



# Development Review Committee (DRC) Application Ordinance Amendment

Development Services Department, 56 North State Street, Orem, Utah (801) 229-7183 [www.orem.org](http://www.orem.org)

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

Project Information	
Project Name	
Project Address	

Request	Fees	Total
Subdivision Text	\$1,160	
Zoning Text*	\$1,160	
Sign Text Amendment	\$1,160	
Rezone*	\$1,228 + \$689 sign fee	
New PD Zone Text*	\$3,685 + \$689 sign fee	
Land Use Map Change	\$1,057 + \$689 sign fee	
General Plan Text Change	\$1,057 + \$689 sign fee	
Neighborhood Notice	TBD at time of submittal, if needed	
Public Notice	\$100 each for PC and CC, if needed	
Development Agreement UT Co. Fees	TBD at time of recordation	
<b>Total</b>		

### Required Copies

A PDF and/or Word document of all applicable drawings and plans (paper copies are not required). Files may be emailed to Cheryl Vargas at [chvargas@orem.org](mailto:chvargas@orem.org) and/or Jake Harding at [jrharding@orem.org](mailto:jrharding@orem.org). They may also be submitted on disc/flash drive prior to the deadline.

### General Notes, Signature, and Contact Person

**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: 801.229.7183

**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.

**\*DRC Application.** The DRC application must be complete at the time of submittal or it may not be accepted. An application to amend Chapter 22 or the zoning map shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve months after the date it was submitted. An application to amend Chapter 22 or the zoning map shall also expire immediately following the passage of six months of no activity with respect to the application. Upon expiration, an application for an amendment to Chapter 22 including a zone map shall be considered null and void and a new application must be submitted, and fees paid. (22-1-5)

**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.

**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.

### Applicant's Signature:

Contact Person:	Phone:	Email:
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### Office Use Only 28 May 2020

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