permit or approval remains necessary.

Administrative Verification

The person completing Form BP-2 should verify objective requirements using the:

- Official Zoning Map;
- Spring Lake Municipal Code;
- Appendix 6-E, **Zoning District Authorized and Conditional Uses**, as a reference when determining use authorization;
- submitted site information; and
- other applicable Town records.

Appendix 6-E is provided as an administrative reference and does not replace the applicable provisions of the Spring Lake Municipal Code. The reviewer should identify the applicable Municipal Code section whenever practical. This provides a record of the basis for the determination and facilitates later review

Site and Property Information

Town administrative review should rely upon the site and property information submitted by the applicant or otherwise identified in the project record.

Town administrative personnel should not represent that the Town has independently surveyed, established, or certified property boundaries through the zoning-review process.

If reliable boundary information is necessary to determine compliance and the information submitted is insufficient, additional documentation may be required before zoning compliance can be confirmed.

Do Not Perform Building-Code Review

Form BP-2 does **not** address structural, electrical, plumbing, mechanical, fire-code, or other technical construction-code compliance assigned to the Building Official or professional building-code provider.

Do Not Guess

If compliance cannot be determined by applying an objective requirement to the information submitted, the reviewer should refer or elevate the question rather than create an interpretation.

Proportional Review

Only those portions of Form BP-2 relevant to the proposed project need to be completed. Mark provisions **N/A** when appropriate.

The scope of administrative review should be proportionate to the type and complexity of the proposed project.

Relationship to Building Permit

Zoning compliance and building-code compliance are separate determinations. When a building permit is required, both must be satisfied, together with any other applicable approvals, before the building permit is issued.

A zoning-compliance determination does not itself authorize construction.

Projects Not Requiring a Building Permit

When the Building Official or professional building-code provider determines that no building permit is required, Form BP-2 may be used to document completion of the Town's zoning and land-use review.

If zoning compliance is confirmed and no other Town permit or approval is required, the Town may close the administrative review and provide a copy of the completed Form BP-2 to the property owner or applicant for their records.

TOWN OF SPRING LAKE

BUILDING PERMIT APPLICATION

Land Use and Development Review & Administration Manual

Form BP-3

Version 1.0

Purpose

Use this form to apply for a building permit from the Town of Spring Lake for construction, alteration, remodeling, demolition, or other work requiring a building permit.

Submission of an application does not authorize construction. Work requiring a building permit may begin only after the Town has issued the permit.

Technical construction-code review and required building inspections are performed by the Town's designated Building Official or professional building-code provider.

Part 1 — Property Information

Property Address:

Parcel Number:

Property Owner:

Owner Mailing Address:

Phone: _____ Email: _____

Applicant, if Different from Property Owner

Applicant:

Relationship to Owner:

Mailing Address:

Phone: _____ **Email:** _____

☐ Owner authorization attached, if required.

Part 2 — Project Information

Type of Work

Check all that apply:

☐ New building or structure
☐ Addition
☐ Interior alteration / remodel
☐ Exterior alteration / remodel
☐ Accessory building or structure
☐ Electrical
☐ Plumbing
☐ Mechanical / HVAC
☐ Demolition
☐ Change in use or occupancy
☐ Other: _____

Building / Project Type

☐ Single-family residential
☐ Residential accessory structure
☐ Residential remodel alteration
☐ Agricultural building/structure
☐ Commercial building
☐ Commercial remodel/alteration
☐ Industrial building/alteration
☐ Other: _____

Project Description

Briefly describe the work to be performed:

Existing use of building/property:

Proposed use, if different:

Does the project involve a change in use or occupancy?

☐ No
☐ Yes
☐ To be determined by the Building Official/professional provider

---

Part 3 — Project Characteristics

Complete the items applicable to the proposed work.

New building/structure area: _____ sq. ft.

Addition area: _____ sq. ft.

Remodeled/altered area: _____ sq. ft.

Number of stories: _____

Proposed building height: _____ ft.

Utilities / Systems Affected

☐ Electrical
☐ Plumbing
☐ Water
☐ Sewer / Septic
☐ Natural Gas / Propane
☐ Mechanical / HVAC
☐ None
☐ Other: _____

Contractor

General Contractor:

Utah Contractor License No.:

Phone / Email:

☐ Owner-builder, if legally applicable

Part 4 — Applicant's Estimated Project Valuation

Estimated value of construction: $_____

The applicant's estimate is provided for application information and does not establish the valuation used to calculate the Town building permit fee. Permit valuation and fees will be determined in accordance with the Town's adopted Building Permit Fee Schedule and Valuation Table.

Part 5 — Required Application Materials

Submit those materials applicable to the proposed project.

Town / Site Information

☐ Completed Building Permit Application
☐ Site plan showing proposed construction and relevant property information
☐ Building/project plans
☐ Owner authorization, if the applicant is not the property owner and authorization is required
☐ Other applicable Town permit or approval documentation

Construction-Code Review Materials

☐ Construction plans/drawings
☐ Structural information or engineering, if required
☐ Electrical information, if required
☐ Plumbing information, if required
☐ Mechanical information, if required
☐ Energy-code information, if required
☐ Other information required by the Building Official

Other Approvals, if Applicable

☐ Septic/health department approval
☐ Fire Authority approval
☐ Utility-provider approval
☐ Road Access Permit

☐ Right-of-Way Permit
☐ Other: _____

Not every item listed above is required for every project. The materials required depend upon the type and scope of work and applicable Town and construction-code requirements.

The Town or Building Official may request additional information reasonably necessary to review the proposed project.

Part 6 — Applicant Certification

I certify that the information provided in this application and accompanying materials is true and complete to the best of my knowledge.

I understand that:

- Submission of this application does not authorize construction;
- The project must comply with applicable Town requirements and construction codes;
- Approval is based upon the plans and information submitted;
- Material changes to the approved project may require additional review or approval;
- Required inspections must be completed as directed by the Building Official; and
- The issuance of a building permit does not authorize work on property not owned or otherwise lawfully controlled by the applicant or resolve private property-boundary, easement, covenant, or other private-property matters.

Applicant Signature: _____

Printed Name: _____

Date: _____

TOWN USE ONLY

Part 7 — Application Receipt

Building Permit Application No.: _____

Date Received: _____

Received By: _____

Related Form BP-1: ☐ Yes ☐ N/A

Related Form BP-2: ☐ Yes ☐ Pending ☐ N/A

Initial Application Status

☐ Sufficient to begin applicable review

☐ Additional information required before applicable review can begin

Additional information requested:

_____

_____

Date requested: _____

Date received: _____

_____

Part 8 — Review Routing

Town Zoning / Land-Use Review

☐ Form BP-2 zoning review required

☐ Form BP-2 completed — zoning compliance confirmed

☐ Form BP-2 pending

☐ Other land-use approval required

☐ Not applicable

Date completed: _____

Building Official / Professional Provider

Application/materials transmitted:

_____

Transmitted to: _____

Date: _____

Professional Review Status

☐ Under review

☐ Corrections / additional information required

☐ Revised materials submitted

☐ Construction-code review approved

Approval date: _____

Revisions During Professional Review

☐ No material revisions affecting Town zoning/land-use review

☐ Revisions may affect prior zoning/land-use determination — return to Form BP-2 for review

BP-2 re-review completed, if required: _____

☐ Zoning compliance reconfirmed

Documentation retained in project file: ☐ Yes

Part 9 — Other Required Approvals

☐ No additional approvals identified

☐ Road Access Permit complete

☐ Right-of-Way Permit complete

☐ Health / septic approval received

☐ Fire Authority approval received

☐ Utility approval/documentation received

☐ Other: _____

Outstanding items:

_____

_____

_____

Part 10 — Permit Valuation and Fees

Official project valuation: $_____

Valuation determined by: _____

Town building permit fee: $_____

Plan review fee/cost, if applicable: $_____

Inspection/reinspection fee or cost, if applicable: $_____

State surcharge, if applicable: $_____

Other applicable fee(s) / cost(s): $_____

Description: _____

Total amount due: $_____

Date paid: _____

Receipt / Reference No.: _____

Part 11 — Ready for Permit Issuance

Before issuing the building permit, verify:

☐ Required application information received

☐ Town zoning / land-use compliance confirmed

☐ Building Official / professional plan review approved

☐ Other required Town approvals completed

☐ Required outside-agency documentation received

☐ Applicable fees paid

☐ Approved plans/documents identified and retained

☐ No unresolved condition prevents permit issuance

Determination

☐ **READY FOR BUILDING PERMIT ISSUANCE**

☐ **NOT YET READY FOR ISSUANCE**

Outstanding requirement(s):

Reviewed by: _____

Date: _____

TOWN OF SPRING LAKE

BUILDING PERMIT

Land Use and Development Review & Administration Manual

Form BP-4

Version 1.0

Part 1 — Permit Information

Building Permit No.: _____

Date Issued: _____

Property Address:

Parcel Number:

Property Owner:

Applicant, if different:

Contractor:

Utah Contractor License No., if applicable:

Part 2 — Approved Work

Project Type:

☐ New building or structure
☐ Addition
☐ Interior alteration/remodel
☐ Exterior alteration/remodel

☐ Accessory building or structure
☐ Electrical
☐ Plumbing
☐ Mechanical/HVAC
☐ Demolition
☐ Change in use or occupancy
☐ Other: _____

Description of Approved Work

_____

_____

_____

Approved use of building/structure:

_____

_____

Part 3 — Approved Plans and Documents

This permit authorizes only the work shown or described in the plans, specifications, application materials, and other documents approved as part of the permit record.

Approved plans/documents dated:

_____

Building Official/Professional Provider approval date:

_____

Town zoning/land-use compliance confirmed:
☐ Yes ☐ N/A

Date confirmed: _____

Other required approval(s), if applicable:

_____

_____

_____

Part 4 — Permit Conditions

This permit is subject to the following:

1. Work must be performed in accordance with the approved plans, documents, and applicable requirements of the Spring Lake Municipal Code and adopted construction codes.
2. Material changes to the approved work, plans, location, dimensions, use, or other information upon which this permit was issued must be submitted for review before the changed work is performed when required by the Town or Building Official. Changes affecting zoning or land-use compliance must be returned to the Town for review. Changes affecting construction-code compliance must be reviewed by the Building Official or professional building-code provider.
3. Required inspections must be requested and completed as directed by the Town's designated Building Official or professional building-code provider.
4. Work must not proceed beyond a required inspection stage until the required inspection has been approved.
5. This permit does not authorize work beyond the scope of the approved project or authorize work on property not owned or otherwise lawfully controlled by the applicant.
6. This permit does not resolve or supersede private property boundaries, easements, covenants, agreements, or other private property rights.
7. Other permits or approvals applicable to the project remain in effect and must be complied with.

Project-Specific Conditions, if any

_____

_____

_____

☐ None

_____

Part 5 — Permit Issuance

Permit Fees

☐ Applicable building permit fees have been paid as documented in Form BP-3 and the official permit file.

The Town of Spring Lake has determined that the applicable requirements for issuance of this building permit have been satisfied based upon the approvals and documentation contained in the permit record.

Issuance of this permit authorizes the approved work to proceed subject to the conditions stated above and all applicable requirements.

This permit is valid only for the work, location, use, plans, and specifications approved as part of the permit record.

Issued By (Designated Town Official): _____

Signature: _____

Date: _____

Part 6 — Inspection Information

Required inspections are performed by the Town's designated Building Official or professional building-code provider.

Inspection Contact / Provider:

Phone / Email / Scheduling Information:

The permit holder is responsible for requesting required inspections at the appropriate stages of construction.

Do not conceal or proceed beyond work requiring inspection until the applicable inspection has been completed and approved.

Part 7 — Final Approval / Occupancy

☐ Final inspection required

☐ Certificate of Occupancy required

☐ Certificate of Occupancy not required

☐ Other final approval required: _____

The building or structure may not be occupied when a Certificate of Occupancy or other final authorization is required until that authorization has been issued or approved by the Building Official.

Permit Holder Copy

Keep this permit and the approved plans/documents available at the project site during construction as required by the Building Official.

TOWN OF SPRING LAKE

BUILDING PERMIT FINAL APPROVAL & CLOSEOUT RECORD

Land Use and Development Review & Administration Manual

Form BP-5

Version 1.0

Part 1 — Permit Information

Building Permit No.: _____

Property Address:

Parcel Number:

Property Owner:

Project Description:

Building Permit Issuance Date: _____

Part 2 — Inspection Record

Required technical inspections are performed and documented by the Town's designated Building Official or professional building-code provider.

Inspection Status

☐ Required inspections completed

☐ Required inspections remain outstanding

☐ Corrections or reinspection required

☐ Inspection requirements not applicable

Building Official / Professional Provider documentation received:
☐ Yes ☐ No ☐ Pending

Date received: _____

Documentation retained in permit file: ☐ Yes

Outstanding inspection or correction items, if any:

_____

_____

_____

Part 3 — Final Inspection/Professional Approval

☐ Final inspection completed and approved

☐ Final inspection completed — corrections required

☐ Final inspection pending

☐ Final inspection not required

Final approval date: _____

Final approval provided by:

_____

Final inspection/approval documentation retained in permit file:
☐ Yes ☐ N/A

Outstanding items, if any:

_____

_____

_____

Part 4 — Certificate of Occupancy/Final Authorization

☐ Certificate of Occupancy required

☐ Certificate of Occupancy not required

☐ Other final authorization required: _____

If Required

☐ Certificate of Occupancy / final authorization issued or authorized

☐ Certificate of Occupancy / final authorization pending

Date: _____

Issued or authorized by:

Documentation retained in permit file: ☐ Yes

Part 5 — Town Closeout Review

Before closing the building permit record, verify as applicable:

☐ Approved building permit retained

☐ Approved plans and supporting documents retained

☐ Town zoning / land-use review retained

☐ Building Official / professional plan-review approval retained

☐ Other required permit or approval documentation retained

☐ Required inspection documentation received

☐ Final inspection / professional approval received

☐ Certificate of Occupancy or other final authorization received, if required

☐ Required fees paid

☐ No known outstanding permit requirements remain

Part 6 — Permit Status

☐ **PERMIT COMPLETE — FILE CLOSED**

Based upon the documentation received, applicable permit requirements have been completed, and the building permit record may be closed.

Date Closed: _____

☐ **PERMIT REMAINS OPEN**

The following item(s) remain outstanding:

Next Action:

Follow-Up Date, if applicable: _____

Part 7 — Administrative Record

Reviewed by: _____

Date: _____

Notes:

MANUAL INSTRUCTIONS — FORM BP-5

Purpose

Form BP-5 is the Town's administrative record for finalizing and closing a building permit.

It does not replace inspection reports, Certificates of Occupancy, or other determinations issued or authorized by the Building Official or professional building-code provider.

Technical Determinations

Town administrative personnel should not independently determine whether construction has passed a required inspection or satisfies applicable construction codes.

The Town should rely upon documentation or authorization provided by the Building Official or designated professional provider for technical construction-code determinations.

Closing the Permit File

A permit should be administratively closed when the applicable reviews, inspections, final approvals, documentation, and fees have been completed, and no known permit requirement remains outstanding.

Closing the Town's administrative permit file does not constitute a separate technical approval of the completed construction.

TOWN OF SPRING LAKE

REZONING APPLICATION

Land Use and Development Review & Administration Manual

Form R-1

Version 1.0

Purpose

A rezoning application requests an amendment to the Official Zoning Map that changes the zoning designation of one or more parcels of land.

A rezoning is a **legislative action** considered by the Planning Commission and decided by the Town Council in accordance with the Spring Lake Municipal Code.

Approval of a rezoning is discretionary and is not guaranteed.

Before You Apply

Applicants are encouraged to contact the Designated Town Official before submitting a rezoning application. A pre-application discussion can help:

- Confirm the property's current zoning designation;
- Identify the requested zoning designation;
- Identify relevant General Plan and Spring Lake Municipal Code provisions;
- Explain required application materials; and
- Explain the Town's review process.

A pre-application discussion is informational and advisory only. It does not constitute approval, provide a professional planning or legal determination, or indicate how the Planning Commission or Town Council may act on a future application.

Applicant Information

Applicant Name:

Organization (if applicable):

Mailing Address:

Telephone:

Email:

Property Owner

☐ Same as Applicant

☐ If different:

Owner Name:

Mailing Address:

Telephone:

Email:

(Attach Owner Authorization Form A-4 if applicable.)

Property Information

Property Address:

Parcel Number(s):

Current Zoning Designation:

Requested Zoning Designation:

Approximate Acreage:

Existing Land Use

Describe the current use of the property.

Proposed Future Use

Describe the intended future use of the property if the rezoning is approved.

Reason for Requested Rezoning

Briefly explain why the zoning change is being requested:

Applicants may provide additional information they believe will help the Town understand the request.

Required Submittals

Submit this completed application together with the materials identified in **Form R-3** – Rezoning Application Requirements.

Before submitting your application, use **Form A-3** – Applicant Submission Checklist to confirm that the required materials have been included.

☐ **Form R-3** reviewed

☐ **Form A-3** completed and attached

☐ Owner Authorization **Form A-4** attached, if applicable

Applicant Certification

I certify that the information contained in this application and all supporting materials is true and correct to the best of my knowledge.

I understand that submission of this application does not guarantee approval.

I further understand that approval of a rezoning is a legislative decision made at the discretion of the Town Council following a recommendation from the Planning Commission.

Applicant Signature:

Date:

Town Use Only

Date Received:

Received By:

Application Number:

Application Accepted as Complete:

Planning Commission Hearing Date:

Final Action:

TOWN OF SPRING LAKE

REZONING INFORMATION GUIDE

Land Use and Development Review & Administration Manual

Form R-2
Version 1.0

What Is a Rezoning?

A rezoning is a request to change the zoning designation assigned to one or more parcels of land on the Town's Official Zoning Map.

Zoning designations establish the types of land uses and development standards that apply to property. A rezoning changes the rules that govern future development of the property; it does not approve a specific development project.

The purpose of the rezoning process is to consider whether changing the zoning designation is appropriate in light of the Town's General Plan, the characteristics of the property and surrounding area, the potential effects of the change, and other relevant circumstances.

What a Rezoning Does—and Does Not Do

A rezoning **does**:

- Change the zoning designation of a property.
- Establish the land use and development regulations that apply to future uses of the property.
- Affect how the property may be developed in the future, subject to additional approvals.

A rezoning **does not**:

- Approve a building permit.
- Approve a subdivision.
- Approve a site plan.
- Authorize construction.
- Guarantee that future land use and development approvals will be granted.

Additional applications and approvals may be required before development can occur.

When Might a Rezoning Be Considered?

Property owners sometimes request rezoning when circumstances suggest that a different zoning designation should be considered. Examples may include:

- The current zoning designation no longer appears to reflect the appropriate long-term use of the property;
- The requested zoning designation may better align with the General Plan or Future Land Use Map;
- Conditions affecting the property or the surrounding area have changed; or
- Other circumstances suggest that reconsideration of the existing zoning designation may be appropriate.

Submitting a rezoning application does not mean that the existing zoning is inappropriate or that a different zoning designation will be approved. Each request is considered individually through the Town's legislative review process.

Review Process

A typical rezoning application follows these steps:

1. Pre-application discussion (recommended)
2. Application submitted
3. Completeness review
4. Additional review or referrals, if needed
5. Public notice
6. Planning Commission public hearing and recommendation
7. Town Council final decision

What Will the Town Consider?

In considering a rezoning request, the Town evaluates matters including:

- Consistency with the General Plan.
- Consistency with the Future Land Use Map.
- Suitability of the proposed zoning designation.

- Effects on surrounding properties and community.
- Changed conditions, new information, or other circumstances supporting the amendment.

Is Approval Guaranteed?

No.

Rezoning requests are legislative decisions made at the discretion of the Town Council after receiving a recommendation from the Planning Commission.

Each application is considered individually based upon the applicable ordinances, adopted plans, public input, application materials, and other relevant information considered during the review process.

Public Hearing

A public hearing is held before the Planning Commission as part of its review and recommendation to the Town Council.

Interested persons are encouraged to participate in the public hearing process.

The Town Council considers the Planning Commission's recommendation and makes the final legislative decision.

Typical Timeline

Processing times vary depending upon the completeness and complexity of the application, required public notice periods, meeting schedules, and whether additional review or information is needed.

The Designated Town Official can explain the next anticipated steps in the review process after a complete application has been accepted.

Questions?

Applicants are encouraged to contact the Designated Town Official at recorder@springlakeutah.gov before submitting a rezoning application if they have questions regarding the process or required application materials.

TOWN OF SPRING LAKE

REZONING APPLICATION REQUIREMENTS

Land Use and Development Review & Administration Manual

Form R-3

Version 1.0

Purpose

This document identifies the information generally required for the Town to evaluate a rezoning request.

Because rezoning is a legislative decision, the information needed should be reasonably related to understanding the requested zoning change and the considerations applicable to that decision.

The amount of information necessary may vary depending upon the size, complexity, and circumstances of the proposed rezoning. The Designated Town Official may help identify which application requirements apply, but is not responsible for providing professional planning, engineering, or legal analysis.

Required Application Materials

Unless otherwise approved by the Town, a rezoning application shall include the following:

1. Completed Application Forms

☐ Land Use and Development Application Cover Sheet (A-1)

☐ Applicant Submission Checklist (A-3)

☐ Owner Authorization Form (A-4), if applicable

☐ Rezoning Application (R-1)

---

2. Property Information

☐ Parcel number(s)

☐ Property address, if assigned

☐ Legal description

☐ Approximate acreage

☐ Current zoning designation

☐ Requested zoning designation

---

3. Property Identification Map

Provide a map or other graphic sufficient to clearly identify:

☐ The property proposed for rezoning

☐ Property boundaries

☐ Surrounding streets or other features sufficient to identify the property's location

---

4. Existing Property and Surrounding Conditions

Provide sufficient information to help the Town understand the property and its relationship to the surrounding area, including:

☐ Existing use of the property

☐ General land uses on surrounding properties

When reasonably relevant to the rezoning request, identify significant property characteristics such as:

☐ Existing structures

☐ Access or adjacent streets

☐ Significant natural features

☐ Irrigation canals, streams, ponds, wetlands, or flood hazard areas

☐ Other characteristics relevant to the requested zoning change

---

5. Explanation of the Request

The Rezoning Application (Form R-1) asks the applicant to identify the anticipated future use of the property and briefly explain why the zoning change is being requested.

Applicants may provide additional information explaining how the requested zoning designation relates to the General Plan, Future Land Use Map, surrounding area, or other circumstances they believe are relevant to the request.

---

6. Optional Supporting Information

Applicants may submit additional information they believe will help the Planning Commission and Town Council understand the request, such as:

- photographs of the property;
- aerial imagery;
- conceptual site sketches or plans;
- renderings;
- supporting studies; or
- other relevant materials.

Concept plans, sketches, or renderings submitted with a rezoning application are **illustrative only** unless otherwise provided by law or a separate Town approval. Approval of a rezoning does not constitute approval of the development depicted in those materials.

---

7. Additional Information Requested by the Town

When reasonably necessary to evaluate the rezoning request, the Town may request clarification or additional information reasonably related to the legislative decision.

Depending upon the circumstances, this may include information concerning:

- utility or water availability;
- access or transportation;
- environmental or natural-resource conditions;
- geologic or other hazards; or
- other matters reasonably relevant to the requested zoning change.

Requests for additional information should be proportional to the nature and complexity of the application.

A request for additional information during review does not necessarily mean that the application was incomplete when accepted.

Administrative Note

Submission of the required materials does not guarantee approval.

Rezoning is a legislative decision. Each application is considered individually based upon the applicable provisions of the Spring Lake Municipal Code, the General Plan, public input, application materials, and other relevant information considered during the review process.

TOWN OF SPRING LAKE

REZONING ADMINISTRATIVE REVIEW CHECKLIST

Land Use and Development Review & Administration Manual

Form R-4

Version 1.0

Purpose

This checklist is used by the Designated Town Official to verify that a rezoning application contains the required application materials and that the administrative steps necessary to prepare the application for Planning Commission review have been completed.

This checklist is not intended to evaluate the merits of the rezoning request or determine whether the application should be approved.

Planning analysis and legislative decisions are the responsibility of the Planning Commission and Town Council.

Application Information

Application Number: _____

Applicant: _____

Property Owner: _____

Parcel Number(s): _____

Current Zoning Designation: _____

Requested Zoning Designation: _____

Date Application Received: _____

Date Accepted as Complete: _____

Administrative Reviewer: _____

Application Completeness Review

Verify the application against **Form R-3 — Rezoning Application Requirements**.

1. Required Forms

☐ Land Use and Development Application Cover Sheet (A-1)

☐ Rezoning Application (R-1)

☐ Applicant Submission Checklist (A-3)

☐ Owner Authorization Form (A-4), if applicable

☐ Required application fee received

2. Required Property Information

☐ Parcel number(s)

☐ Property address, if assigned

☐ Legal description

☐ Approximate acreage

☐ Current zoning designation

☐ Requested zoning designation

3. Property Identification Map

☐ Property proposed for rezoning is clearly identified

☐ Property boundaries are shown

☐ Surrounding streets or other features sufficiently identify the property's location

4. Existing Property and Surrounding Conditions

☐ Existing use of the property identified

☐ General land uses on surrounding properties identified

☐ Other property characteristics required by R-3 have been provided, if applicable

5. Explanation of the Request

☐ Anticipated future use identified on Form R-1

☐ Reason for the requested zoning change provided

Completeness Determination

After reviewing the application against Form R-3:

☐ **Complete** — Required application materials have been received.

☐ **Incomplete** — One or more required application materials are missing.

If incomplete, identify the missing item(s):

_____

_____

_____

Applicant notified of missing items: ☐ Yes ☐ Not Applicable

Date notified: _____

Date additional materials received, if applicable: _____

Administrative Note

A completeness determination addresses whether the materials required for submission have been received. It does **not** evaluate the merits of the rezoning request.

Additional information may be requested later when reasonably necessary to evaluate the rezoning request. A later request for additional information does not necessarily mean that the application was incomplete when accepted.

Administrative Processing

After the Application Is Accepted as Complete

☐ Application number confirmed

☐ Application file created or updated

☐ Planning Commission review date identified

☐ Public hearing scheduled

☐ Required public notice prepared

☐ Required public notice completed

☐ Documentation of public notice added to the application file

☐ Written public comments received by the Town added to the application file

---

Additional Review or Referral, If Needed

Additional professional, technical, legal, agency, or other review is **not required for every rezoning application**. Complete this section only when additional review or referral is required by Town ordinance or procedure or is otherwise determined to be necessary.

☐ No additional review or referral identified

OR

☐ Additional review or referral requested

Type of Review / Referral:

Reviewer / Agency:

Date Requested: _____

☐ Response received

Date Received: _____

☐ Applicant provided additional information, if requested

☐ Additional review, referral comments, and applicant materials added to the application file

When Additional Review Is Uncertain

The Designated Administrative Official is not expected to independently make professional planning, engineering, legal, or other technical determinations.

When the need for additional review is not established by Town ordinance or procedure and requires professional or policy judgment, the question should be referred to the appropriate Town official or professional advisor.

Application Packet for Planning Commission Review

Verify that the packet includes, as applicable:

☐ Rezoning Application (R-1)

☐ Property identification map

☐ Applicant-provided supporting materials

☐ Additional review or referral comments, if any

☐ Additional information submitted by the applicant, if any

☐ Written public comments received by the Town

☐ Relevant General Plan and Future Land Use Map information provided for Commission reference

☐ Relevant Spring Lake Municipal Code provisions provided for Commission reference

☐ Other relevant application materials

☐ Blank Form R-5 — Planning Commission Deliberation Record provided for Commission use

---

Ready for Planning Commission Review

To the best of my knowledge:

☐ Required application materials have been received.

☐ Required pre-hearing administrative steps have been completed.

☐ Required public notice has been completed and documented.

☐ Additional review or referrals identified before the hearing have been completed or appropriately addressed.

☐ The application packet is ready for Planning Commission review.

Unresolved administrative items, if any:

Administrative Review Completed By

Name: _____

Title: _____

Date: _____

TOWN OF SPRING LAKE
PLANNING COMMISSION DELIBERATION RECORD
Land Use and Development Review & Administration Manual
Form R-5
Version 1.0

Purpose

The Planning Commission Deliberation Record is used during the Planning Commission's public meeting to guide discussion, organize the Commission's evaluation of a rezoning application, and document the principal considerations discussed during deliberation.

This form is intended to help the Commission conduct a fair, organized, and thoughtful review based upon the Town's adopted General Plan, applicable provisions of the Spring Lake Municipal Code, applicable law, and the information contained in the application record.

This form is **not** the Planning Commission's official recommendation. Following deliberation, the Commission's recommendation to the Town Council is documented separately on **Form R-6 – Planning Commission Recommendation to Town Council**.

After completion, this Deliberation Record becomes part of the permanent application file.

Application Information

Application Number: _____

Applicant: _____

Property Owner: _____

Property Address / Parcel Number(s):

Planning Commission Meeting Date: _____

Current Zoning Designation: _____

Requested Zoning Designation: _____

PART 1 — Understanding the Request

Before considering the merits of the application, briefly identify the request before the Commission.

Brief Description of the Rezoning Request:

Anticipated Future Use Identified by the Applicant, if any:

Important Reminder: A rezoning changes the zoning designation applicable to the property. It does not itself approve a subdivision, site plan, building permit, or specific development project. Future land use and development remain subject to all applicable Town requirements.

PART 2 — General Plan Consistency

1. How does the requested zoning designation relate to the Town's General Plan?

Identify the General Plan goals, policies, maps, or other guidance that are particularly relevant to this request.

Relevant General Plan Chapters, Goals, Policies, or Other Guidance Discussed:

☐ Land Use
☐ Housing
☐ Transportation
☐ Natural Resources
☐ Agriculture
☐ Infrastructure
☐ Economic & Commercial Development
☐ Annexation
☐ Other: _____

Commission Discussion:

Key Considerations Identified:

PART 3 — Future Land Use Map Consistency

2. Is the requested zoning designation consistent with the Future Land Use Map?

Consider the land use designation shown for the property and whether the requested zoning would implement the long-term land use pattern contemplated by the General Plan.

Future Land Use Designation: _____

Commission Discussion:

_____

_____

_____

Key Considerations Identified:

_____

_____

_____

PART 4 — Suitability of the Requested Zoning Designation

3. Is the requested zoning designation suitable for this property?

Consider the characteristics of the property and the land uses and development standards that would apply or could be permitted if the requested zoning designation were approved.

The Commission may consider information in the record concerning matters such as existing land uses, surrounding zoning and land uses, access, infrastructure, natural features, and other circumstances reasonably relevant to the requested zoning designation.

Commission Discussion:

_____

_____

_____

Key Considerations Identified:

_____

_____

_____

PART 5 — Effects on Surrounding Properties and the Community

4. What effects could the proposed zoning amendment have upon surrounding properties and the community as a whole?

Consider reasonably anticipated benefits or concerns supported by information in the application record, public hearing, General Plan, applicable provisions of the Spring Lake Municipal Code, applicable law, or other relevant information.

Potential Benefits Discussed:

Potential Concerns Discussed:

Other Relevant Considerations:

PART 6 — Changed Conditions, New Information, or Other Circumstances

5. Are there changed conditions, new information, or other circumstances that support—or weigh against—the proposed amendment?

Consider whether circumstances affecting the property, surrounding area, or Town have changed since the current zoning designation was established and whether other relevant information supports retaining or changing the existing zoning.

Commission Discussion:

Key Considerations Identified:

PART 7 — Public Hearing and Application Record

The Commission should consider relevant information presented during the public hearing and contained in the application record. Public comments should be considered in light of the General Plan, applicable provisions of the Spring Lake Municipal Code, applicable law, and reasonably supported land use considerations. The number of comments supporting or opposing a request does not, by itself, determine the Commission's recommendation.

Principal Issues Raised by the Applicant:

Principal Issues Raised in Public Comment:

Questions or Issues Raised by the Commission:

Additional Information Relevant to Deliberation:

PART 8 — Deliberation Summary

After considering the application, public hearing, General Plan, applicable provisions of the Spring Lake Municipal Code, and other relevant information, summarize the principal considerations that most influenced the Commission's deliberation.

Principal Considerations:

Does the Commission wish to consider recommending a modification to the proposed zoning amendment (for example, a different zoning designation or different geographic extent)?

☐ No

☐ Yes — Describe:

_____

_____

_____

Next Step

After completing its deliberation, the Planning Commission shall determine its recommendation to the Town Council and complete **Form R-6 – Planning Commission Recommendation to Town Council**.

The Commission may recommend:

☐ Approval
☐ Approval with Recommended Modifications
☐ Denial

The Commission's official recommendation, principal reasons, and vote are recorded on Form R-6.

TOWN OF SPRING LAKE

PLANNING COMMISSION RECOMMENDATION TO TOWN COUNCIL

Land Use and Development Review & Administration Manual

Form R-6

Version 1.0

Purpose

The Planning Commission Recommendation to Town Council documents the Planning Commission's formal recommendation following its review and deliberation of a rezoning application.

The Planning Commission's role is advisory. The Commission evaluates the request, considers the applicable provisions of the General Plan and Spring Lake Municipal Code, conducts the required public hearing, and forwards its recommendation to the Town Council.

The Town Council is responsible for making the final legislative decision on the proposed zoning amendment.

The Commission's deliberation and principal considerations are documented separately on **Form R-5 – Planning Commission Deliberation Record**. This form is intended to provide the Town Council with a clear and concise record of the Commission's resulting recommendation.

Application Information

Application Number: _____

Applicant: _____

Property Owner: _____

Property Address / Parcel Number(s):

Planning Commission Meeting Date: _____

Current Zoning Designation: _____

Requested Zoning Designation: _____

PART 1 — Planning Commission Recommendation

After reviewing the application, considering the applicable General Plan and Spring Lake Municipal Code, receiving public input as required, and completing its deliberation, the Planning Commission recommends that the Town Council:

☐ **APPROVE** the requested zoning amendment.

☐ **APPROVE WITH RECOMMENDED MODIFICATIONS** as described below.

☐ **DENY** the requested zoning amendment.

Recommended Modifications, if any

If the Commission recommends a zoning designation, boundary, or other legislative action different from the request submitted by the applicant, describe the recommended modification below.

Recommended modifications should relate to the proposed zoning amendment itself and should not be used to grant or condition approval of a specific development project.

PART 2 — Principal Reasons for the Recommendation

Briefly identify the principal reasons supporting the Commission's recommendation.

The Commission does not need to repeat its complete deliberation. The purpose of this section is to help the Town Council understand the considerations that most influenced the recommendation.

In stating its reasons, the Commission may refer to the considerations addressed in **Form R-5**, including:

- consistency with the General Plan;
- consistency with the Future Land Use Map;
- suitability of the requested zoning designation;
- effects on surrounding properties and the community; and
- changed conditions, new information, or other relevant circumstances.

Principal Reasons

Practical Guidance

Explain enough that someone who did not attend the Planning Commission meeting can understand why the Commission reached its recommendation.

The recommendation does not need to summarize every comment, concern, or point discussed during deliberation. Focus on the considerations that materially influenced the Commission's recommendation.

PART 3 — Planning Commission Action

Motion Made By: _____

Motion Seconded By: _____

Vote

In Favor: _____

Opposed: _____

Abstaining: _____

Absent: _____

Motion:
☐ Passed
☐ Failed

If the motion failed, complete this form based upon any subsequent motion that resulted in an official Planning Commission recommendation. If no motion resulted in an official recommendation, note that below.

If no recommendation was adopted, explain:

_____

Individual Votes

Record each Commission member’s vote on the motion:

Commissioner	Vote
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART 4 — Certification of Recommendation

This form documents the recommendation made by the Planning Commission at the meeting identified above and is forwarded to the Town Council as part of the rezoning application record.

Planning Commission Chair: _____

Signature: _____

Date: _____

Recorded / Prepared By: _____

Title: _____

Date: _____

Next Step

The completed **Form R-6**, together with the application record and **Form R-5 – Planning Commission Deliberation Record**, is forwarded to the Town Council for consideration.

The Town Council is not required to adopt the Planning Commission's recommendation. The Council makes the final legislative decision after considering the application, the Planning Commission's recommendation, the applicable provisions of the General Plan and Spring Lake Municipal Code, and other information properly before it.

The Town Council's decision is documented using **Form R-7 – Town Council Rezoning Decision Record**.

TOWN OF SPRING LAKE

TOWN COUNCIL DECISION RECORD

Land Use and Development Review & Administration Manual

Form R-7

Version 1.0

Purpose

The Town Council Rezoning Decision Record documents the Town Council's final legislative action on a proposed zoning amendment.

In making its decision, the Town Council considers the application, the Planning Commission's recommendation, the applicable provisions of the Town's General Plan and Spring Lake Municipal Code, public input received through the required process, and other relevant information contained in the application record.

Rezoning is a legislative decision. The Town Council is responsible for determining whether, and in what form, the proposed zoning amendment should be adopted.

This form is intended to create a clear and concise record of the Council's action and the principal reasons supporting its decision. It is not intended to require formal findings beyond those required by applicable law or Town ordinance.

Application Information

Application Number: _____

Applicant: _____

Property Owner: _____

Property Address / Parcel Number(s):

Town Council Meeting Date: _____

Current Zoning Designation: _____

Requested Zoning Designation: _____

Planning Commission Recommendation

☐ Approval

☐ Approval with Recommended Modifications

☐ Denial

☐ No Recommendation Adopted

Date of Planning Commission Recommendation: _____

PART 1 — Materials and Information Considered

In considering the proposed zoning amendment, the Town Council had available the application record, which may include:

☐ Rezoning application and supporting materials

☐ Planning Commission Deliberation Record (Form R-5)

☐ Planning Commission Recommendation (Form R-6)

☐ Relevant General Plan and Future Land Use Map information

☐ Relevant Spring Lake Municipal Code provisions

☐ Public comments and hearing record, as applicable

☐ Technical, legal, agency, or other review comments, if applicable

☐ Applicant responses or supplemental information

☐ Other relevant information:

Note: This section identifies the information available for consideration. It does not require the Council to separately summarize each document or comment.

PART 2 — Town Council Decision

After considering the proposed zoning amendment and the information properly before it, the Town Council:

☐ **APPROVES** the requested zoning amendment.

☐ **APPROVES THE ZONING AMENDMENT WITH MODIFICATIONS** described below.

☐ **DENIES** the requested zoning amendment.

Approved Modification, if any

If the Council adopts a zoning designation, boundary, or other legislative action different from the request as submitted, describe the adopted modification:

Any modification should relate to the proposed zoning amendment itself and should not be used to grant or condition approval of a specific development project.

Final Zoning Designation, if amendment approved:

PART 3 — Principal Reasons for the Decision

Briefly identify the principal considerations that most influenced the Town Council's decision.

The Council does not need to summarize every issue discussed or repeat the Planning Commission's deliberation. The purpose of this section is to provide an understandable record of why the Council reached its decision.

Relevant considerations may include:

- consistency with the General Plan;
- consistency with the Future Land Use Map;
- suitability of the proposed zoning designation;
- effects on surrounding properties and the community; and
- changed conditions, new information, or other circumstances relevant to the proposed amendment.

Principal Reasons

Practical Guidance

The record should allow someone who did not attend the meeting to understand what the Council decided and the principal reasons why.

A concise explanation is generally more useful than attempting to recreate the entire Council discussion.

PART 4 — Legislative Action

Motion Made By: _____

Motion Seconded By: _____

Vote

In Favor: _____

Opposed: _____

Abstaining: _____

Absent: _____

Motion

☐ Passed

☐ Failed

If the motion failed, complete this form based upon any subsequent motion that resulted in final Town Council action on the zoning amendment. If no motion resulted in final action, note that below.

If no final action was taken, explain:

Individual Votes

Record each Council member's vote on the motion:

Council Member	**Vote**
_____	_____
_____	_____
_____	_____
_____	_____

Council Member	Vote
_____	_____

PART 5 — Implementing Action

If the zoning amendment was approved:

Ordinance Number: _____

Date Adopted: _____

Effective Date: _____

Official Zoning Map Updated:

☐ Yes

☐ Pending

☐ Not Applicable

Other Required Follow-Up:

_____

_____

For All Final Decisions

☐ Form R-8 — Notice of Decision prepared

☐ Form R-8 provided as appropriate

☐ Final decision documents placed in application file

PART 6 — Record Certification

This form documents the action taken by the Spring Lake Town Council on the zoning amendment identified above.

Mayor / Presiding Officer: _____

Signature: _____

Date: _____

Recorded / Prepared By: _____

Title: _____

Date: _____

Next Step

Following the Town Council's final action:

1. Complete any ordinance adoption, publication, posting, zoning map update, or other implementation steps required by applicable law and Town procedure.
2. Complete Form R-8 — Notice of Decision and provide it as appropriate.
3. Place the final decision documents and related records in the permanent application file.

Approval of a zoning amendment changes the zoning designation applicable to the property. It does not itself approve a subdivision, site plan, building permit, or other future land use or development application.

TOWN OF SPRING LAKE

NOTICE OF DECISION

Land Use and Development Review & Administration Manual

Form R-8

Version 1.0

Purpose

The Notice of Decision provides written notice of the Town Council's final action on a proposed zoning amendment.

This notice summarizes the action taken and provides the applicant with information regarding the effective date of the decision and any applicable next steps.

This Notice of Decision is provided for administrative convenience and summarizes the Town Council's action. The official record of the Town Council's action is contained in the Town Council Decision Record (Form R-7), adopted motion, meeting minutes, and any ordinance or other official action adopting or denying the zoning amendment.

Application Information

Application Number: _____

Applicant: _____

Property Owner: _____

Property Address / Parcel Number(s):

Current Zoning Designation: _____

Requested Zoning Designation: _____

Town Council Action

At its meeting held on _____, the Spring Lake Town Council took the following action regarding the proposed zoning amendment:

☐ **APPROVED**

☐ **APPROVED WITH MODIFICATIONS**

☐ **DENIED**

Summary of Decision

Provide a brief summary of the action taken:

Final Zoning Designation, if amendment approved:

Modifications

Complete only if applicable.

If the Town Council approved a zoning designation, boundary, or other legislative action different from the request as submitted, describe the modification:

Any modification described here relates to the zoning amendment itself and does not constitute approval of a specific subdivision, site plan, building permit, or other future land use or development application.

Effective Date, if Applicable

If the zoning amendment was approved, the ordinance or other implementing action becomes effective on:

☐ **Not Applicable**

Next Steps

Identify any additional administrative or procedural steps resulting from the Town Council's decision:

☐ **No additional Town action identified at this time.**

Important

Approval of a zoning amendment changes the zoning designation applicable to the property. It does not itself approve a subdivision, site plan, building permit, or other future land use or development application.

Any future land use or development application remains subject to the requirements applicable to that application at the time it is submitted and reviewed.

Review of Decision

A zoning amendment is a legislative action of the Town Council. Any right to challenge or seek review of the Town Council's action is governed by applicable Utah law.

Nothing in this Notice of Decision is intended to create or extend any right, procedure, or deadline for administrative or judicial review.

Questions regarding Town records or procedures may be directed to the Town Recorder or Designated Deputy Recorder.

Notice Provided To

☐ Applicant

☐ Property Owner, if different from applicant

☐ Other required recipient(s):

Notice Issued By

Issued on: _____

Name: _____

Title: _____

Signature: _____

Method of Delivery

☐ Email

☐ Mail

☐ Personal Delivery

☐ Other: _____

Date Sent / Delivered: _____