



Variance Application Checklist

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

Our Community Development Department has created this checklist to make the process for a Variance application as seamless as possible for you. Kyndal Sagers, Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. 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 variance is made online through the Town's permit application portal. You can access the variance 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.

Site Information

Project Address

Parcel #

Zone (if unsure, review the [GIS Map](#) or call the office)

Variance Description

Code Section from which variance is requested

Describe the nature of the variance request

Variance Standards

Describe in detail how the requested variance relates to the 5 standards

1. How will the literal enforcement of the provisions of the Town Code result in unreasonable hardship that is not necessary to carry out the general purpose of the Code?
2. What are the special circumstances attached to the property that do not generally apply to other properties in the same district?

3. How will granting the variance be essential to the enjoyment of a substantial property right possessed by other property in the same district?
4. How will the variance not substantially affect the general plan and not be contrary to the public interest?
5. How will the spirit of this title be observed and substantial justice be done?

Attachments

A Copy of the surveyed legal description of the property in question

A statement certifying that the applicant is the legal owner of the property in question, or a letter from the legal owner certifying that the applicant is authorized to apply for the variance and represent the owner

All plats, plans, drawings, to scale, showing the location, dimensions, and materials of all buildings and structures, streets, vehicle circulation patterns, parking, landscape and open space areas, signs and/or other information as appropriate to the application.