



Orem City Development Review Committee (DRC) Application

Miscellaneous and Appeals

Development Services Department 56 North State Street, Orem, Utah (801) 229-7183

www.orem.org

Applicant Information		
Name:	Phone:	
Address:	Email:	
City:	State:	Zip:

Project Information	
Project Name	
Project Address	

	Request	Fees	Total
	Temporary Site Plan Approval	\$175	
	Concrete/Masonry Fence	\$50	
	Daycare/Preschool Fence	\$100	
	Conditional Use Permit	\$1,100 + \$25 sign fee + notice fee	
	Fence Modification/Waiver	\$500 + notice fee	
	Appeal to City Council	\$600 + notice fee	
	Appeal to Planning Commission	\$600 + notice fee	
	Appeal to Board of Adjustment	\$600 + notice fee	
	Driveway Entrance Modification	\$175	
	Annexation	\$1,500 + \$900 PC & CC newspaper notice + \$25 sign fee	
	Street Vacation	\$1,200 + \$150 newspaper notice	
	Special Exception for Multi-family	\$1,500	
	Total		

Required Copies

Two (2) full-size copies no larger than 24" x 36", one (1) 11" x 17" and a PDF and/or Word of all applicable drawings and plans. Files can be emailed to Lori Merritt at lperritt@orem.org or submitted on disc prior to the deadline.

General Notes, Signature, and Contact Person

Planning Commission/City Council Meetings. Once the Development Review Committee determines your application is complete and complies with all applicable City ordinances, it shall be forwarded to the Planning Commission if required, and City Council, if required. The City Council is the final approving authority of conditional use permits, appeals, City Code amendments, General Plan amendments, fence modifications, and site plans in the following zones: PD-1, PD-4, PD-5, PD-15, PD-16, and PD-21.

Neighborhood Meeting. The applicant shall hold a neighborhood meeting in accordance with City Code for the following requests: General Plan amendments, Zoning Ordinance amendments, commercial developments adjacent to a residential zone, all non-residential uses in a residential zone.

DRC Application. The DRC application must be complete at the time of submittal or it may not be accepted.

Filing Fee Notice. Applications filed after July 1 are subject to fee changes regardless of the fee listed on the application used at the time of submittal.

Deadline. The deadline for filing a DRC application is Monday noon for first review the following Thursday. In the case of a Monday holiday, the deadline is Tuesday at noon. Contact information to inquire about the status of an application: Jason Bench, 801-229-7238; David Stroud, 801-229-7095; Christian Kirkham, 801-229-7267.

Applicant's Signature:

Contact Person:	Phone:
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Office Use Only

Date Filed:	Fees Paid:	Received By:	Receipt #:
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