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 Hansen, 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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