Design Development Review Extension Checklist

We encourage you to contact Niall Connolly, our Principal Planner, at nconnolly@springdale.utah.gov or (435) 522-4130 before making an application. Note that a request for an extension to a DDR must be made at least 60 days prior to the expiration of the original DDR approval.

Our Community Development Department has created this checklist to make the application process for a Design Development Review Extension as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Niall Connolly, our Principal Planner, is available to answer any questions about the plans you are submitting. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Application Process

An application for a design development review extension permit is made online through the Town's permit application portal. You can access the design development review extension permit application through this link. You will need the following information to make an application. Please gather this information before making an application.

Property Owner Contact Information
Property owner's first and last name, telephone number, contact email, and mailing address.

Point of Contact Information
This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

Design Development Review Information
 Site Address
 Design Development Review Permit Number (located on the original DDR approval letter)
 Upload the original Design Development Review Approval Letter

Reason for Extension Request
 State your reason for an extension request (see 10-15-10 of the Town Code)