

## DIVISION 1

### WELCOME TO SPRINGVILLE

#### **Section 1.01      HOW TO USE THIS MANUAL**

This manual is intended to assist builders, developers, contractors, and anyone interested in building on or developing property in Springville. It is our hope that builders, developers, contractors, engineers, etc., will consult this manual for information on a regular basis as they develop projects in Springville. Staff is always available to answer your questions, however we have tried to insure that the most commonly asked questions are answered in this manual. This book is divided into various chapters with information that refers to the respective departments. There are also detailed tables of contents in the front of each chapter to help in finding information. It is hoped that you will find this information useful and informative. If you have any comments or suggestions on how to improve the manual please contact Springville City Public Works Department at 491-2780. This manual will be updated annually and reviewed at an annual “roll out” meeting.

#### **Section 1.02      INTRODUCTION TO THE COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department performs a variety of professional and administrative duties related to planning, zoning, economic development, and redevelopment within the city. This work involves responsibility for planning, organizing, coordinating and advising the Planning Commission and City Council in city-wide planning and zoning issues. This department also coordinates activities related to attraction and expansion of commercial and industrial entities within the city limits. A list of key personnel and contact information is included below:

- |   |               |          |
|---|---------------|----------|
| • Community Development Director            | Fred Aegerter | 489-2704 |
| • Community Development Executive Assistant | Darlene Gray  | 491-7861 |
| • City Planner                              | Carl Morgan   | 491-7886 |
| • City Planner                              | Laura Boyd    | 491-7804 |
| • Code Enforcement Officer                  | Dave Bernal   | 489-2714 |
| • Community Development Fax                 |               | 489-2716 |

The Building Department is included within Community Development. The Building Department performs routine inspections to assure all building activities are done in compliance with building and mechanical codes adopted by Springville City and in conformance with all other applicable ordinances and zoning requirements. They issue building permits, maintain records, and assist contractors and developers in meeting codes and regulations. A list of key personnel and contact information is included below:

- |   |               |          |
|---|---------------|----------|
| • Building Official / Plans Examiner        | Kirk Jacobson | 489-2704 |
| • Building Secretary / Inspection Scheduler | Misty Gavin   | 489-2704 |
| • Building Inspector                        | Rick Hansen   | 489-2704 |
| • Building Inspector                        | Bruce Taylor  | 489-2704 |
| • Building Department Fax                   |               | 489-2716 |

#### **Section 1.03      INTRODUCTION TO THE PUBLIC WORKS DEPARTMENT**

The Public Works Department has the responsibility to manage and maintain all City facilities within the public right of way or contained in utility easements. These facilities include streets, sidewalk, curb and gutter, culinary water system (distribution lines, storage tanks, water sources, etc) secondary water system (lines, storage reservoirs, etc), sanitary sewer system and storm water drainage system. Public Works also manages and maintains the Wastewater Treatment Plant and garbage collection.

The Engineering Division is included within the Public Works Department and is responsible for the review of all development plans for compliance with the Municipal Code, regulations, policies and Standard

Specifications and Drawings. Any proposed extensions or changes to public facilities including streets, water lines, sewer lines, storm drain lines and PI lines, will be inspected by the Public Works Department for compliance to Springville Municipal Code, approved construction plans and the Springville Standard Specifications and Details. A list of key personnel and contact information is included below:

- |                          |                |          |
|--------------------------|----------------|----------|
| • Public Works Director  | Brad Stapley   | 491-2780 |
| • Public Works Secretary | Marcie Clark   | 491-2780 |
| • Senior Engineer        | Jeff Anderson  | 491-2719 |
| • Public Works Inspector | Dave Andreason | 420-7146 |
| • Public Works Inspector | Paul Curtis    | 420-2201 |
| • Public Works Fax       |                | 489-2709 |