



### **Zone Map Amendment Checklist**

The Transient Lodging Overlay zone is established to allow the development of transient lodging facilities in the Town that will promote the goals and objectives of the General Plan. Before proceeding with a zone change application to the Transient Lodging Overlay zone, please review the following:

- [General Plan](#) Land Use and Town Appearance Sub-Goal G
- General Plan Economic Development Sub-Goal I
- Town Code Chapter 10-13 F

Please contact Community Development Department staff at 435-522-4130 with any questions about the Transient Lodging Overlay zone or the application requirements.

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 (transient lodging overlay can only be applied for if current zone is village commercial or central commercial - applications in all other current zones will be rejected)  
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.)

### **Transient Lodging Overlay**

What is the current zoning on the property?

Which Type of transient lodging are you applying for?

How many new transient lodging units are proposed to be developed on the property?

How many existing transient lodging units are currently developed on the property?

Describe the nature of the transient lodging units

What is the expected maximum occupant load of each proposed transient lodging unit? If there are multiple types of proposed transient lodging units, include the expected maximum occupant load for each type

### **Neighbor Notification**

At least two weeks prior to making an application for the Transient Lodging Overlay zone, an applicant must send a printed summary of the proposed transient lodging development by mail to all owners of property, according to the property records of the Washington County Recorder, within 300 feet of the property where the proposed transient lodging facility will be located as measured from all lot lines. The printed summary must contain:

- The address and parcel number of the property where the TLO zone is proposed;
- The name of the TLO zone applicant;

- The current zone and use of the property;
- The size of the property;
- The number of transient lodging units requested under the TLO zone application;
- A description of the general nature of the proposed transient lodging development; and
- An invitation for the adjacent property owners' comments and feedback to help inform the final design of the project.

Upload PDF documentation of the notice of the project sent to property owners as described above

Upload a PDF summary of the comments regarding the proposed transient lodging received from the property owners who received notice as described above

### **Type 1 and 2 Application Requirements**

Applications for Type 1 and Type 2 Transient Lodging must include a site plan showing:

- Property boundaries;
- Topography in one foot contour intervals;
- Existing and proposed access into the property;
- All existing development (if any) on the property;
- All proposed transient lodging development;
- All other proposed new development on the property; and
- Parking, landscape areas, and other site details.

Upload a PDF site plan showing the details and information listed above

Attach a 1) conceptual architectural floor plans, and 2) conceptual elevations of the proposed transient lodging development

How many new long-term rental residential units are being developed in conjunction with the proposed long-term rental residential units showing proposed exterior color and materials of the new structures

The owner of the property where the long-term rental housing units are located must record a restrictive covenant on the property that identifies the long-term rental residential units and requires the units to be used for long-term residential use for at least 50 years. The covenant must identify to which transient lodging facility the long-term residential units are linked. The covenant must specifically list and require the property owner to adhere to all the requirements for long-term rental residential units contained in section 10-13F-(8)(D) of the Town Code. Is the owner of the property where the proposed long-term rental residential units will be located willing to record the restrictive covenant against the property?

Describe the strategies used in the design of the project to protect adjacent properties from the impacts of the proposed development

### **Property Manager Information**

Property manager requirement: All Type 1 and Type 2 transient lodging shall be managed by a property manager who is on-call 24 hours per day. The property manager must be able to be on the transient lodging property to respond to complaints of nuisance or non-compliance with the standards in this chapter within 30 minutes of being notified.

Describe how you intend to fulfill the property manager requirement

Name of property manager

Property manager contact phone

Property manager email

### **Type 3 Application Requirements**

Applications for Type 3 transient lodging must include a site plan showing the following information:

- Property boundaries
- Existing and proposed access into the property
- All existing development (if any) on the property
- All proposed transient lodging development
- Location of the owner-occupied housing unit on the property
- All other proposed new development on the property
- Parking, landscape areas, and other site details.

Upload a site plan showing all the information detailed above

Describe how the proposed transient lodging development on the property will be operated

### **Good Neighbor Policies**

Transient lodging facilities shall adopt good neighbor and guest education policies. These policies shall be displayed prominently in each transient lodging unit and given to each guest upon arrival. These policies shall:

- Educate guests about Town ordinances regarding noise, nuisance, and other similar issues;
- Orient guests to the Town with information regarding transportation, entrance to Zion National Park, location of medical facilities and other essential services;
- Encourage guests to respect the Town's community character, to be sensitive of the impact they have on the community and full-time residents, and to be cognizant of their impact on natural resources such as the Virgin River and the dark night sky; and
- Encourage guests to use pedestrian, bicycle, and transit transportation whenever possible instead of private automobile travel in Springdale and Zion National Park.

Attach a copy of the proposed good neighbor policies for the transient lodging facility

## **Application Review Criteria**

The Planning Commission and Town Council will use the following review criteria when evaluating zone change requests to the Transient Lodging Overlay zone. (Note: Due to the legislative nature of zone changes, the Town Council is not obligated to approve a Transient Lodging Overlay zone change application even if the application meets these criteria.)

- Will the proposed development clearly maintain Springdale's unique identity and community atmosphere as detailed in Land Use and Town Appearance Subgoal A of the General Plan?
- Does the proposed development clearly support the vision for Transient Lodging established in Land Use and Town Appearance Subgoal G of the General Plan? a. Will the proposed transient lodging promote the Town's "in the Park feel", small village scale, and unique village atmosphere? b. Will the proposed transient lodging be attractive, memorable, and unique in such a way that complements the visitor's experience in Zion Canyon and Zion National Park?
- Does the proposed development clearly support the vision for tourism related economic development established in Economic Development Subgoal I of the General Plan? a. Will the proposed transient lodging add to the quality of life for residents? b. Will the proposed transient lodging development protect the community's character? c. Will the proposed transient lodging development "give back" to the community (with more than just tax revenue)?
- Does the proposed development support the vision statement and other applicable goals of the General Plan?
- Will the proposed development negatively impact the privacy, peace, quiet, and enjoyment of surrounding properties, particularly those that are residentially zoned?
- Will the proposed development help maintain a desirable balance between transient lodging and other commercial uses in the Town's commercial zones?
- Is the facility projected to create a need for essential municipal services (including water and other utility services) that the Town cannot reasonably meet?

How will the proposed transient lodging facility clearly maintain Springdale's unique identity and community atmosphere as detailed in Land Use and Town Appearance Subgoal A of the General Plan?

How will the proposed transient lodging facility clearly support the vision for Transient Lodging established in Land Use and Town Appearance Subgoal G of the General Plan? Will the proposed transient lodging promote the Town's "in the Park feel", small village scale, and unique village atmosphere? Will the proposed transient lodging be attractive, memorable, and unique in such a way that complements the visitor's experience in Zion Canyon and Zion National Park?

How will the proposed transient lodging facility clearly support the vision for tourism related economic development established in Economic Development Subgoal I of the General Plan? Will the proposed transient lodging add to the quality of life for residents? Will the proposed transient lodging development protect the community's character? Will the proposed transient lodging development "give back" to the community (with more than just tax revenue)?

How does the proposed development support the vision statement and other applicable goals of the General Plan?

How will the proposed development avoid negative impacts of the privacy, peace, quiet, and enjoyment of surrounding properties, particularly those that are residentially zoned?

How will the proposed development help maintain a desirable balance between transient lodging and other commercial uses in the Town's commercial zones?

Describe how the facility will not create a need for essential municipal services (including water and other utility services) that the Town cannot reasonably meet?

### **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