



## **Zone Map Amendment Checklist**

Our Community Development Department has created this checklist to make the process for a Zone Map Amendment application as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a zone map amendment is made online through the Town's permit application portal. You can access the zone map amendment application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

### **Applicant Information**

Applicant's first and last name, telephone number, contact email, and mailing address.

### **Site Information**

Project Address

Parcel #

Property size (acres)

Property owner name

Property owner phone number

Is the property owner aware of and in support of the zone change request?

Property owner email address

Current zone of property (if unsure, review the [GIS Map](#) or call the office)

Requested zone for property Future Land Use map designation (if unsure, call the office)

### **Zone Map Justification**

Attach a written statement (PDF) detailing how your request either:

1. Promotes more fully the objectives and purposes of the zoning code and general plan,
2. Corrects manifest errors, or
3. Accommodates substantial changes in conditions

**Additional Information**

Attach all additional supporting information (PDF) necessary to support your request. Such information should include, but is not limited to:

1. A plot map showing the area of the request zone change
2. A vicinity map showing the zoning of all the adjacent properties and properties in the general area
3. A conceptual site plan showing proposed development on the rezoned property.  
(Note, it is helpful to include as much detail about the proposed development on the property as possible, such as height and size of proposed buildings, proposed exterior colors and materials, details on proposed lighting and landscape, etc.)

**Additional Information**

OPTIONAL: Add any additional information you would like to help the Planning Commission and Town Council determine that the proposed transient lodging facility will enhance the Town's community character, as outlined in the General Plan

OPTIONAL: Attach any additional plans, drawings, photographs, or other information not already submitted with this application that will help demonstrate how the proposed development will enhance the Town's community character, as outlined in the General Plan