

# Development Packet

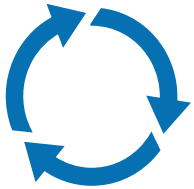
## Map Amendment

### **Step 1: Neighborhood Meeting**



- You are required to hold a neighborhood meeting prior to applying. Please contact Development Services at 801-229-7058 for the requirements of this meeting.
  - NOTE: The minutes of this meeting are a required part of your application. Please ensure that detailed minutes are kept.

### **Step 2: Apply**



- Create a concept plan of what you would do with the property if the rezone is granted.
- Complete the application, checklist and any required questionnaires.
- Submit the neighborhood meeting documents (notice, minutes, and role), application, concept plan, and pay your application fees.
  - NOTE: Application fees only cover three (3) rounds of technical review. A resubmittal fee will be due with the fourth submission.

### **Step 3: Technical Review**



- Staff will review the submitted proposal.
- Review sessions are held from Tuesday to Tuesday each week.
- If there are redlines, they will be sent via email on the Tuesday when the review is completed.
- Fix and resubmit by Monday at 12pm.
  - This will repeat until the proposal is moved forward for Development Review Committee (DRC) approval.

### **Step 4: Planning Commission and City Council**



- Your request will go before the Planning Commission, they will make a recommendation to the City Council. The City Council will vote to make the final decision.
  - Planning Commission meetings are typically held on the first and third Wednesdays of the month. City Council is typically held on the second and fourth Tuesdays of the month.
- Staff is required to notify the public two weeks in advance of each Planning Commission and City Council meeting. Your project must be approved by the DRC by that deadline.

## How to Apply:

1. **Complete the Checklist.** The checklist must be completely filled out to apply. If you need help determining which sections apply to your project please contact Development Services at 801-229-7058. Applications with incomplete checklists will not be accepted.
2. **Complete the Questionnaire.** Fill out Section 1 of the Pretreatment and Storm Water Questionnaires, if a portion does not apply to your project, please explain why. If you know the final use of the site, fill out Section 2. If a storm drainage plan is required, fill out the Storm Water Questionnaire.
3. **Complete the Application.**
4. **Submit Documents.** Email all documents, plans, and application to [chvargas@orem.gov](mailto:chvargas@orem.gov) and [mkwagstaff@orem.gov](mailto:mkwagstaff@orem.gov).
5. **Pay Application Fees.** Fees marked with "TBD" need to be calculated by a planner. Fees can be paid in person by coming into our office or over the phone by calling Development Services at 801-229-7058. If you pay with a card, a surcharge of 2.5% will be applied.

# Development Checklist

## Map Amendment

**Disclaimer:** This information is an abridged version of the City of Orem Amendment Ordinance as stated in Orem City Code [Chapter 22-1](#). This information is for the benefit of the applicant to help you follow the required review and approval process for your proposal. This checklist does not release the applicant from the responsibility of reading and following all provisions listed in the latest edition of the Orem City Code.

**This checklist must be completely filled out to apply.** If you need help determining which sections apply to your project please, contact Development Services at 801-229-7058. In each section that applies, all items must be checked off. If a section does not apply to your project, write “N/A”.

### Neighborhood Meeting:

- o A neighborhood meeting is required to be held prior to submitting your application. Please contact Development Services at 801-229-7058 for the requirements of this meeting.

### Concept Plan:

- o Show every parcel which is proposed to be rezoned.
- o Show the layout of all parking, residential units, amenities, open space, landscaped areas, drive accesses, proposed building footprints, building heights and the orientation of all buildings.
- o Provide architectural renderings that illustrate the architectural style, materials, and designs for the proposed development.
- o Include the total number of residential / commercial units.
- o Provide a general circulation plan which indicates vehicular and pedestrian pathways.

### Submit with Application:

- o All documents which are part of the concept plan.
- o Neighborhood meeting notice, minutes and role.
- o The completed application and all application fees.



# Development Application

## Map Amendment

Applicant Information:		
Name:		Phone:
Address:		City:
Email:	State:	Zip:
Contact Person (Owner / Engineer):		NOTE:
Name:		Please include anyone who needs updates about the approval status of the project as a contact person. All items must be submitted and all fees paid by MONDAY at 12pm of the week you wish to have the project reviewed
Email:		
Phone:		
Project Information:		
Project Name:		
Project Address:		
What zone is your project in?		
Fees:		
All Projects:	Planning Commission Public Notice Fee	\$100
	City Council Public Notice Fee	\$100
	Neighborhood Notice Fee	TBD
If proposing a rezone:	Rezone Fee	\$1,313
	Public Notice Sign Fee	\$788
If proposing a General Plan Map Change:	General Plan (Land Use Map) Amend. Fee	\$1,201
	Public Notice Sign Fee	\$788
If creating a PD zone:	New PD Zone Fee	\$4,173
	Public Notice Sign Fee	\$788
Dev. Agreement (if required):	Development Agreement Recording Fee	TBD
		Total:
Signature:		Office Use Only:
		Application Date:
		Date Paid:
		Project ID Number:
		Received By:



# Development Application

## *Map Amendment*

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

You are required by Orem City Code to specify in writing why you are proposing these changes. If you have not done so already, use the space below to do so: