



# Subdivision/Site Plan Review Checklist

Development Services Department  
56 North State Street  
Orem, Utah 84057  
801-229-7183  
www.orem.org

## APPLICANT TO USE CHECKLISTS AS A REFERENCE THROUGH THE REVIEW AND APPROVAL PROCESS

### Initial Steps Prior to Application

- Initial Review with City Planning and Engineering Staff
- Check the Street Connection Master Plan for required road connections  
<http://orem.org/index.php/transportation/street-connection-master-plan-maps>
- Hold a Neighborhood Meeting (if required)
- Provide written minutes of the Neighborhood Meeting to Staff

### Subdivision Review Process

The process may vary for different types of subdivisions. Please consult with the assigned City Planner to discuss additional requirements pertaining to your particular application. If a zone change is not required there are at least two (2) processes to follow to receive approval to construct a subdivision:

- **Preliminary Plat Approval** (see attached checklist)
- **Final Plat Approval** (see attached checklist)
- **Site Plan Approval (if needed)** (see attached checklist)

**A Preliminary Plat must be approved for a parcel before a Final Plat can be approved.** An applicant may request simultaneous Preliminary and Final Plat approval, but bears the risk of having either or both rejected. Simultaneous Site Plan approval can also be requested, but again the applicant bears associated risks. Expect a review and correction process after a complete submittal is made for each phase of the Subdivision Approval Process.

**Disclaimer:** This information is an abridged version of the City of Orem Subdivision Ordinance as stated in the City Development Code. This information is for the benefit of the developer/applicant to help follow the required review and approval process for your project. This checklist does not release the developer/applicant from the responsibility of reading and following all provisions listed in the Subdivision Ordinance Section of the latest edition of the City Development Code.

### Preliminary Plat Approval Process

The Planning Commission approves all preliminary plats. Note: Applications and plans will not be accepted unless the submittal is complete. Make sure the following items are provided to insure that your submittal is complete:

- Payment of non-refundable Application Fee
- Completed Development Review Committee (DRC) Application Form.
- Checklist with applicable items checked off
- Property Plat of parcel(s) to be subdivided from the County Recorder's Office.
- Proposed Preliminary Subdivision Plat - showing all of the following information:
  - Submit two (2) full size copies and one PDF on a computer disk or emailed to the City of each sheet of the Preliminary Plat.
  - Preliminary Plat drawn to a scale of no smaller than 1" = 60', on standard drafting medium, the dimensions of which shall not exceed twenty-four inches by thirty-six inches (24" x 36").
  - North Arrow on each sheet. Vicinity Map (reduced to scale) and Legend of line-types, symbols and hatches.
  - The proposed name of the subdivision with public or private streets identified.
  - Names and addresses of the property owner(s), the developer and the engineer or surveyor of the proposed subdivision.

- Names and addresses of the current owners of all parcels immediately adjoining the proposed subdivision, and the boundary lines of such parcels.
- Contours drawn at 2' intervals unless waived by the City Engineer.
- Boundary lines of the parcel(s) to be subdivided and a description of the proposed outside boundary of the property contained within the preliminary plat that is referenced to two section corner monuments and is prepared by a licensed land surveyor. The section corner monuments and the point of beginning shall indicate computed "State Plane Coordinates."
- Dimensions and square footage of each proposed lot.
- Dimensions and locations of existing and proposed improvements, structures, easements, and topographical features within the parcel to be subdivided and within two hundred feet (200') of the proposed subdivision boundaries. All existing and proposed sewer or storm drains must show proposed and existing grades with rim and flow line elevations at all manholes and catch basins.
- For each lot, the location and dimensions of existing and proposed irrigation systems and easements.
- Final grade elevations. Minimum Public Street grade is .5%. Minimum asphalt slopes must be between 2% and 4%.
- Where the preliminary plat covers only a part of a larger unsubdivided or undeveloped area, the plat shall show the location of the subdivision as it forms part of the larger area, and shall include a sketch proposing a future street system of the unsubdivided or undeveloped area.
- A storm water drainage plan, approved by the City Engineer, that is designed to accommodate the water generated by a "twenty-five year storm" within the proposed site with a discharge rate of no more than 60 GPM/acre. All sites must retain the first .30 inch of precipitation. Orem Standard Pre-treatment Sumps may be used in areas that are not in a well head protection zone as shown on details SD-15 or in a "poor percolation area" as shown on detail SD 14. A soils report with percolation rates and groundwater depths must be submitted for every development. Sumps may be used in a poor percolation area if the applicant submits a soils report that addresses percolation rates and the rate is approved by the City Engineer. All storm water drainage plans must include the following:
  - General description of the property, area, existing site conditions including all existing onsite drainage and irrigation facilities such as ditches, canals, washes, swales, structures, storm drains, springs, historic water flows, detention, and any proposed modifications to drainage facilities.
  - Include an assessment of post construction storm water impacts upon downstream and upstream properties
  - General description of off-site drainage features and characteristics upstream and downstream of the site and any known drainage problems and plan to mitigate problems.
  - Pre-development hydrology report to include maps, hydrologic calculations, soil types, etc. Include storm water runoff information including but not limited to maximum historical flow from site and total volume historically leaving site during design storm event.
  - Include an assessment of post construction storm water impacts upon downstream and upstream properties.
  - At a minimum, has the preferred list of LID's been considered where appropriate for various locations throughout the site. Other LID's may be considered. Provide narrative why or why not each considered LID was or was not chosen.
  - Has the chosen BMP's/LID's been matched to the expected pollutant load for the specific site area.
  - Proposed post-development hydrology report to mirror pre-development report to the maximum extent practicable including peak flows and total discharge.
  - The evaluation and use of at least one non-structural storm water treatment practices is required on all new and redeveloped sites. Non-structural BMPs include design approaches and practices that are used for their ability to prevent the occurrence of storm water runoff and reduce pollutant loads. Utilizing non-structural BMPs during site development is much more efficient and cost-effective than attempting to correct problems after development has occurred. The use of additional non-structural storm water treatment practices is encouraged in order to minimize the reliance on structural practices. These non-structural practices include practices found in the Storm Water Credit Program Manual found at [stormwater.orem.org](http://stormwater.orem.org) as well as in numerous manuals, pamphlets, booklets, etc. that discuss LID's for development sites.
  - Show flow path through/from development for 100 year storm event. Note any potential downstream problems areas for storm events up to and including a 100 year storm event.
  - All storm water runoff generated from new development or redevelopment sites shall not discharge untreated storm water directly into any wetland or waters of the State of Utah including the storm sewer system without treatment to the maximum extent practical. Treatment type shall match expected pollutants from specific areas from the site.
  - Detailed runoff calculations for the design storm. See Section 3 for design criteria (Storm Water Design Manual).
  - All roof drains must be routed through on site landscaping prior to collection and discharge.
  - Contains stamped statement:

“This report for the drainage design of [NAME OF DEVELOPMENT] was prepared by me (or under my direct supervision) in accordance with the provisions of City of Orem Storm Drainage Systems Design and Management Manual, and was designed to comply with the provisions thereof. I understand that the City of Orem does not and will not assume liability for drainage facilities design.

- No development or redevelopment activity will commence or no approvals or permits will be given on any site subject to this Section until a Long Term Storm Water Management Plan detailing in concept how storm water runoff and associated water quality impacts resulting from the development or redevelopment will be controlled or managed. Is concept plan included with initial submittal? Completed and approved Final Long Term Storm Water Management plan required at recording and it must include a maintenance agreement submitted on a form provided by the City.
- Provide the elevation of the lowest habitable floor space.
- Completed Industrial Waste Questionnaire
- General description of current and planned masterplan drainage facilities on or adjacent to the lot and proposed drainage features and how the development and proposed drainage facilities conform to the storm water master plan. Current City of Orem Storm Water Masterplan can be found at [stormwater.Orem.org](http://stormwater.Orem.org).
- The location of any areas of potential flood hazard, as defined in Chapter 10 of the City Code, within the subdivision boundaries or within 200 feet of the subdivision boundaries.
- The location of any known fault lines located within 1,000 feet of any part of the subdivision as determined from the Utah County Hazards Map and any other source.
- The location of existing structures within the preliminary plat boundaries (buildings, monument signs, fences, walls, etc.) and a notation as to whether the existing structures will remain or be demolished.
- All projects within 300 feet of an Orem sewer system must connect to the sewer system where practical. No septic systems may be installed within a wellhead protection zone (see detail SD 15).
- The layout and location of required public streets. Street connections shall be made to street connection points as shown in the Street Connection Master Plan.
- A note indicating that no driveway or drive access may be located within twenty-five feet (25') of an existing fence which is greater than three feet (3') in height
- Preliminary title report prepared by a title company licensed to practice in the State of Utah which shows that the owner/applicant owns or represents the owner(s) of all of the property contained within the preliminary plat. The City may require that the owner/developer resolve any boundary overlaps, gaps or other title discrepancies before approval of the preliminary plat.
- Building envelopes of each lot.
- All existing and proposed improvements (shown in distinctly different line types).

## **Final Plat Approval Process**

Final plats may be approved by the Planning Commission of Staff, depending on the nature of the request.

Note: Applications and plans will not be accepted unless the submittal is complete. Make sure the following items are provided to insure that your submittal is complete:

- Payment of non-refundable Application Fee
- Completed Development Review Committee (DRC) Application Form.
- Two (2) full size copies and one PDF on a computer disk or emailed to the City of each sheet of the Final Plat.
- Proposed Final Subdivision Plat - showing all of the following information:
  - Final Plat drawn to a scale of no smaller than 1" = 60', on standard drafting medium, the dimensions of which shall not exceed twenty-four inches by thirty-six inches (24" x 36").
  - North Arrow on each sheet. Vicinity Map (reduced to scale) and Legend of line-types, symbols and hatches.
  - The proposed name of the subdivision with public or private streets identified.
  - Boundary lines of the parcel(s) to be subdivided and a description of the proposed outside boundary of the property contained within the final plat that is referenced to two section corner monuments and is prepared by a licensed land surveyor. The section corner monuments and the point of beginning shall indicate computed "State Plane Coordinates."
  - Dimensions and square footage of each proposed lot.
  - Dimensions and locations of existing and proposed easements.
  - A note indicating that no driveway or drive access may be located within twenty-five feet (25') of an existing fence which is greater than three feet (3') in height.

- A "Certificate of Survey" with a metes and bounds description, the signature of a land surveyor licensed in the State of Utah, and the land surveyor's seal.
- The "Owner's Dedication" and all property owner's signatures acknowledged by a notary public as required by the Utah County Recorder's Office. All plats must contain the Notary Commission Number, when the Commission expires, the signature of the Notary Public and the printed name of the Notary Public directly below the signature. Plats with this information do not have to be stamped by the Notary.
- Include the following notary acknowledgement language: The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ and \_\_\_\_\_ who represented that they are the owners of the above described property and have the authority to execute this instrument.
- A notice of covenants, conditions, and other restrictions if applicable.
- An "Acceptance by the City of Orem" approval block with date for the signature of the City Engineer and City Recorder.
- An "Approval as to Form" signature block with date for the City Attorney.
- A lined block in the lower right hand corner above the title block of the first sheet in substantial the following form:
- A CAD file of the final approved subdivision plat to ckirkham@orem.org.

CONDITIONS OF APPROVAL

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**Site Plan Approval Process**

Note: Applications and plans will not be accepted unless the submittal is complete. The Planning Commission approves all site plans. Make sure the following items are provided to insure that your submittal is complete:

- Payment of non-refundable Application Fee
- Completed Development Review Committee (DRC) application and SWPPP.
- Property Plat of parcel(s) to be subdivided from the County Recorder's Office.
- Proposed Preliminary Site Plan - showing all of the following information:
  - Submit two (2) full size copies and one PDF on a computer disk or emailed to the City of each sheet of the Preliminary Plat.
  - Preliminary Plan drawn to a scale of no smaller than 1" = 60', on standard drafting medium, the dimensions of which shall not exceed twenty-four inches by thirty-six inches (24" x 36").
  - North Arrow on each sheet. Vicinity Map (reduced to scale) and Legend of line-types, symbols and hatches.
  - The proposed name of the development with public or private streets identified.
  - Names and addresses of the property owner(s), the developer and the engineer or surveyor of the proposed subdivision
  - Tabulation Table in the following format:

	Square Footage	Acreage	Percent
Total Area			100
Total Building Area			
Total Impervious Area			
Total Landscaped Area			
Total Parking Spaces			

- Names and addresses of the current owners of all parcels immediately adjoining the proposed subdivision, and the boundary lines of such parcels.
- Contours drawn at 2' intervals.

- Boundary lines of the parcel(s) to be developed that is referenced to two section corner monuments and is prepared by a licensed land surveyor. The section corner monuments and the point of beginning shall indicate computed “State Plane Coordinates.”
- Dimensions and square footage of lot(s).
- Dimensions and locations of existing and proposed improvements, structures, easements, and topographical and within two hundred feet (200') of the proposed development. All existing and proposed sewer or storm drains must show proposed and existing grades with rim and flow line elevations at all manholes and catch basins.
- For each lot, the location and dimensions of existing and proposed irrigation systems and easements.
- Final grade elevations. Minimum Public Street grade is .5%. Minimum asphalt slopes must be between 2% and 4%.
- A storm water drainage plan, approved by the City Engineer, that is designed to accommodate the water generated by a "twenty-five year storm" within the proposed site with a discharge rate of no more than 60 GPM/acre. All sites must retain the first .30 inch of precipitation. Orem Standard Pre-treatment Sumps may be used in areas that are not in a well head protection zone as shown on details SD-15 or in a “poor percolation area” as shown on detail SD 14. A soils report with percolation rates and groundwater depths must be submitted for every development. Sumps may be used in a poor percolation area if the applicant submits a soils report that addresses percolation rates and the rate is approved by the City Engineer. All storm water drainage plans must include the following:
  - General description of the property, area, existing site conditions including all existing onsite drainage and irrigation facilities such as ditches, canals, washes, swales, structures, storm drains, springs, historic water flows, detention, and any proposed modifications to drainage facilities.
  - Include an assessment of post construction storm water impacts upon downstream and upstream properties
  - General description of off-site drainage features and characteristics upstream and downstream of the site and any known drainage problems and plan to mitigate problems.
  - Pre-development hydrology report to include maps, hydrologic calculations, soil types, etc. Include storm water runoff information including but not limited to maximum historical flow from site and total volume historically leaving site during design storm event.
  - Include an assessment of post construction storm water impacts upon downstream and upstream properties.
  - At a minimum, has the preferred list of LID’s been considered where appropriate for various locations throughout the site. Other LID’s may be considered. Provide narrative why or why not each considered LID was or was not chosen.
  - Has the chosen BMP’s/LID’s been matched to the expected pollutant load for the specific site area.
  - Proposed post-development hydrology report to mirror pre-development report to the maximum extent practicable including peak flows and total discharge.
  - The evaluation and use of at least one non-structural storm water treatment practices is required on all new and redeveloped sites. Non-structural BMPs include design approaches and practices that are used for their ability to prevent the occurrence of storm water runoff and reduce pollutant loads. Utilizing non-structural BMPs during site development is much more efficient and cost-effective than attempting to correct problems after development has occurred. The use of additional non-structural storm water treatment practices is encouraged in order to minimize the reliance on structural practices. These non-structural practices include practices found in the Storm Water Credit Program Manual found at stormwater.orem.org as well as in numerous manuals, pamphlets, booklets, etc. that discuss LID’s for development sites.
  - Show flow path through/from development for 100 year storm event. Note any potential downstream problems areas for storm events up to and including a 100 year storm event.
  - All storm water runoff generated from new development or redevelopment sites shall not discharge untreated storm water directly into any wetland or waters of the State of Utah including the storm sewer system without treatment to the maximum extent practical. Treatment type shall match expected pollutants from specific areas from the site.
  - Detailed runoff calculations for the design storm. See Section 3 for design criteria (Storm Water Design Manual).
  - All roof drains must be routed through on site landscaping prior to collection and discharge.
  - Contains stamped statement:

“This report for the drainage design of [NAME OF DEVELOPMENT] was prepared by me (or under my direct supervision) in accordance with the provisions of City of Orem Storm Drainage Systems Design and Management Manual, and was designed to comply with the provisions thereof. I understand that the City of Orem does not and will not assume liability for drainage facilities design.

- No development or redevelopment activity will commence or no approvals or permits will be given on any site subject to this Section until a Long Term Storm Water Management Plan detailing in concept how storm water runoff and associated water quality impacts resulting from the development or redevelopment will be controlled or managed. Is concept plan included with initial submittal? Completed and approved Final Long Term Storm Water Management plan required at recording and it must include a maintenance agreement submitted on a form provided by the City.

Traffic Study prepared by professional traffic engineer if site includes 75 parking stalls or more, a drive up window, two drive approaches, or a corner lot on collector or arterial streets.

- Provide the elevation of the lowest habitable floor space.
- Footprints of existing and proposed buildings to include a notation of each building's main finish floor height above grade, and the location of mechanical equipment and mitigation measures proposed to reduce noise
- Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, and culverts
- Location of existing and proposed fire protection devices within the tract and within two hundred feet (200') of the boundaries of the proposed development. This shall include identifying required fire department apparatus access roads and proposed fire hydrant locations, as well as the International Building Codes specified construction type.
- General description of current and planned masterplan drainage facilities on or adjacent to the lot and proposed drainage features and how the development and proposed drainage facilities conform to the storm water master plan. Current City of Orem Storm Water Masterplan can be found at <http://orem.org/index.php/storm-sewer/storm-water-management-plan-a-master-plan>.
- The location of any areas of potential flood hazard, as defined in Chapter 10 of the City Code, within the subdivision boundaries or within 200 feet of the subdivision boundaries.
- Provide sewer and water demand of project
- Incorporate components of Low Impact Development (LID) where applicable throughout the site
- The location of any areas of potential flood hazard, as defined in Chapter 10 of the City Code, within the subdivision boundaries or within 200 feet of the subdivision boundaries.
- The location of any known fault lines located within 1,000 feet of any part of the subdivision as determined from the Utah County Hazards Map and any other source.
- The location of existing structures within the preliminary plat boundaries (buildings, monument signs, fences, walls, etc.) and a notation as to whether the existing structures will remain or be demolished
- All projects within 300 feet of an Orem sewer system must connect to the sewer system where practical. No septic systems may be installed within a wellhead protection zone (see detail SD 15).
- The layout and location of required public streets. Street connections shall be made to street connection points as shown in the Street Connection Master Plan.
- Show parking striping, traffic lanes, loading areas and docks, etc.
- Location, dimensions, and distance to property lines of existing and proposed drive accesses.
- A note indicating that no driveway or drive access may be located within twenty-five feet (25') of an existing fence which is greater than three feet (3') in height
- Location and dimensions of existing and proposed curb, gutter and sidewalk
- Location and dimensions of off-street parking spaces
- Location, type, and design of surface water drainage system
- Detailed landscape plan showing the location of landscaped areas with specific types of plants and their general locations.
- Drawings of proposed structure elevations, showing the height, dimensions, and appearance of proposed buildings and structures. If a project is in a zone that restricts exterior finishing materials, the site plan shall show and indicate the type of exterior finishing materials for all proposed structures
- Location and description (height, materials) of existing and proposed fences
- Location and description (dimensions, distance to property lines and type of lighting (direct or indirect)) of existing signs
- Location of loading areas
- Location of solid waste disposal facilities
- Traffic circulation plan
- Exterior display areas
- Exterior storage areas

- Location and type of exterior lighting
- Preliminary title report prepared by a title company licensed to practice in the State of Utah which shows that the owner/applicant owns or represents the owner(s) of all of the property contained within the preliminary plat. The City may require that the owner/developer resolve any boundary overlaps, gaps or other title discrepancies before approval of the preliminary plat.
- Building envelopes of each lot.
- All existing and proposed improvements (shown in distinctly different line types).

## **Conversion to Condominiums**

- See Article 22-16, Conversion to Condominiums or Townhomes, of the Orem City Code for complete submittal requirements. Additional fees from the Building Safety Division may apply.

### **Standard Notes Required on ALL Site Plans and Preliminary Plats:**

The following notes shall be placed on the first sheet of any preliminary plat, site plan, or final construction drawing as per (see Section 22-14-20F):

1. The fire protection items (fire hydrants, water mains, access roads, etc.) shown on this site plan are preliminary only. Detailed fire protection plans shall be submitted with the building plans. Plan reviews by the City of Orem Fire Prevention Bureau shall be completed prior to the issuance of a building permit. The plan reviews by the City of Orem Fire Prevention Bureau may identify additional fire protection requirements mandated by the International Fire Code. Fire hydrant foot valves shall be installed at the connection point with the main water lines.
2. All landscaped areas shall have an automatic, underground sprinkling system which includes a back-flow device to the building. Back-flow devices shall be installed and tested in accordance with Section 21-1-14 of the Orem City Code. Water meter sizes shall be determined by the City of Orem Building Division at the time of building permit approval or when there is a request to change the water meter size. Water meters shall be located at the back of sidewalk or curb in an area that is accessible for reading and servicing. Water meters shall not be located within areas enclosed with fences or within ten feet (10') of any existing or proposed structure.
3. If required by Chapter 20 of the Orem City Code or by the applicant's Permit for Industrial Wastewater Discharge, a sampling manhole and fat and oil separator/grease trap shall be installed in accordance with the City of Orem Standards and Specifications.
4. All signage shall comply with the requirements of the Orem City Code.
5. All utilities, including water and sewer laterals, water and sewer mains, storm water drains, storm water sumps, sewer manholes, water valves, etc., Water laterals or mains shall not be located under covered parking areas and shall be installed according to Chapter 21 of the Orem City Code.
6. All roof drainage shall be routed through on-site storm water management facilities.
7. At the time of construction, the City of Orem may determine based on professional experience and judgment and at its sole discretion, the need for the Owner/Developer to pay for, remove, and replace any existing substandard improvements such as curbs, gutters, sidewalks, drive approaches, driveways, decorative concrete, wheelchair ramps, etc., or any unused drive approaches.
8. All construction shall conform to the City of Orem construction standards and specifications unless the improvement is within the UDOT right-of-way, in which case the construction shall conform to UDOT construction standards and specifications.

## **Post-Approval**

**Pre-construction Meeting:** Schedule for a pre-construction meeting after the site plan has been approved by the Planning Commission or City Council and all bonds and fees have been paid. This meeting is required and must be completed prior to obtaining a building permit (Section 22-14-20(M)). Seven copies and a PDF of the approved site plan and construction drawings must be submitted to Lori Merritt (229-7183) in order to be scheduled for the pre-construction meeting. The item will be scheduled for review and will typically be two weeks after the application is made. The meetings are held on Wednesday mornings.

**Building Permit Application:** A building permit application can be made after approvals have been granted from the approving authority (i.e. Planning Commission or City Council). Exceptions must be cleared through the building division manager.

**Bonds and Fees:** The applicant will receive a letter from the Development Services Department (Private Development Engineering Section) pertaining to bonds and fees. Bonds and applicable fees must be submitted to the City prior to commencing any site work or obtaining a building permit.

### City Contacts and Phone Numbers

Jason Bench, Planning Division Manager	(801)	229-7238
Sam Kelly, City Engineer		229-7328
David Stroud, Planner		229-7095
Christian Kirkham, GIS Planner		229-7267
Rick Sabey, Storm Water		229-7545
Steve Johnson, Storm Water		229-7556
Paul Goodrich, Transportation Engineering		229-7320
Cliff Peterson, Engineering		229-7198
Loren Willes, Pre-treatment		229-7491
Bret Larsen, Fire Marshall		229-7323
Chris Clements, Backflow		229-7559
Jim Yeoman, Plans Examiner		229-7185

September 2016