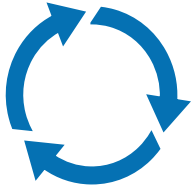


Step 1: Apply



- Hire someone to draw your plat.
- Complete the application, checklist, and any required questionnaires.
- Submit the plat, completed application and pay all application fees by Monday at 12pm.
 - NOTE: Application fees only cover three (3) technical reviews. A resubmittal fee will be due at the time of the fourth submission.

Step 2: Technical Review



- Staff will review the submitted plat.
- 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 plans are forwarded for approval by the Development Review Committee (DRC).

Step 3: Planning Commission

- Your project will go before the Planning Commission for approval. Planning Commission meetings are typically held on the first and third Wednesday of each month.

Step 4: Bonds and Fees



- After the Planning Commission approves your project, staff will calculate the applicable bonds and fees. This usually takes two weeks.
- You will receive a document called a “developer letter”, which outlines your bonds, fees, and next steps.
- You may post the bonds and pay the fees by coming into our office or by calling Development Services at 801-229-7058.
 - NOTE: If paying the fees by card, a 2.5% surcharge will be applied.
 - NOTE: Bonds may only be paid via check, e-check, or cash.

Step 5: Recording



- After the bonds and fees are paid, a mylar of the approved plat will need to be brought into our office.
- The mylar will already need to have the owner’s signature and be notarized prior to bringing it into us.
- Once the plat is signed and we have a check made out to the Utah County Recorder’s office for the recording fees, we will take the plat to the County to be recorded.
- Once the plat is recorded the subdivision is finalized.
- **You may not begin construction until the plat is recorded.**

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. Incomplete applications will not be accepted.
2. **Complete the Questionnaires.** 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 and 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

Preliminary Plat

Disclaimer: This information is an abridged version of the Subdivision Ordinance as found in Orem City Code [Chapter 17](#). This information is for the benefit of the applicant to help you follow the required review and approval process for your project. This checklist does not release the applicant from the responsibility of reading and following all provisions listed in the subdivision Ordinance of the latest edition of the Orem City Code.

This checklist must be completely filled out to apply. Each item must be checked off. If you feel that an item is not applicable to your project, please explain why in writing.

Formatting [\(17-5-2\)](#):

- The final plat must be drawn on a sheet approved by the City Surveyor. Contact Kurt Falkenthal at krfalkenthal@orem.gov for details.
- The final plat must be drawn with all lines, dimensions and markings made in waterproof black ink.
- The final plat must be drawn to scale. The scale must be indicated on the plat and cannot be less than one inch (1") = sixty feet (60').
- All pages must include an arrow indicating north.

The Plat [\(17-5-2\)](#):

- The following items must be contained in the plat:
 - The name of the subdivision.
 - The subdivision boundary lines to be drawn with a heavier line weight than any other lines on the drawing showing the proper bearings and dimensions, and which shall be referenced to two section corner monuments.
 - The names, widths, bearings and curve data of all streets and other areas intended for public use. If a road is intended to be private, notate the road as "Private".
 - 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 should not be given names other than the appropriate number designation (ex. 400 North) for the street, except in the case of streets that cannot be 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.
 - Locations and square footage of any existing 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.

- A note requiring submittals for any asphalt, concrete, roadbase, pipe, and structures within city right-of-way i. e. "Submittal required for any asphalt, concrete, roadbase, pipe, and structures within city right-of-way."
- If there are 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 irrigation company(s) granting permission for that abandonment must be obtained and submitted with the plat.
- Plats stamped by a Professional Land Surveyor.
- 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.
- An "Acceptance by the City of Orem" approval block for signatures of the Development Services Director, City Engineer, and attestation by the City Recorder.
- A signature line for the Planning Commission Chair shall be provided if the plat replaces all or part of a vacated plat.
- 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.

Documents (17-5-2):

- The following documents must be submitted with the application:
 - Construction drawings showing existing ground and/or asphalt elevations, planned grades, 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.
 - All construction drawings must have the desinging engineer or architect state license seal stamped on all sheets.
 - Documents evidencing conveyances or consents from owners of property within the subdivision, when required by law.
 - Any other documents the City may reasonably require to ensure compliance with the terms and purposes of Chapter 17.
- Unless previously dedicated, the developer must dedicate to the City the full width of all street right-of-ways on the final plat. In not case may the width be less than thirty feet (30'). [\(17-5-3\)](#)
 - 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 _____ who represented that they are the owners of the above described property and have the authority to execute this instrument."

Submit with Application:

- o Payment of the application fees.
- o A PDF copy of the plat
- o Any required documents.
- o If vacating easements, signed letters from all five utility companies (Rocky Mountain Power, Dominion Energy, CenturyLink (Lumen), Comcast, and Utopia) are required. Each letter must include language to vacate the easement, permission to encroach is not sufficient.



Development Application

Preliminary Plat

Applicant Information:

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

Contact Person (Owner / Engineer / Architect): 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? | |
| Are you proposing any changes to existing public streets? | Yes No |

Fees:

| | | |
|--|---------------------------------------|-------------|
| All Projects: | Base Preliminary Plat Fee | \$1,578 |
| | Per Lot Fee | \$162 / lot |
| | Planning Commission Public Notice Fee | \$100 |
| If also doing a Final Plat: | Final Plat Base Fee | \$1,069 |
| | Per Lot Fee | \$139 / lot |
| If a new public street or street connection is proposed: | Neighborhood Notice Fee | TBD |
| If 1 acre or greater: | | \$255 |
| If less than an acre: | | TBD |
| If submitting for 4th review: | | \$623 |
| Total: | | |

| Signature: | Office Use Only: |
|------------|------------------|
|------------|------------------|

| | | |
|--|--------------------|---|
| | Application Date: | |
| | Date Paid: | |
| | Project ID Number: | |
| | Received By: | 6 |

Development Application

Preliminary 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, etc.



Orem City Contacts

Preliminary Plat

If you have questions or concerns about the application or approval process please feel free to reach out to any of the staff members listed below. For general questions, please contact Planning/Zoning, for most specific questions contact Kody Potter or whomever you feel is in the department most applicable to your question.

| NAME: | TITLE: | PHONE: | EMAIL: |
|-------------------------|-------------------------------|--------------|---------------------|
| Planning/Zoning: | | | |
| Cheryl Vargas | Associate Planner | 801-229-7183 | chvargas@orem.gov |
| Makayla Wagstaff | Associate Planner | 801-229-7239 | mkwagstaff@orem.gov |
| Engineering: | | | |
| Kody Potter | Engineer | 801-724-3524 | kpotter@orem.gov |
| John Dorny | Transportation Engineer | 801-229-7508 | jadorny@orem.gov |
| Storm Water | | | |
| Rick Sabey | Storm Water Section Manager | 801-229-7545 | rcsabey@orem.gov |
| Chelsea Lindsey | Storm Water Program Manager | 801-229-7574 | cdlindsey@orem.gov |
| Sewer: | | | |
| Ryan Johnson | Public Works Field Supervisor | 801-229-7481 | rjohnson@orem.gov |
| Dylan Hanseen | Pretreatment Coordinator | 801-229-7491 | djhanseen@orem.gov |
| Water: | | | |
| Chris Clements | Public Works Project Manager | 801-229-7559 | cmclements@orem.gov |
| Fire: | | | |
| Derek Spencer | Fire Marshal | 801-229-7147 | dvspencer@orem.gov |