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, if applicable 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

Temporary Site Plan Approval
☐ A PDF of the plat and containing required information
☐ Written approval from the property owner
☐ Description of the nature of the business and time frame of business
☐ Temporary sites are good for up to 180 days
☐ Fee determined by City Council
☐ Obtain an Orem City business license

Concrete Masonry Fence
☐ Site plan showing location and height of fence, elevation of lot, location of driveways and street alignment
☐ If located in a public utility easement with no panel footings, approval from utility easement holders
☐ Details of fence materials and construction
☐ Requires a building permit after zoning approval

Daycare Fence
☐ Site plan showing location of fence
☐ Details of fence materials and construction

Conditional Use Permit
☐ If applicable, site plan submittal providing all items contained on the site plan checklist
☐ Description of the nature of the request
☐ If adjacent to a residential use, a neighborhood meeting is required

Fence Modification/Waiver
☐ Site plan showing proposed/existing fence locations
☐ Details of fence materials and construction
☐ Written explanation as to how the request complies with Section 22-14-19(F)

Appeal to City Council
☐Filed within 30 days from the date of Planning Commission or Board of Adjustment decision
☐ Written explanation as to why the decision of the Planning Commission or Board of Adjustment should be overturned

**Street Vacation**
☑ Land survey exhibit showing all portion of street to be vacated with a legal description of the portion to be vacated
☑ Land survey drawing to be labeled as Exhibit A
☐ Neighborhood meeting held by applicant

**Annexation**
☐ Signatures of owners that covers a majority of the area of the proposed annexation
☐ Accurate plat map prepared by a licensed land surveyor showing the proposed annexation area
☐ Signature must represent at least 1/3 of the value of all real property in the proposed annexation area

**Driveway Entrance Modification**
☐ Site plan showing existing and proposed driveway location(s)
☐ Explanation of the need to modify the driveway

**City Contacts and Phone Numbers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Jason Bench, Planning Division Manager</td>
<td>229-7238</td>
<td>(801) 229-7238</td>
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<tr>
<td>Sam Kelly, City Engineer</td>
<td>229-7328</td>
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<tr>
<td>Jake Harding, Associate Planner</td>
<td>229-7239</td>
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<tr>
<td>Cheryl Vargas, Associate Planner</td>
<td>229-7183</td>
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<tr>
<td>Brady Hale, Transportation Engineer</td>
<td>229-7320</td>
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<tr>
<td>Rick Sabey, Storm Water</td>
<td>229-7545</td>
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<tr>
<td>Steve Johnson, Storm Water</td>
<td>229-7556</td>
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<tr>
<td>Dylan Hanseen, Pre-treatment</td>
<td>229-7491</td>
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<tr>
<td>Bret Larsen, Fire Marshall</td>
<td>229-7323</td>
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<tr>
<td>Chris Clements, Backflow</td>
<td>229-7558</td>
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<tr>
<td>Jim Yeoman, Plans Examiner</td>
<td>229-7185</td>
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</tbody>
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June 2020