



## Spring City Municipal Corp Utility Account and Spring City Forms Privacy statement

Spring City is committed to ensuring that your private information is kept private and confidential. Spring City will never sell your personal information to any entity or individual without your express permission.\*

What information we collect, why we collect it and how it's used:

- For utility service forms, Spring City only collects the minimum amount of information necessary to properly identify you and bill you for your utility use. We require your legal name, physical address, mailing address, phone number(s), email address(s) and driver's license. \*In the event of default on your utility account where a sum of money is left owing, your driver's license information will be provided to our collections agency in an attempt to recover funds to cover the debt. Credit/Debit card information, bank account information, and other financial information is collected and secured by our contracted payment provider, [xpressbillpay.com](http://xpressbillpay.com), and is covered under their privacy and information security procedures. It is not stored by Spring City Corp in any fashion.
- For other forms such as the Zoning Permit Application form, Subdivision form, and others, we only require your legal name, physical address, mailing address, phone number(s), and email address(s). This information is used solely to identify you in association with building or renovation projects, subdivisions, annexations, and the like. This information is generally available to entities such as Sanpete County or the State of Utah for taxing and licensing purposes. It is not provided to individuals or entities for the purpose of marketing or solicitation.

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Spring City Municipal  
Corporation

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PO Box 189  
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**Spring City Zoning Permit For Accessory Structures For Properties with Existing Homes/Utilities**

OFFICE USE: Date Paid \_\_\_\_\_ Amount Paid for Permit \_\_\_\_\_ Inspection Deposit \$500 Paid? \_\_\_\_\_

You must complete this **ZONING PERMIT** from Spring City before you can begin construction of any structure. Please print legibly and answer each question.

1. Applicants Name \_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Text? Y or N Other \_\_\_\_\_  
Email Address \_\_\_\_\_

2. Your Contractor (if any) \_\_\_\_\_  
Contractor's phone \_\_\_\_\_ Text? Y or N License # \_\_\_\_\_

3. Address: \_\_\_\_\_

**4. REQUIRED DOCUMENTS AND PLANS CHECKLIST:**

\_\_\_\_\_ **Site Plan-DRAWN TO SCALE Hand Drawn plans are discouraged but accepted if neatly drawn. Graph paper recommended.** Include structure to be constructed, all dimensions to the property line and between structures and indicate existing water, sewer, power connection locations. (Code reference 10-1-7) Indicate location of all Horseshoe Irrigation pipes, risers, and other fixtures.

\_\_\_\_\_ Construction drawings for larger structures **OR** detailed description (see page 2), **OR** if the building is a kit, submit the kit documentation. **OR** Check HERE if the structure is a shipping container (conex box) \_\_\_\_\_ (if it is a container it must comply with the Uniform Building Code)

\_\_\_\_\_ Google map/photo of property

5. **Basements and Excavation: IMPORTANT** Basements and/or other below grade construction may not protrude more than 12 inches above the ORIGINAL grade. Please see code reference 10 – 1 – 7. Extremely rocky soil can pervade in certain parts of town. **Excavators and contractors must take this into account. Rocks do not constitute an excuse to excavate too shallow.**

6. Does this permit require Historic Subcommittee review? \_\_\_\_\_ YES \_\_\_\_\_ NO  
In the case of a Zoning Permit within the Main Street Historic District, the permit must also be reviewed by the Historic Main Street Committee so that they can give advice and counsel upon matters concerning historic style and preservation. The Historic District is 500 North to 500 South extending half a block East and West of Main Street. Reviewed by Historic Main Street Committee \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Is this property located in a flood zone? \_\_\_\_\_ YES \_\_\_\_\_ NO (City Flood Map available at City Hall, County flood maps available from Sanpete County.) If YES, the Spring City Floodplain Development Permit Application MUST be completed and attached.

8. **Detailed and complete** description of structure/building(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Foundation, footings, cement pad or poles? \_\_\_\_\_
- Building materials used for floor (if any) walls (if any) and roof. \_\_\_\_\_
- How many walls will the structure have? \_\_\_\_\_
- How many doors and their size? \_\_\_\_\_
- Purpose of Structure \_\_\_\_\_

9. All zoning permits must be approved by the Spring City Zoning Administrator. Irregularities in applications may require attendance at P&Z Meeting. All required documents must be submitted 10 days prior to meetings.

10. Building Setbacks from Property Line (see Code 10-6A-6) **This section MUST be completed accurately.**

For corner lots minimum structure setback is 30 ft. from any property line bordering a street.

**A. All measurements must be made from the property line. A survey may be required if the city inspector has any question about the property line location. Construction cannot proceed until the question is resolved.** Fence lines are generally not acceptable proof of property corners or boundaries. Note: If any side yard borders a road the 30 ft. setback rule applies. NOTE: The front yard is in relation to the HOME, not the accessory structure but you must measure to the property lines for the accessory structure. Also include measurements between existing structures and the new structure and mark on the plot plan.

Side Yard 1(minimum 10 ft.) _____	N	S	E	W	(CIRCLE THE LETTER INDICATING DIRECTION)
Side Yard 2(minimum 10 ft.) _____	N	S	E	W	
Rear Yard (minimum 30 ft.) _____	N	S	E	W	
Front Yard (minimum 30 ft.) _____	N	S	E	W	

**Horseshoe Irrigation Company Approval:** Because the irrigation system is integral with nearly all property inside and outside city limits, Horseshoe Irrigation Company must be consulted as part of the approval process of this permit. You can find their contact information at [www.horseshoeirrigation.com](http://www.horseshoeirrigation.com). After HIC has reviewed your plans, they will make recommendations or assign requirements below and sign off in the approvals page.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Authorized signature must appear on approval page*

**PROPERTY OWNER AND CONTRACTOR SIGNATURES**

**NOTE: Property owner, or authorized agent, MUST attend all public meetings for approval.**

I, the property owner, understand that unless otherwise instructed by the Spring City Zoning Administrator or county building department official, I need to apply for a Sanpete County Building permit for this project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY OWNER AND CONTRACTOR:**

We, the property owner and contractor, understand and acknowledge our duty to adhere to the Planning and Zoning codes as outlined in this document and available online <http://www.SpringCityUtah.gov> and we will notify the Zoning Administrator for his inspection at the following building stages (24 hours notice required):

- 1.) Lot and buildings are staked out.
- 2.) When footings are formed but **BEFORE** they are poured.
- 3.) After below grade excavation is complete and **BEFORE** footings are formed

**Failure to have these stages approved by the Zoning Administrator will result in all corrections being made at the property owner’s expense, forfeiture of the \$500 inspection deposit, and the project may be red flagged until it can be brought back into compliance.**

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

We, the property owner and contractor, understand that, once approved this permit may not be altered without the express approval of both the Planning & Zoning Commission and City Council of Spring City in regularly scheduled public meetings.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

We, the property owner and contractor, understand that we cannot store construction materials or debris within the city right-of-way for any length of time. No cement dumping, rocks, trash, etc. **Any items/debris left in the city right-of-way will be removed by the city at the property owner’s expense.**

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**SPRING CITY ADMINISTRATION APPROVAL for ZONING PERMIT**

Signature by Spring City Zoning Administrator, Treasurer, and Horseshoe Irrigation Co. President are required for Approval of this Zoning Permit Form. If irregularities are present, the Zoning Administrator may recommend the permit be reviewed by the entire Planning & Zoning Commission body in a regular meeting for approval. If the Planning & Zoning Commission cannot reconcile the irregularities, appeal to the Board of Adjustment may be necessary.

**Zoning Administrator Signature**

\_\_\_\_\_ Applicant meets all of Spring City’s Building and Zoning requirements.

\_\_\_\_\_ Applicant DOES NOT meet all of Spring City’s Building and Zoning requirements.

Notes \_\_\_\_\_

Signature of Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Required Checks (Planning & Zoning Commission Signatures Only required if recommended by the Zoning Administrator)**

_____ Setbacks, Frontage	Commission Members Signatures: _____
_____ Maximum Building Height	_____
_____ Basement	_____
_____ Flood Plain	_____
_____ Historic Subcommittee	_____

Notes \_\_\_\_\_

**Horseshoe Irrigation Company**

Signature of President (or authorized agent) \_\_\_\_\_ Date \_\_\_\_\_

City Treasurer’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required On-Site Inspections (Zoning Administrator signature required) \$200 fine for failure to get required inspection**

- 1.) Lot and buildings are staked out \_\_\_\_\_ Date \_\_\_\_\_
- 2.) Excavation complete before forms \_\_\_\_\_ Date \_\_\_\_\_
- 3.) Footings are formed (not poured) \_\_\_\_\_ Date \_\_\_\_\_