

TOWN OF SPRING LAKE

VARIANCE INFORMATION GUIDE

Land Use and Development Review & Administration Manual

Form VAR-1
Version 1.0

Purpose

This guide explains the purpose of a variance, identifies when a variance may be appropriate, outlines the application and review process, and describes the responsibilities of applicants and the Town during the review process.

This document is intended to help property owners understand the variance process before submitting an application.

Scope

This guide applies to all requests for variances from the dimensional or physical development standards established by the Spring Lake Municipal Code.

This document is informational only and does not establish approval criteria or create any right to approval.

Authority

This document is adopted as part of the Spring Lake Land Use Administration Manual and shall be administered in accordance with the Spring Lake Municipal Code and applicable provisions of Utah law.

Where this guide differs from applicable law or the Municipal Code, the Municipal Code and applicable law shall govern.

What Is a Variance?

A variance is a limited authorization to depart from specific development standards of the Spring Lake Municipal Code when a property possesses unique physical circumstances that create an unnecessary hardship under the applicable approval criteria established by law.

A variance provides relief only from the specific standard approved by the Appeal Authority.

What a Variance Does Not Do

- Change the zoning designation of the property.
- Change permitted or conditional land uses.
- Amend the Spring Lake Municipal Code.
- Eliminate the need to obtain other required permits or approvals.

- Authorize construction that otherwise violates applicable law.

When Should a Property Owner Apply for a Variance?

A variance may be appropriate when:

- The property contains unusual physical characteristics that make the strict application of a development standard particularly difficult.
- The requested relief is limited to the minimum necessary to address those unique circumstances.
The applicant believes the request satisfies the applicable approval criteria established by law.
- A variance should not be used simply because compliance would be more convenient, less expensive, or more desirable.

Application Process

1. Review this Information Guide.
2. Complete VAR-2.
3. Submit required supporting information (VAR-3).
4. Administrative completeness review.
5. Public hearing before the Appeal Authority, when required.
6. Written decision.
7. Completion of the administrative record.

Applicant Responsibilities

- Complete the required application materials.
- Provide accurate and complete information.
- Demonstrate why the request satisfies applicable approval criteria.
- Provide additional information reasonably requested.
- Comply with any conditions of approval.

Town Responsibilities

- Conduct the administrative review.
- Maintain the official administrative record.
- Provide required notice and hearings.
- Process the application in accordance with the Municipal Code and applicable law.
- Issue a written decision.
- Professional planning questions may be referred to the Development Staff.

Conditions of Approval

If approved, a variance may include reasonable conditions authorized by applicable law and related to the approval of the variance.

Failure to comply with approved conditions may affect subsequent permits or approvals associated with the property.

Additional Approvals

Approval of a variance does not eliminate the need to obtain any other permits or approvals required by the Spring Lake Municipal Code or other applicable laws.

Related Documents

VAR-2 – Variance Application

VAR-3 – Variance Application Requirements

VAR-4 – Administrative Review Checklist

VAR-5 – Variance Deliberation Record

VAR-6 – Official Variance Decision Record

VAR-7 – Notice of Decision & Administrative Record