Orem City DRC Packet
Final Plat

Step 1: Apply

- Hire someone to draw up a plat.
- Complete the DRC application, checklist, and questionnaires.
- Submit the plat and pay application fees.
- Application fees cover three rounds of DRC.

Step 2: DRC

1. Submit the Plat. Submit the proposed plat by Monday at 12pm.
2. DRC Review. The DRC will review the plat. 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: Bonds and Fees

- After the DRC 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.

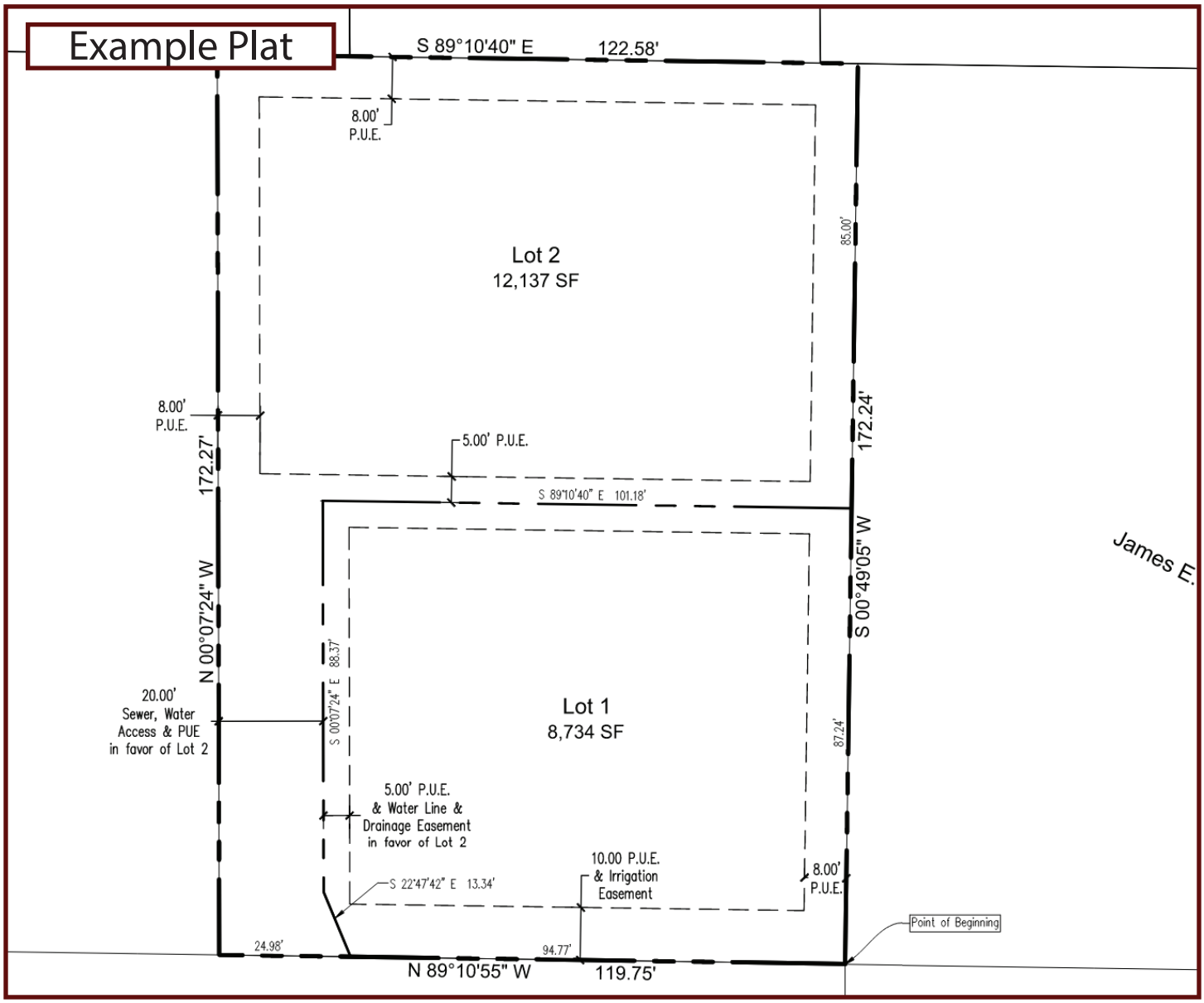
Step 4: Recording

- After the bonds and fees are paid, staff will work with who you hired over the next 2-3 weeks to get the plat recorded at the county.
- You may not begin construction until the plat is recorded.
- Once the plat is recorded, the subdivision is finalized.

How to Apply

1. Complete the Checklist. 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 Questionnaire. If a portion of the questionnaire does not apply to you, explain why.
3. Complete the Application. Fill out the application. Check the appropriate boxes. The application fees are listed there.
4. Complete the Pre-Treatment Questionnaire. Fill out Section 1. If you are doing additional work to the site besides the plat, fill out Section 2.
5. Email the completed documents and a complete set of plans to rlgarey@orem.org and chvargas@orem.org.
6. 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
Final Plat

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

Disclaimer: This information is an abridged version of the City of Orem Subdivision Ordinance as stated in Orem City Code Chapter 17. 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 Subdivision Ordinance Section of the latest edition of the City Development Code.

☐ Prior To Application

- ☐ Check the Street Connection Master Plan for required road connections.
- ☐ A neighborhood meeting is required to be held prior to applying for your project if you are proposing to make a change to an existing public street. If you are proposing such a change, please contact Development Services at 801-229-7058 for details regarding the requirements for this meeting.
- ☐ Check the existing plat at the county. Has your property been platted before? If not, then a preliminary plat is required. Contact Development Services at 801-229-7058 for details.

☐ The Plat

- ☐ 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 appropri-

ate 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').
- The "Owner's Dedication" and all property owner's signatures acknowledged by a notary public as required by the Utah County Recorder's Office. All plats must contain the Notary Commission Number, when the Commission expires, the signature of the Notary Public and the printed name of the Notary Public directly below the signature. Plats with this information do not have to be stamped by the Notary.

- ☐ Include the following notary acknowledgement language: The foregoing instrument was acknowledged before me this day of , 20 , by and who represented that they are the owners of the above described property and have the authority to execute this instrument. Locations and square footage of any existing accessory structures.
- ☐ If there are any existing accessory structures proposed to be removed, show note "to be removed."
- ☐ 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.
- ☐ The "Owner's Dedication" and all property owner's signatures acknowledged by a notary public as required by the Utah County Recorder's Office. All plats must contain the Notary Commission Number, when the Commission expires, the signature of the Notary Public and the printed name of the Notary Public directly below the signature. Plats with this information do not have to be stamped by the Notary.
- ☐ Include the following notary acknowledgement language: The foregoing instrument was acknowledged before me this day of , 20 , by and who represented that they are the owners of the above described property and have the authority to execute this instrument.
- ☐ A notice of covenants, conditions, and other restrictions if applicable.
- ☐ An "Approval as to Form" signature block with date for the City Attorney.
- ☐ A lined block in the lower right hand corner above the title block of the first sheet.
- ☐ Plats stamped by a Professional Land Surveyor.
- ☐ 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

- ☐ Payment of non-refundable Application Fee.
- ☐ PDF of the plat emailed to Cheryl Vargas (chvargas@orem.org) and Rachel Garey (rlgarey@orem.org) of each sheet of the Final Plat.
- ☐ If vacating easements, signed letters from all five utility companies that each include language vacating the easement. Permission to encroach on an easement is not sufficient. Then language must be to vacate the easement.
- ☐ Completed Development Review Committee (DRC) Application Form.

DRC Application
Final Plat

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

Project Information:		
Project Name:		
Project Address:		
Which zone is your project in?		
Are you proposing any changes to existing public streets?	☐ Yes	☐ No

Fees:		
All Projects:	☐ Base Final Plat Fee	$993
	☐ Per Lot Fee	$129/lot
	☐ County Recording Fees	TBD
If submitting for the fourth review:	☐ Resubmittal Fee	$570
	Total:	

Signature:

Applicant Signature:

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.

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)

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

DRC Questionnaire
Final Plat

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
Plat Amendment

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
Rachel Garey	Associate Planner	801-229-7239	rlgarey@orem.org
Engineering			
David Lund	Staff Engineer	801-229-7198	dalund@orem.org
Sean Cho	Engineer	801-229-7354	scho@orem.or
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
	Storm Water Project Manager		
Fire			
Jason Earl	Deputy Fire Chief	801-229-7313	jlearl@orem.org