



## 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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www.springcityutah.org

Spring City Municipal Corporation

45 South 100 East  
PO Box 189  
Spring City, Utah 84662



Spring City Zoning Permit

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

You must complete this ZONING PERMIT from Spring City before you can qualify for a building permit from Sanpete County. Please print legibly and answer each question.

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

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

3. Parcel Number of property you plan to build on: \_\_\_\_\_  
(Attach a copy of the county plat map and tax roll master record, available from www.sanpete.com)

4. Existing or Proposed Address: \_\_\_\_\_  
*(A Spring City representative will assign an address based on your plot plan if you are within city limits)*

5. REQUIRED DOCUMENTS AND PLANS CHECKLIST:

\_\_\_\_\_ Site Plan-DRAWN TO SCALE including all dimensions to the property line and between structures and indicate desired water, sewer, power connection locations and closest sewer main location on maps and plans (Code reference 10-1-7) **Indicate location of all Horseshoe Irrigation pipes, risers, and other fixtures.**

\_\_\_\_\_ Construction drawings including elevations and floor plan

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

6. **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.

7. 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

8. 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.

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

\_\_\_\_\_

10. 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.

11. Building Setbacks from Property Line (see Code 10-6A-6)

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.

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

B. What is the acreage? \_\_\_\_\_ If less than 1.06 acres, prior owner: \_\_\_\_\_

C. If less than 1.06 acres recording date of lot split: \_\_\_\_\_

Building Lot Size Requirements by date:

Lot Size	Dates
Any size	Before August 7, 1979
1 / 3 Acre	August 7, 1979 to May 5, 1987
1 / 2 Acre	May 6, 1987 to October 31, 1993
1.06 Acre	November 1, 1993 to April 5, 2004
1 / 2 Acre	April 6, 2004 to November 1, 2004
1.06 Acre	November 2, 2004 to present

UTILITY INFORMATION AND SERVICES REQUESTED

POWER REQUESTED? Y or N OR CHECK BOX IF POWER IS EXISTING

Power line extension from main line to property needed? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you going to install a solar (or other) interconnected power generation system? Y or N Type \_\_\_\_\_

Note the location of generation system on your plot plan.

Interconnected Distributed Power Generation must be approved through the Spring City Power Department, Spring City Planning & Zoning and City Council and Sanpete County Building and Zoning Department. Forms available on our website.

Meter base location: \_\_\_\_\_ (Include location on Plot Plan)

Service amperage requested (Check all the apply)\* \_\_\_\_\_ 100-200 amp | \_\_\_\_\_ 225-400 amp | \_\_\_\_\_ Other (specify) | \_\_\_\_\_ 3 Phase | \_\_\_\_\_ Overhead \_\_\_\_\_ Underground

\*Impact Fees: 100-200 amp: \$759 | 225-400 amp: \$1,367 | 200 amp 3 phase: \$4,159 Commercial (all fees may vary, these are examples) Power connections are estimated and installed by the Spring City Power Department on a case-by-case basis. After permit submission the power department will provide you with an estimate.

WATER REQUESTED? Y or N OR CHECK BOX IF WATER IS EXISTING

Water Main extension from main line to property needed? \_\_\_\_\_ YES \_\_\_\_\_ No (If unsure, contact City Hall)

Size of service requested: \* \_\_\_\_\_ 3/4" | \_\_\_\_\_ 1" | Other (Specify) \_\_\_\_\_

Proposed meter location at property line: \_\_\_\_\_ (Include location on Plot Plan)

\*Impact fee: \$4,464.03 for all connection sizes effective 3/5/2025 (SPACE BELOW FOR OFFICE USE ONLY)

Water Dept Recommendation: \_\_\_\_\_

Water Dept Signature \_\_\_\_\_ Date \_\_\_\_\_

SEWER REQUESTED? Y or N OR CHECK BOX IF SEWER IS EXISTING

By state, county, and local ordinance; any structure for human occupancy constructed on property whose boundary falls within 300 feet of a Spring City Sewer System main line or another property that is being serviced by Spring City Sewer System must hook up to the sewer. If no sewer main is available, a Central Utah Public Health Department approved septic system may be authorized until a sewer main is available. Sewer/septic connections must be properly engineered by an accredited engineer and reviewed and approved by the Spring City Sewer Dept. before a hookup will be allowed.

**CONTRACTORS AND PROPERTY OWNERS BE ADVISED** that the sewer mains may be at a shallow depth. The contractor shall verify sewer lateral depth and set foundation depth elevation to provide adequate fall into the sewer lateral/main. **Buildings with a basement may not be serviceable by sewer for the basement unless a pump is used.**

Basement/foundation walls shall extend no more than 12-inches at any point along original grade.

Sewer Main extension from main line to property needed? \_\_\_\_\_ YES \_\_\_\_\_ NO (If unsure, contact City Hall)

Sewer Impact Fee \$4,547.21 effective 3/5/2025

Proposed location at property line: \_\_\_\_\_ (Include location on Plot Plan)

Sewer Dept has met with the applicant and/or their authorized agent to verify the proposed connection meets code:

Sewer Dept Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant or Authorized Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**(Office Use) FIRE DEPARTMENT:**

\_\_\_\_\_ Needs a fire hydrant installed. Cost of fire hydrant will be at property owner's expense

\_\_\_\_\_ No fire hydrant installation required, Property is within \_\_\_\_\_ feet of a fire hydrant.

\_\_\_\_\_ Can respond to a fire with no difficulties

\_\_\_\_\_ Will do best to respond to a fire. (Due to road conditions, or other problems/issues)

\*Impact Fees: Impact fees are based upon the total maximum impact per Equivalent Residential Unit (ERU). If anything other than a residence (ex. motel, campground, RV Park, restaurant, business, laundromat, store, church, etc.) is built the impact fee will be higher. Applicant is required to pay for all FEES, which may include sewer, water, power, extensions, impact fees, before work to install hookups can begin.

**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 if I do not hook onto the city sewer system at the time of construction and a sewer line is installed within 300 feet of my property line in the future, I must, according to state, county, and local ordinance, hook-up to the sewer. I will hook up within sixty (60) days of official notice. I also must inform any future buyers/owners of the property of this stipulation.

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

**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 \_\_\_\_\_

**I, the property owner,** understand that at the current time Spring City charges impact fees on both new water and new electric hookups and upgrades to compensate for the added burden on Spring City infrastructure.

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.org/code> and we will notify the Zoning Administrator for his inspection at the following building stages (3 days notice required):

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

**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 \_\_\_\_\_

**Continued on next page**

**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 \_\_\_\_\_

**We, the property owner and contractor**, understand the locations, availability, and limitations of services requested and agree to all that has heretofore and will be hereafter stipulated in writing.

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

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

**We, the property owner and contractor**, understand and acknowledge that any property within city limits containing less than 1.06 acres and/or fewer than 200 feet along any property line must comply with the Building Lot Size Requirements and all setback distances shown on page 2 item 11. If the property is in the Spring City Buffer (or Expansion) Zone it must comply with all size (1 acre or larger), road grid, and setback requirements as set forth by Spring City code.

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

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

**IMPORTANT:**

Due to the complexity and volume of permits being submitted to the City ALL documents and materials submitted for a zoning permit must be original or copies as close to original quality as possible. Photographs of documents or construction drawings and maps will not be accepted. All documents must be completely legible and measurements must be clear enough to withstand being copied for submission to the various entities that will review it. **Should a meeting be required, ALL MATERIALS needed for the zoning permit must be submitted before the deadline of ten (10) calendar days preceding the Planning & Zoning Commission meeting date.** If all materials are not submitted by the due date the item will not be reviewed at the meeting. Any document that is not of sufficient quality will not be accepted and will need to be replaced by the applicant and may result in the application being tabled until the next meeting.

**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	_____
_____ Sewer, Water, Power	_____
_____ 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 \_\_\_\_\_