



Orem City DRC Packet

Special Exception for Multifamily

What qualifies for an exception?

“The Board of Adjustment may grant a special exception for a multifamily dwelling... under the following circumstances:” - [Orem City Code 22-21-2](#)

- **Medium Density Zone.** The parcel must be “in the R6, R6.5, or R7.5 zones only.”
- **Lot Requirements.** “The lot meets all of the following criteria:
 - “At least fifty percent (50%) of the front and side property lines of the lot are located directly across the street from or adjacent to a multifamily dwelling, a PRD in single ownership, or a commercial development;
 - “The front of the lot is oriented in the same direction as at least one adjacent lot containing an existing multifamily dwelling or PRD in single ownership;
 - “The lot is at least eight thousand (8,000) square feet and not more than twenty thousand (20,000) square feet;
 - “The lot width is equal to or greater than the minimum lot width required for the zone in which the lot is located;
 - “The lot has not been previously developed;
 - “The lot is a legal lot of record, does not contain any structures, and is not within a recorded subdivision plat; and
 - “The lot was in existence on November 1, 1999, and has not been subdivided subsequent to that date.”
- **Surrounded by Existing Multifamily.** The lot must meet one of the following conditions:
 - At least fifty percent (50%) of the front and side property lines of the lot are located directly across the street from or adjacent to a multifamily dwelling, a PRD in single ownership, or a commercial development;
 - “The lot is surrounded on all property lines (including across the street) by multifamily dwellings, a developed nonresidential use (this does not include any agricultural use), or a commercial development and complies with Section 22-21-2(A)(3) and (7).; or;
 - “The lot is located on a city block where all other lots are occupied by multifamily dwellings and complies with Section 22-21-2(A)(3) and (7). For purposes of this section, a city block is defined as an area that is completely surrounded by public streets.”

See [Orem City Code 22-21-2](#) for details.



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Step 1: Apply

- Hire someone to draw up plans.
- Complete the DRC application, checklist, and questionnaires.
- Submit those plans and pay application fees.
- Application fees cover three rounds of DRC.
- **See page 2 of this packet for detailed instructions.**



Step 2: DRC

- 1. Submit Plans.** Submit a complete set of plans 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: Board of Adjustment

- The Board of Adjustment is a body of citizens appointed by the City Manager with the consent of the City Council. They will vote on whether or not to approve your project.
- The Board usually meets on the last Wednesday of the month.
- Your project must be approved by the DRC at least two weeks prior to the meeting.
- After receiving approval from the Board, you may submit for 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 may come in person to the City Offices to post the bonds and pay the fees or you can pay over the phone via either credit card (with a 2.5% surcharge) or e-check by calling Development Services at 801-229-7058.
- Note: Bonds may only be paid via check, e-check or cash.



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.** 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 know the final use of the site, fill out Section 2.
 - 5. Email the completed documents and a complete set of plans** to mkwagstaff@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 Application

Special Exception for Multifamily

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

Project Information:	
Project Name:	
Project Address:	
Which zone is your project in?	

Fees:		
All Projects:	<input type="checkbox"/> Special Exception for Multifamily Fee	\$1,574
	<input type="checkbox"/> Neighborhood Notice Fee	TBD
	<input type="checkbox"/> Final Plat Fee	\$1,069 + \$139/lot
	<input type="checkbox"/> Preliminary Plat Fee	\$1,578 + \$162/lot
If 1 acre or greater:	<input type="checkbox"/> Long Term Storm Water Mgmt. Plan Review Fee	\$255
If less than an acre:	<input type="checkbox"/> Long Term Storm Water Mgmt. Plan Review Fee	TBD
If submitting for the fourth review:	<input type="checkbox"/> Resubmittal Fee	\$623
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 all special exception for multifamily applications. This meeting is to be held with residents and property owners within 1,000ft of the proposed multifamily site.
Please contact development services for instructions and information about this meeting.

Signature:
Applicant Signature:

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)(i)

Contact Person:		
Contact Person:	Phone:	Email:

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



DRC Questionnaire

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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.