



# Ordinance Amendment 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, if applicable
- Hold a Neighborhood Meeting (if required)
- Provide written minutes of the Neighborhood Meeting to Staff

### Subdivision Text

- Redline/strikeout of text change proposal or new text
- Narrative of the reason for the change

### Zoning Text

- Redline/strikeout of text change proposal or new text
- Narrative of the reason for the change

### Sign Text

- Redline/strikeout of text change proposal
- Narrative of the reason for the change

### Rezone and/or General Plan Map and/or Text Amendment

- Map identifying the property proposed to be rezoned
- List of individuals notified of neighborhood meeting and roster of attendees.
- Minutes from neighborhood meeting
- Narrative of the reason to change the zone
- Concept plan of future development
- PD text, if applicable

### City Contacts and Phone Numbers

Jason Bench, Planning Division Manager	(801) 229-7238
Sam Kelly, City Engineer	229-7328
Jake Harding, Associate Planner	229-7239
Cheryl Vargas, Associate Planner	229-7183
Brady Hale, Transportation Engineer	229-7320
Rick Sabey, Storm Water	229-7545
Steve Johnson, Storm Water	229-7556
Dylan Hanseen, Pre-treatment	229-7491
Bret Larsen, Fire Marshall	229-7323
Chris Clements, Backflow	229-7559
Jim Yeoman, Plans Examiner	229-7185

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