

VARIANCE APPLICATION REQUIREMENTS

Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Tuesday. First round of comments anticipated complete within 10-12 business days.



SARATOGA
SPRINGS
PLANNING

REVIEW FEE: \$500

GL: 103413100 DIST. CODE: 324

CONSULTANT FEES:

If applicable, the applicant will be responsible for all consultant fees incurred.

Application Process

A Variance may be applied for in accordance with [Chapter 19.03 of the Land Development Code](#). Please review the relevant code and provide the items in the checklist below.

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

NOTE: Please be as detailed as possible when filling out this application. Incomplete or inadequate information may result in your case being delayed or denied. The Appeals Authority cannot grant a variance simply because an applicant has requested it. The burden of proof rests upon you as the applicant to show that all of the conditions justifying a variance have been met. Whenever the Hearing Examiner acts under his or her power to hear and rule on variances, it shall grant approval only if it finds that all of the standards in Chapter 19.03.18 have been met.

STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: cityworks.saratogasprings-ut.gov/publicaccess
- To review the Public Access Portal Guide, see www.SaratogaSprings-UT.gov/portalguide.
- To submit your application
 - a. Click **Create Application**.
 - b. Choose the **Planning** category.
 - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
 - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.

- e. Upload **and label** required and supporting documents.
 - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).
 - ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification. All owners must sign. You can upload multiple copies.
 - iii. Upload and label any other supporting documents.
- f. **Tips for completing your application:**
 - i. You can type in an address, a street or intersection, or choose the exact location on the map
 - ii. Red indicates a required field
 - iii. When adding people, click “more” for additional required fields
 - iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

STEP 4 – PAY FEES

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.
Physical checks accompanied by an invoice may be delivered to:
City of Saratoga Springs
Planning Department
319 South Saratoga Rd
Saratoga Springs, UT 84045
- After fees are paid, the application will enter formal review.
- You agree that all consultant fees will be accrued on a pass-through basis and you will be responsible for reimbursing the City within thirty days of receipt of invoice or notice.
- You understand that if you do not remain current on your fees owed to the City, all work will be suspended until the account is no longer delinquent.

STEP 5 – REVIEW

The complete application will be routed for processing the first business day after fees are paid.

STEP 6 - HEARING

The planner will schedule a hearing with the Hearing Examiner and public notices will be published per State Code.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Planning Checklist Items

Applicant	City Use Only	<p>Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.</p>
		1. Project Name: _____
		2. This application with the applicant column of this checklist initialed by the applicant, uploaded with the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the Acknowledgement & Certification page. Upload this document with the label: <i>Acknowledgement and Certification</i> .
		4. Summary statement (include following items): <ul style="list-style-type: none"> a. The specific feature or features of the proposed use, construction or development that require a variance. b. The specific provision of the ordinance from which the variance is sought and the precise variance being sought. c. A statement of the characteristics of the subject property that prevent compliance with the provision of the ordinance and result in unnecessary hardship. d. A statement of the minimum variation needed to permit the proposed use, construction or development.
		5. PDF of the Site plan drawn to scale (include the following items). <ul style="list-style-type: none"> a. Minimum size of 8.5" X 11" b. North arrow c. Scale and Date of drawing d. Property boundaries and dimensions e. Layout of existing and proposed buildings, parking, landscaping and utilities. f. Adjoining property lines and uses within one hundred (100) feet of the subject property.
		6. Building elevations, floor plans and any other pertinent information, if applicable.
		7. Plat maps (with aerial underlay if available) showing the subject property outlined in red. Plat maps may be obtained from the County Recorder's office.
		8. A printout from the County Recorder of all property owners within 300 feet, showing the owners property I.D. number, name and mailing address.

		<p>9. On a separate document, responses to the following questions:</p> <ul style="list-style-type: none"> a. Does literal enforcement of the Zoning Ordinance cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the Zoning Ordinance? If yes, why? b. Are there special circumstances attached to the property that do not generally apply to other properties in the same district? If yes, what are they? c. Is granting this variance essential to the enjoyment of a substantial property right possessed by other property in the same district? If yes, why? d. Will the variance substantially affect the General Plan and will it be contrary to the public interest? If no, why? e. Will the spirit of the Zoning Ordinance be observed and substantial justice be done if the variance is granted? If yes, why?
--	--	--