



## **Design Development Review Revision Checklist**

We encourage you to contact Niall Connolly, our Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Design Development Review Revision as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto: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**

Application for a design development review revision permit is made online through the Town's permit application portal. You can access the design development review revision 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.

### **Project Information**

Site Address

Parcel Number

Zone (if you don't know you can find this on the [GIS Map](#) or call our office)

If you are not the owner, a letter from the owner of the property authorizing you to make this application

A copy of the original Design Development Review Approval letter

### **Site Analysis**

Description of revision

Site Analysis in PDF format

Is this a new building over 500 square feet in area

Is this an addition to an existing building with the combined area of the existing building and new addition exceeding 1,000 square feet in area?

Geotechnical Report