Orem City DRC Packet

Full Site Plan

Step 1: Apply

- Hire someone to draw up plans.
- Complete the DRC application, checklist, and questionnaires.
- Submit the plans, submit all required documents, and pay fees before Monday at 12pm.
- Application fees cover three rounds of DRC.
- **See page 2 of this packet for detailed instructions.**

Step 2: DRC

1. **Submit Plans.** A complete set of plans needs to be submitted each round by Monday at 12pm.
2. **DRC Review.** The DRC will review those plans. Reviews are held from Tuesday to Tuesday.
3. **Redlines.** If there are redlines, they will be sent on the Tuesday after reviews are done. Fix them and resubmit by Monday at 12pm.
4. **DRC steps 1-3 will repeat until the plans are approved by the DRC.**

Step 3: Planning Commission

- The Planning Commission is a body of citizens appointed by the City Council. They will vote on whether or not to approve your project.
- Depending on which zone your project is in, you may be required to also receive City Council approval.
- The Planning Commission usually meets on the first and third Wednesdays of the month.
- Your project must be approved by the DRC at least a week prior to that day in order for staff to create the agenda in time for the meeting. If your project requires any public noticing, your project must be approved at least two weeks prior.
- After receiving Planning Commission approval, you may submit for the building permit review.

Step 4: Bonds and Fees

- After the Planning Commission approves your project, staff will begin calculating bonds and fees for your project. It usually takes two weeks to do this.
- You will receive a document called a "developer letter." This document outlines the bonds, fees, and next steps.
- You must come in person to the City Offices to post the bonds and pay the fees.

Step 5: Pre-Construction

- Typically, two weeks after the bonds and fees are paid, you and your contractor will need to attend a pre-construction meeting.
- Call Development Services at 801-229-7058 after your bonds and fees have been paid to schedule this meeting.

Step 6: Building Permit

- Pay plan review fees.
- Building Division of the City will review the plans.
- Once the permit is issued, construction can begin.

How to Apply

1. **Complete the Checklist.** Found on page 3. Each box must either be checked off or have a note that explains why it is not. If you do not complete the checklist, you must instead provide a written document that explains why you do not have the checklist.
2. **Complete the DRC Questionnaires.** If a portion of the questionnaires do not apply to you, explain why in writing. Complete Section 1 of the Pretreatment Questionnaire. If you know the final use of the site, fill out Section 2.
3. **Complete the Application.** Fill out the application on page 15. Check the appropriate boxes. The application fees are listed there.
4. **Email all completed documents and a complete set of plans** to jrharding@orem.org and chvargas@orem.org.
5. **Pay Application Fees.** You can pay these by check, cash, or card. You may call Development Services at 801-229-7058 to pay over the phone. If you'd rather, you may also pay in person in Room 105 at the Orem City Center located at 56 N State Street. The fees for your project are listed on the Application. Payment must be received by Monday at 12pm to be reviewed that week.

- **Important Note.** Incomplete applications may not be accepted.

DRC Checklist
Full Site Plan

This checklist must be filled out completly in order to apply for DRC. Unless specified below, each item must be checked off. If for some reason, you feel that a particular item is not applicable to you, explain why in writing.

Disclaimer: This information is an abridged version of the Site Plan Ordinance found in the Orem City Code Chapter 22-14-20. 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 latest edition of the City Development Codes.

☐ Formatting

- ☐ The site plan drawings shall consist of one or more pages of maps or drawings drawn accurately to scale on paper no larger than 24 inches by 36 inches. The scale should be no smaller than 1"=40'.
- ☐ All drawings shall indicate the scale to which the drawings are done.
- ☐ All plan drawings shall indicate parcel boundaries with dimensions and shall have a North Arrow indicating north.
- ☐ The following notes shall be placed on the first sheet of any site plan drawing:
  - ☐ "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."
  - ☐ "All landscaped areas shall have an automatic, underground sprinkling system which includes a backflow assembly to the building. Backflow assemblies 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."
  - ☐ 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."
  - ☐ "All signage shall comply with the requirements of the Orem City Code."
  - ☐ "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."

- "All roof drainage shall be routed through on-site storm water management facilities or to landscaped areas."
- "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."
- "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."

- Name of the development.
- Name of the applicant.
- Name of the owner of the property.
- Area of the lot in square feet.
- Lot line dimensions.
- A vicinity map containing sufficient information to accurately locate the property shown on the plan.
- Tabulation Table in the following format:

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

- 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 propose 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.
- 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, square footage, and addresses of each lot.
- Final grade elevations. Minimum Public Street grade is 0.5%. Minimum asphalt slopes must be between 2% and 4%.
- If submitting plats, they must be stamped by a Professional Land Surveyor or Professional Engineer.
- Names and locations of fronting streets and locations and dimensions of public streets, private streets, and driveways.

☐ Site Plan

- ☐ Names and locations of fronting streets and locations and dimensions of public streets, private streets, and driveways.
- ☐ Footprints of existing and proposed buildings and structures 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 impacts for such mechanical equipment.
- ☐ Location, dimensions, and distance to property lines of existing and proposed drive accesses.
- ☐ Location and dimensions of existing and proposed curb, gutter and sidewalk.
- ☐ Location and dimensions of off-street parking spaces.
- ☐ 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.
- ☐ 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 and proposed signs.
- ☐ Location of loading areas.
- ☐ Location of solid waste disposal facilities (dumpsters).
- ☐ Traffic circulation plan.
- ☐ Exterior display areas.
- ☐ Exterior storage areas.
- ☐ A contour map drawn at two foot intervals. This requirement may be waived in writing by the City Engineer if the average slope of the site is less than two percent (2%) and spot elevations are provided.
- ☐ Location and type of exterior lighting.
- ☐ 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 of needed address signs and stop signs.
- ☐ For each lot, the location and dimensions of existing and proposed irrigation systems and easements.
- ☐ The 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.
- ☐ Building envelopes of each lot.
- ☐ Provide the elevation of the lowest habitable floor space.
- ☐ All existing and proposed improvements (shown in distinctly different line types).

- Curb, gutter, and sidewalk along street rights-of-way bordering the site.
- Fences bordering residential zones.
- Parking tabulation.
- Location(s) of new parking stalls as required by Orem City Code 22-15.
- Locations of dumpsters and solid waste disposal containers. A dumpster or solid waste disposal container with a capacity of one and one half (1.5) cubic yards or more shall not be located inside any building or within five feet (5') of any combustible wall, combustible roof eave line, or any opening in such walls except as permitted by the Uniform Fire Code. Dumpster and solid waste disposal containers shall not be located in the front yard setback or side yard setback facing a street.
- Show applicable fire protection in accordance with both local and state adopted fire codes.

Storm Water Drainage Plan

- A storm water drainage plan, approved by the City Engineer, that is designed to retain the first 0.50 inch (80th percentile storm) of precipitation, through infiltration, evapotranspiration and/or harvesting and reusing rainwater, as well as accommodating the water generated by a "twenty-five year storm" within the proposed site with a discharge rate of no more than 60 GPM/acre. Orem Standard Pre-treatment Sumps may be used in any Safe Sump Zone area from Figure 5-1 from the Storm Water Master Plan or as a temporary use in the 15 year Drinking Water Source Protection Zones with approval from the City Engineer. Sumps used in any portion of any 15 year Drinking Water Source Protection Zone must be designed to current standards, interconnected and piped to the property line for a connection to a future storm drain trunk line. All proposed sumps must include percolation rates for individual proposed sites. Sumps located in a "poor percolation area" as shown in detail SD 14 must include soils report groundwater depths 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. Sumps are not allowed in the 3 year Drinking Water Source Protection Zones. If developing in areas where sumps or injection is not allowed due to drinking water source protection zones storm water detention standards still apply. Site detention with a maximum discharge rate of no more than 60 GPM/acre after utilization of other structural and non structural treatment LIDs are implemented for your site. Refer to A Guide to Low Impact Development Within Utah referenced elsewhere in this document for guidance. 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.
- 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, runoff information, historical flows and volumes, etc.
- 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 numer-

ous 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 and dumpster areas must be routed through on site vegitative landscaping areas. Any exceptions must be approved by the City Engineer.
- ☐ 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.
- ☐ 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 https://orem.org/stormwater/
- ☐ Incorporate components of Low Impact Development (LID) where applicable throughout the entire site.
- ☐ Location, type, and design of surface water drainage system.
- ☐ A drainage report.

☐ Utility Plan

- ☐ A utility plan represents complete construction drawings for any proposed improvement of any public street and/or City utility on or adjacent to the site. It must show the following:
- ☐ Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, 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.
- ☐ Show piping of irrigation ditches bordering or within the site. This requirement may be waived by the approving body if the irrigation ditches do not detract from the overall safety or aesthetics of the site.
- ☐ Show applicable fire protection in accordance with both local and state adopted fire codes.

- 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.
- Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, pressure reducing valves (PRV's), backflow assemblies, water services, water meters and culverts.
- Provide sewer and water demand of project.
- 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.
- A note stating that at least three feet (3') of horizontal separation and one foot (1') vertical separation must be maintained from City utilities.
- When trenchless utility installation methods are employed, all existing utilites are to be potholed and exposed for visual inspection prior to and during the installation process.
- Add note, "All utilities shall not be located under covered parking areas and shall be installed according to Chapter 21-4-6 of the Orem City Code." These utilities include but are not limited to: water and sewer laterals, water and sewer mains, storm water sumps, sewer manholes, water valves and meters, and fire hydrants.

Demolition Plan

- 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.

Landscape Plan

- Detailed landscape plan showing the location of landscaped areas with specific types of plants and their general locations.
- Permanent, underground, automatic sprinkling system for all landscaped areas.
- Show that landscaping will be in compliance with zone specific standards and Orem City Code 22-14-13.
- Location of landscaping backflow assemblies. This information should also be displayed on the utility plan.

Elevations

- 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.
- The architecture, design theme, and construction materials of a commercial building's front elevation shall be applied to the exterior walls of all elevations of the building that are within 200 feet of and face a collector or arterial street. All elevations of a commercial building that are within 200 feet of and face a public street shall include windows, awnings, varying façade depth, high-quality exterior finishing materials, lighting, and other similar features that are used in the front elevation of a building.

☐ Traffic Study

- **If a site plan is proposing any of the following, a traffic study is required to be submitted with the application:**
  - **Seventy-five (75) or more parking stalls.**
  - A drive-up window.
  - More than two drive approaches from dedicated streets, or
  - A corner lot where one or more of the streets is a collector or arterial street.
- The Development Services Director or his designee may waive the requirements of a traffic study if a new traffic study would be unnecessarily cumulative or otherwise not add to the information already available to the Development Services Director.
- The traffic study shall include all of the following:
  - An analysis of the off-site traffic impacts resulting from the development of the site and a description of the mitigation measures necessary to reduce the identified impacts.
  - An analysis of internal traffic circulation patterns and their effect on ingress and egress from the site for emergency vehicles and the public.
- The final approving authority may impose traffic mitigation requirements based on the impacts identified by a traffic study prepared by the applicant, the City or any qualified independent traffic consultant. Nothing in this Section shall preclude the City from performing its own traffic study.

☐ Neighborhood Meeting

- **If the proposed site plan is within or adjacent to a residential zone, a neighborhood meeting is required.**
- If required, the neighborhood meeting must be held by the applicant and prior to submitting an application for site plan approval.
- The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday.
- The applicant shall send written notice of the place, date, and time of the neighborhood meeting to all property owners, as listed in the records of the Utah County Recorder, located within one-thousand feet (1000') of the site if attached residential units are included in the site plan or within five hundred (500') feet if attached residential units are not included in the site plan.
- The notice shall be written on letterhead which includes the contact information of the applicant, including but not limited to a name, adddress, phone number and an e-mail address.
- The notice must also include the following language: *"Pursuant to Orem City Code Section 22-14-20(I), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the City and is subject to change during the review process."*
- All required notices shall be provided at least one week prior to the date of the meeting.
- The neighborhood meeting must be conducted at a location within the City boundaries. Phone calls or informal door-to-door contacts are not considered neighborhood meetings.

- The applicant shall keep detailed minutes of the content of the neighborhood meeting.
- The application for site plan approval shall include a list of all individuals who were notified of the meeting, a roster of attendees at the meeting, and a copy of the minutes from the neighborhood meeting.

Preliminary Plat

- **A preliminary plat may not required for site plan approval.** If a preliminary plat is desired to be approved as part of the site plan, the following items must be checked:
- The preliminary plat shall be drawn on standard drafting medium, the dimensions of which shall not exceed twenty-four inches by thirty-six inches (24" x 36"), and shall be drawn to scale. The scale shall be indicated on each sheet, but shall not be less than one inch (1") = sixty feet (60'). The preliminary plat shall contain the following:
- An arrow, indicating north, drawn on each sheet.
- The proposed name of the subdivision. The City may reject a proposed subdivision name if the proposed name is similar to or may be confused with an existing subdivision name.
- A vicinity drawing accurately locating the property shown on the plat.
- The names and addresses of the property owner(s), the developer and the engineer or surveyor of the proposed subdivision.
- Contours drawn at two-foot (2') intervals, unless waived by the City Engineer.
- The boundary lines of the parcel 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."
- The dimensions and square footage of each lot.
- The 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.
- For each lot, the location and dimensions of existing and proposed irrigation systems and easements.
- Final grade elevations, if required by the City Engineer.
- 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 subdivision.
- 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, and a notation as to whether the

- existing structures will remain or be demolished.
- The layout and location of future public streets. The City may require streets in the preliminary plat in such locations, sizes and of such design as may be necessary to provide adequate traffic circulation and access to the property contained within the preliminary plat and to other parcels of property in the surrounding area. 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 if to do so would result in the fence being within the Clear Vision Area associated with the driveway or drive access as described in Section 22-14-19.
- A neighborhood meeting is required for preliminary plats if a new public street is proposed or if changes are proposed to an existing public street.
- Any parcel of property which was originally part of a parcel now being subdivided, and which was divided off from the parcel being subdivided since January 1, 1954, shall be included in the preliminary plat of the proposed subdivision unless it has already been recorded as part of another subdivision or unless it is owned by someone other than the developer.
- The DRC may require that the owner dedicate to the City any or all of the street rights-of-way or easements designated on the preliminary plat as a condition of approval of the preliminary plat. See Orem City Code 17-4-6 for more details.
- The City may require that the area of future streets shown in the Orem Transportation Master Plan or the Orem Street Connection Master Plan that are not to be constructed or dedicated concurrent with the development contemplated by the preliminary plat, be shown on the preliminary plat as "corridor preservation." See Orem City Code 17-4-8 for details.

Final Plat

- **A final plat may not required for site plan approval.** A final plat may be submitted for approval concurrently with the preliminary plat and site plan, provided the final plat meets the requirements of Orem City Code. If the developer chooses to submit the preliminary and final plats concurrently, the City maintains the right to deny the request for approval of the plats, and the developer shall bear all risks associated with their preparation and submittal. If a final plat is desired to be approved as part of the site plan, the following items must be contained in the plat or checked off:
- The final plat shall be drawn on a sheet approved by the Utah County Recorder's Office.
- The final plat shall be drawn with all lines, dimensions and markings made in waterproof black drawing ink.
- The final plat shall be drawn to scale. The scale shall be indicated on the plat and shall not be less than one inch (1") = sixty feet (60').
- An arrow indicating north on each sheet.
- The name of the subdivision.
- The subdivision boundary lines showing the proper bearings and dimensions, which lines shall be of heavier line weight than any other lines on the drawing, and which shall be referenced to two section corner monuments. The section corner monuments and the point of beginning shall indicate computed "State Plane Coordinates." All bearing change locations of the subdivision boundary shall indicate computed "State Plane Coordinates."
- The names, widths, lengths, bearings and curve data of all streets and other areas intended for public use.

- The numbers of all lots, blocks, and streets, which numbering shall be in accordance with the City street numbering system, as designated by the City Engineer. Streets shall not be given names other than the appropriate number designation (e.g. 400 North) for the street, except in the case of streets that cannot be readily assigned numerical designations because of a configuration which is not aligned with north-south or east-west coordinates.
- The bearings, dimensions, and square footage of each lot.
- The bearings, dimensions, and locations of all easements within the subdivision.
- 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.
- A provision containing the notarized signatures of all of the owners, dedicating all streets, public utility easements and other public areas to the City for the perpetual use of the City.
- A notice of all covenants, conditions and other restrictions that may be relevant and applicable to the property contained within the final plat.
- An "Acceptance by the City of Orem" approval block for the signatures of the Development Services Director, City Engineer, and attestation by the City Recorder. A signature line for the Planning Commission Chairperson shall be provided if the plat replaces all or part of a vacated plat. A signature line for the City Attorney to sign approved as to form shall be provided outside of the approval block. In the case of a PRD development, there shall be a City Council approval block for the signatures of the Mayor and City Recorder.
- A lined block in the lower right hand corner of the first sheet in substantially the following form: "CONDITIONS OF APPROVAL"
- The following documents shall be included with the application for final plat approval:
    - Construction drawings showing existing ground and/or asphalt elevations, planned grades and elevations of proposed improvements and the location of all public utilities. Improvements shown on the construction drawings shall be in accordance with the preliminary plat. The City Engineer may adopt a policy governing additional requirements for Construction drawings. All Construction drawings shall have the designing engineer or architect state license seal stamped on all submitted sheets. No final plat shall be approved by the City Engineer until the construction drawings have been approved by the City Engineer.
    - Documents evidencing conveyances or consents from owners of property interests within the subdivision when such are required by law.
    - Any other documents the City may reasonably require to ensure compliance with the terms and purposes of this Chapter.
- Unless previously dedicated, the developer shall dedicate to the City the full width of all street rights-of-way on the final plat; provided, however, that in cases where a proposed street in the subdivision abuts undeveloped property where no street currently exists and evidence is provided showing that the owner of the abutting property has no intention of developing it within the near future, the City Engineer may waive the full width dedication requirement and allow the dedication of a lesser width if he or she finds that such is necessary to promote the public interest. In no case, however, shall the lesser width allowed be less than thirty feet (30').
- If there are a existing irrigation facilities on the property, there must be irrigation easements over them. If these facilities are to be abandoned, a signed letter from the irragation company(s) granting permission for that abandonment must be obtained and submitted with the plat.

☐ Submit with Application

- ☐ A completed Development Review Application.
- ☐ Payment of non-refundable Application Fee.
- ☐ All required drawings.
- ☐ A completed Industrial Waste Questionnaire (Pre-Treatment Questionnaire included with this packet).
- ☐ 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. Completed Long Term SWPPP.
- ☐ Complete set of plans emailed to the City.
- ☐ A Storm Water Pollution Prevention Plan and a Long Term Storm Water Management Plan as previously described in this checklist and as required by Chapter 23 of the Orem City Code. The Storm Water Pollution Prevention Plan shall be drawn on a separate sheet and to the same scale as the site plan.
- ☐ A traffic study if applicable.
- ☐ Proposed plat documents if desired.
- ☐ Completed Storm Water Questionnaire.
- ☐ Completed Pretreatment Questionnaire.

• Expiration Dates & Miscellaneous Information

- **An application for site plan approval 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 for site plan approval shall also expire immediately following the passage of six months of no activity with respect to the application.** The City shall provide written notice of a pending expiration to the applicant at least (30) days prior to the date that the application is deemed to have expired. Upon expiration, an application for site plan approval shall be considered null and void and a new application must be submitted and fees paid.
- In order to mitigate the negative impact a proposed development will have on the surrounding area, the City may require the applicant to dedicate land to the City if certain findings are made. See Orem City Code 22-14-20(J).
- Failure to obtain a building permit for an approved site plan within two (2) years of the date of approval of the site plan shall terminate all proceedings and render approval of the site plan null and void.
- All public improvements shown on an approved site plan shall be completed within one year of the date of issuance of the building permit or at such earlier time as the approving body may designate. If the improvements are not completed within the time specified, the City shall have the option of taking action on the bond to complete the improvements, or voiding the approval. Upon request, the Planning Commission may grant an extension for the completion of improvements for up to one (1) year. An extension of one year may be granted only if the applicant demonstrates good cause for not completing the improvements and demonstrates the ability to complete the improvements within the extended time period.

- The City may require that the area of the future streets shown in the Orem Transportation Master Plan or the Orem Street Connection Master Plan that are not to be constructed or dedicated concurrent with the development contemplated by the site plan, be shown on the site plan as "corridor preservation." The City may prohibit or limit the construction or installation of improvements in the corridor preservation area in order to preserve such area for the construction of future streets. The City's right to require corridor preservation under this section shall be subject to the requirements of Utah Code Sections 72-5-401 through 72-5-406 inclusive.

- An application for preliminary plat approval 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 for preliminary plat approval shall also expire immediately following the passage of six months of no activity with respect to the application. The City shall provide written notice of a pending expiration to the applicant at least (30) days prior to the date that the application is deemed to have expired. Upon expiration, an application for preliminary plat approval shall be considered null and void and a new application must be submitted and fees paid.

- An approved preliminary plat is valid for one (1) year. The Planning Commission may grant one (1) year extensions of the preliminary plat, provided the plat still complies with all applicable ordinances. No person or entity obtains a vested right to develop the property by reason of obtaining preliminary plat approval. See Orem City Code 17-4-7 for details.

- An application for final plat approval shall expire if the application has not been approved within twelve months after the date it was submitted. An application for final plat approval shall also expire immediately following the passage of six months of no activity with respect to the application. The City shall provide written notice of a pending expiration to the applicant at least (30) days prior to the date that the application is deemed to have expired. Upon expiration, an application for final plat approval shall be considered null and void and a new application must be submitted and fees paid.

- No final subdivision plat shall be recorded until (1) the developer of the subdivision has tendered the bond required by Article 17-6 and entered into an agreement with the City in which the developer agrees to install the improvements as required by this Chapter, and to indemnify and hold the City harmless from any claims, suits or judgments arising from the condition of the property dedicated to the City, from the time that the property is dedicated to the City to the time when the improvements on the dedicated property are finally accepted by the City (including the passage of the warranty period); and (2) the owner(s) of the subdivision has given written permission to the City or its representatives to enter upon the property included within the final plat to complete any subdivision improvements required by this Chapter in the event that the owner/developer fails to satisfactorily complete such improvements in the time allowed by this Chapter.

- The final plat shall expire and be void one (1) year after approval by the City Engineer, unless the plat has been recorded.

- Lots having existing residential or commercial structures must be included in a final plat before fifty percent (50%) of the lots in the preliminary plat in which the structure is located have been included in an approved final plat.

DRC Application
Full Site Plan

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

Project Information:		
Project Name:		
Project Address:		
Which zone is your project in?		
Is your project bordering a residential zone?	☐ Yes	☐ No

Fees:		
All Projects:	☐ Full Site Plan Fee	$1,934
	☐ Planning Commission Public Notice Fee	$100
If also doing a plat:	☐ Final Plat Fee	$943 + $122/lot
	☐ Preliminary Plat Fee	$ 1,388 + $143/lot
If in PD4, PD5, PD15, PD16, or PD21 Zone:	☐ Public Notice Sign Fee	$689
	☐ City Council Public Notice Fee	$100
	☐ Neighborhood Notice Fee	TBD
If bordering residential OR in C3 Zone	☐ Public Notice Sign Fee	$689
	☐ Neighborhood Notice Fee	TBD
If 1 acre or greater:	☐ Long Term Storm Water Mgmt. Plan Review Fee	$230
If less than an acre:	☐ Long Term Storm Water Mgmt. Plan Review Fee	TBD
If submitting for the fourth review:	☐ Resubmittal Fee	$542
	Total:	

Deadline:

Except in the case of a holiday, the deadline for DRC Applications is **Monday at 12pm**. Please call Development Services to determine the deadline in the event of a holiday.

Neighborhood Meeting:

A neighborhood meeting is required for a site plan one of the following conditions is true:

1. The site is adjacent to a residential zone
2. The site is within a residential zone.

Please contact development services if one of these conditions applies to your site.

Application Information:

"The DRC application must be complete at the time of submittal or it may not be accepted. An application for preliminary plat, final plat, and site plan approval 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. The application shall also expire immediately following the passage of six months of no activity with respect to the application. Upon expiration, an application shall be considered null and void and a new application must be submitted, and fees paid." - Orem City Code 17-4-2 & 22-14-20(E)(1)

Contact Person:		
Contact Person:	Phone:	Email:

Signature:
Applicant Signature:

Office Use Only:	
Project ID Number:	
Date Paid:	
Received By:	

DRC Questionnaire

Full Site Plan

Please briefly describe your project. What are you proposing to do?

Please describe any changes you are proposing to utilities, storm water drainage, landscaping, exteriors of buildings, traffic, parking lots, etc.

Orem City DRC Contacts

Full Site Plan

Feel free to reach out to any staff members listed below regarding any specific questions or concerns you may have. For general questions, please reach out to someone in Planning/Zoning. For general engineering/public works questions, please reach out to David Lund.

Name	Title	Phone	Email
Planning/Zoning			
Cheryl Vargas	Associate Planner	801-229-7183	chvargas@orem.org
Jake Harding	Associate Planner	801-229-7239	jrharding@orem.org
Engineering			
David Lund	Staff Engineer	801-229-7198	dalund@orem.org
Brady Hale	Transportation Engineer	801-229-7320	blhale@orem.org
Sewer			
Ryan Johnson	Public Works Field Supervisor	801-229-7481	rjjohnson@orem.org
Dylan Hanseen	Pretreatment Coordinator	801-229-7491	djhanseen@orem.org
Water			
Spencer Chapman	Public Works Field Supervisor	801-229-7555	stchapman@orem.org
Storm Water			
Rick Sabey	Public Works Field Supervisor	801-229-7545	rcsabey@orem.org
Matt Petersen	Storm Water Project Manager	801-229-7574	mpetersen@orem.org
Fire			
Jason Earl	Deputy Fire Chief	801-229-7313	jlearl@orem.org

Storm Water Questionnaire

Development Review Committee

You are required to fill out Section 1 below. You are also required to fill out section 2 if you are proposing to make any site improvements. If you are unsure if you are required to fill out Section 2, please contact Matt Petersen at 801-229-7574 or mpetersen@orem.org.

Section 1

1. Please provide the following information of the property owner.

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

2. How will your proposed project affect the Orem City Storm Water system?

Section 2

1. What is the total amount of land being disturbed?

2. What are the proposed business operations for this project upon completion?

3. What are the expected pollutants that will be generated after project completion due to business and maintenance operations that will need to be planned for and mitigated? Check all that apply.

☐ **Sediments** - Erosion or soils that are not stabilized.	☐ **Nutrients** - Animal waste, plant debris, sediment, fertilizers, etc.	☐ **Hydrocarbons**- Oils, gasoline, diesel fuel, antifreeze, etc.
☐ **Heavy Metals** - Manufacturing, industrial wastes, vehicles, etc.	☐ **Toxic Chemicals** - industrial chemicals, pesticides, etc.	☐ **Trash, debris, solids**
☐ **Pathogens** - Bacteria, Viruses, Animal/Human waste, etc.	☐ **Salt** - Salt piles, car washing, snow removal, etc.	☐ **Temperature** - Thermal Pollution, industrial waste water, etc.

☐ **Other** - Please describe:

4. List how each of the individual expected pollutants from question 3 will be mitigated through your site design and/or Standard Operating Procedures.

A guidance document for Low Impact Development (LID) can be found on the Utah Division of Water Quality website at the link provided. Pages 43, 44, and 45 of the link contain flow charts to help determine appropriate BMPs.

5. Because storm water is considered a resource and not a waste product, what LID systems and/or practices have been evaluated and implemented into this project?

6. If using LID systems and/or practices are found to be technically infeasible, you must provide a rationale as to why they are infeasible and what systems and/or practices were considered including alternatives.

7. If there will be multiple tenants within the scope of this project, who will ultimately be responsible for the inspection and maintenance on the storm drain system after completion of the project? (Individual, Company, HOA, etc.)

8. Please provide a narrative below that describes how the storm drain system is intended to work:

9. How will this development's storm water impact downstream and upstream properties and roadways?

The property owner is required to comply with and incorporate into their Long Term Storm Water Management Plan (LTSWMP) all of the City of Orem LTSWMP Standard Operation Procedures (SOP's), as the city may amend from time to time. A current copy of these can be located at https://orem.org/stormwater/

10. In addition to the City of Orem LTSWMP Standard Operating Procedures (SOP's), are there any site specific SOP's that need to be included in this LTSWMP? If so, please list them below.

☐ Yes	☐ No

11. Does your site include the use of any Underground Injection Control (UIC) Class V injection wells (dry wells, underground injection chambers, sumps, etc.) to address storm drainage discharge? If so, you must register these class V injection wells with the state UIC Program at https://deq.utah.gov/water-quality/utah-underground-injection-control-uic-program. The UIC Facility ID can be found in your authorized-by-rule (ABR) from the state.

☐ Yes	☐ No
12. Please provide your UIC Facility ID here:	

13. If your site is industrial, have you applied for coverage under the state's General Multi-Sector Industrial Storm Water Permit at https://deq.utah.gov/water-quality/general-multi-sector-industrial-storm-water-permit-updes-permits?

☐ Yes	☐ No
14. Please provide your permit number here:	

15. Do you plan on harvesting rainwater for reuse as irrigation water? If you are harvesting more than 100 gallons, you are required to register with the State of Utah Division of Water Rights at https://waterrights.utah.gov/forms/rainwater.asp.

☐ Yes	☐ No
16. Please provide your permit number here:	

17. Please provide all the parcel numbers for the parcels that this project will effect. Parcel numbers can be found at the Utah County Parcel Map.	

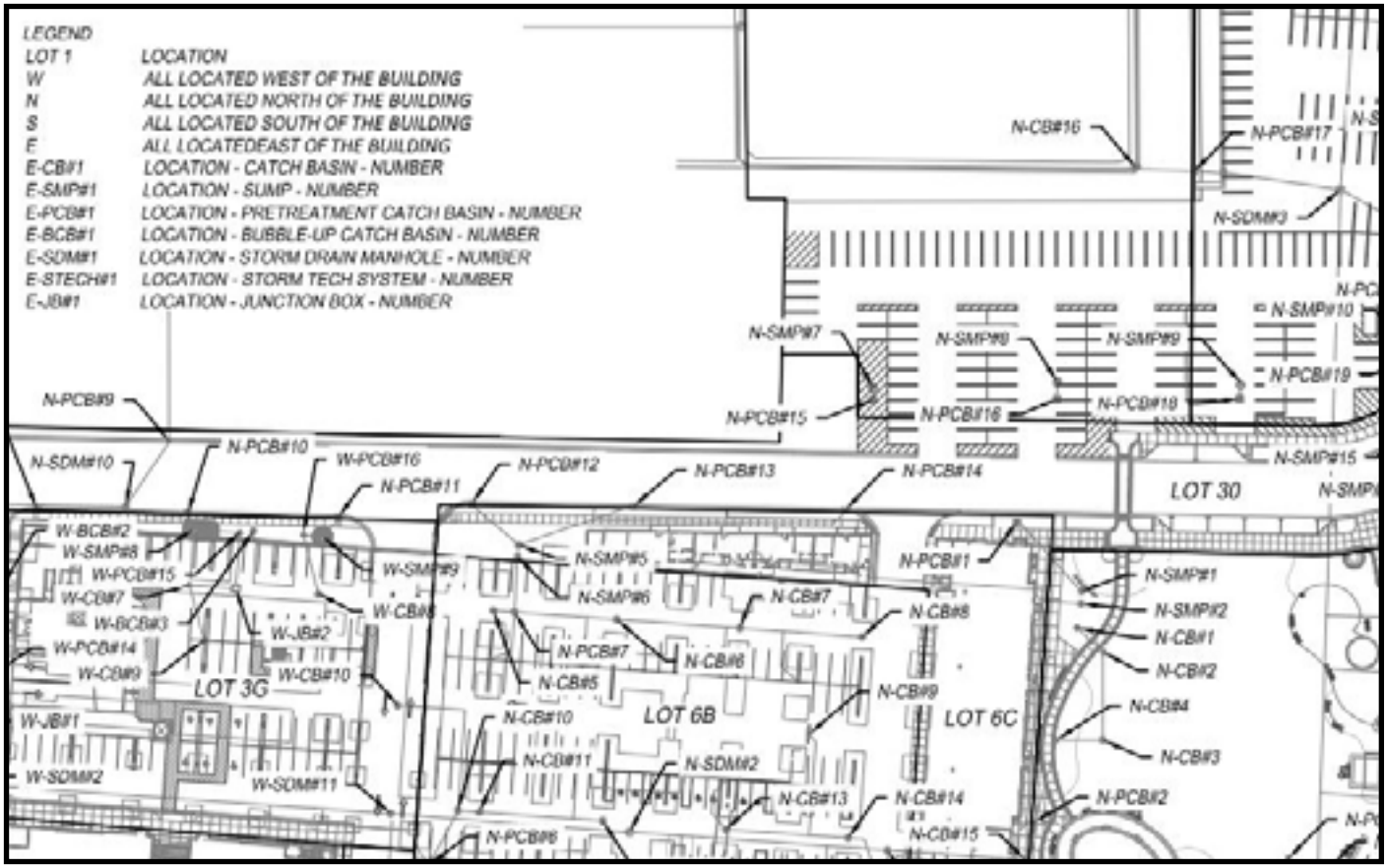
18. Attach a Long Term Storm Water Best Management Practicing (BMP) Site Map to this questionnaire. **This is a required document.** See below to view an example map.

This map will need to show all of the permanent stormwater BMP's with each BMP labeled with a specific name, for example: Sump #1, Sump #2, Sump #3, Pretreatment Catch Basin #1, Pretreatment Catch Basin #2, Pretreatment Catch Basin #3, Inlet #1, Inlet #2, etc. Abbreviations may be used to name each BMP, for example: SMP #1, SMP #2, SMP #3, PCB #1, PCB #2, PCB #3, etc.

If abbreviations are used in naming the BMP's a key will need to be provided on the sheet. Examples of BMP's that will need to be shown and named are: Curb Cuts, Detention Ponds, Inlets, Pipes, Pretreatment Catch Basins, Rain Gardens, Retention Ponds, Roof Drains, Standard Catch Basins, Sumps, Swales, Underground Storage, etc. (See Orem City Code 23-4-8(8)(B)(1))

Feel free to contact Matt Petersen at 801-229-7574 or mpetersen@orem.org if you have questions or concerns.

Example Long Term Storm Water BMP Site Map:



After review of this questionnaire, Orem City may require a maintenance agreement be made. If so determined, contact Matt Petersen at 801-229-7574 or mpetersen@orem.org.

Office Use Only: Is a maintenance agreement required for this project?	☐ Yes	☐ No

Pre-Treatment Questionnaire

Development Review Committee

You are required to fill out Section 1 below. You are also required to sign and date the last page of this document. You are **not** required to fill out Section 2 if the proposed project is any of the following:

- ☐ Only performing construction on an existing building shell.
- ☐ Only requesting a subdivision plat.
- ☐ A site plan where you do not know what the final use of the site will be.

Section 1 - Required for all projects.			
Business Information:			
Business Name:	Phone:	Email Address:	
Business Address:	City: Orem	State: UT	Zip:
Mailing Address:	City:	State:	Zip:
Signing Official(s) Name & Title:			
Contact Official(s) Name & Title:			

Section 2 - Required for all projects where the final use is known.	
Use:	
MSDS shall filed before business operations.	
Please provide the Standard Industrial Classification Code of the use:	
Briefly describe any manufacturing or services activities that will be performed:	
List principal raw materials that will be used:	

List types of chemicals that will be used:		
List principal products or services of the business:		
Provide the number of employees:		
If the project is a daycare, provide the number of students:		
If the project is a nursing or care facility, provide the number of residents:		
What type of discharge will you have?	☐ Batch - a controlled release of discharge	☐ Continuous
If discharge will be batch, how many gallons of discharge will you have per batch?		
If discharge is continuous, what will the average continuous discharge be in gallons per day?		
Will production at this business be seasonal?	☐ Yes	☐ No
If yes, explain:		
Rain Water:		
Private wells gallons per day:		
Orem Culinary water gallons per day:		
Lindon Culinary water gallons per day:		
Provide all other gallons of water per day and describe source:		
Describe pretreatment equipment that will be utilized or installed, this may include include interceptors, grease traps, flow meters, pH monitors, etc.:		

Water Consumption:	
Boiler feed gallons per day:	
Sanitary gallons per day:	
Cooling gallons per day:	
Process gallons per day:	
In Production gallons per day:	
Other gallons per day:	
Total gallons per day:	
Average Volume of Water Loss:	
Sanitary Discharge water loss in gallons per day:	
Waste Hauler water loss in gallons per day:	
Evaporation water loss in gallons per day:	
Natural Outlet water loss in gallons per day:	
In Product water loss in gallons per day:	
Other water loss in gallons per day:	
Total water loss in gallons per day:	

Spill Prevention:		
Is there a spill prevention or slug management plan for this facility?	☐ Yes	☐ No
If so, please attach a copy to your plans.		

I am familiar with the information contained in this questionnaire and swear the information is true, complete, and accurate. If any of the answers to the questions contained this this questionnaire change, the business will immediately notify the City of Orem of the proposed changes. Notification does not constitute approval of the proposed changes.

Signature of Official:		Date:	

If you have any questions, please contact Orem City Industrial Pretreatment at 801-229-7491. This questionnaire may be emailed to Development Services, Business Licensing, or the Industrial Pretreatment Coordinator.