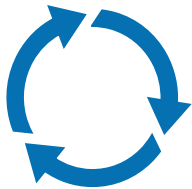




Step 1: Apply

- Draw plans.
- Complete the application, checklist, and any required questionnaires.
- Submit plans, any required documents, 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 with the fourth submission.



Step 2: Technical Review

- Staff will review the submitted plans.
- 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 plans are approved by staff.

Step 3: Bonds and Fees



- After staff approves your project, any applicable bonds and fees will be calculated. 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 4: Building Permit

- A Building permit is required for concrete / masonry fences.
- You may apply for a building permit as soon as you receive staff approval.
- The Building Division of the City will review the plans.
- The permit will not be issued until the required bonds and fees (if any) are paid.
- Once the permit is issued, construction can begin.

How to Apply:

1. **Complete the Checklist.** The checklist must be completely filled out to apply. If you feel a section does not apply to your project, please explain why in writing. Applications with incomplete checklists will not be accepted.
2. **Complete the 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

Concrete / Masonry Fence

Disclaimer: This information is an abridged version of the Accessory Structure and Fence Ordinances found in the Orem City Code Chapter [22-6-8 \(D\)](#) and [22-14-29](#). 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 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 ([22-14-20](#)):

- All pages must indicate the scale of the drawings.
- All plan drawings must indicate parcel boundaries with dimensions.
- All pages must have an arrow indicating north.

Site Plan ([Section F](#)):

A site plan is a binding document that consists of documentation and drawings required by the Orem City Code for the development of one or more lots.

All of the following must be shown on the site plan:

- All existing features such as:
 - Buildings
 - Parking Stalls
 - Landscaped areas
 - Exterior lights
 - Drive areas
 - Including drive accesses onto neighboring properties, with dimensions showing the distance from the proposed fence.
- Proposed fence, with notation indicating the height.
 - No sight-obscuring fence may be constructed or maintained in a Clear Vision Area (see [Appendix D](#)) unless the fence is no higher than three feet (3'). A retaining wall in the Clear Vision Area shall be considered a fence ([22-14-19\(C\)](#)).

Submit with Application:

- Payment of the application fees.
 - Please contact Development Services at 801-229-7058 for the fee total.
- A PDF copy of your Site Plan
- Fence Details



Development Application

Concrete / Masonry Fence

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

Contact Person (Owner / Engineer):	
Name:	Name:
Email:	Email:
Phone:	Phone:

Project Information:	
Project Name:	
Project Address:	

Fees:		
All Projects:	Concrete / Masonry Fence Fee	\$426
	Neighborhood Notice Fee	TBD
If submitting for 4th review:	Resubmittal Fee	\$623
Total:		

Signature:

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

NOTE:

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.

Development Application

Concrete / Masonry Fence

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

Why are you asking for a concrete / masonry fence?



Orem City Contacts

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	rksabey@orem.gov
Chelsea Lindsey	Storm Water Program Manager	801-229-7574	cdlindsey@orem.gov
Sewer:			
Chad Johnson	Public Works Field Supervisor	801-229-7485	cnjohnson@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	dws Spencer@orem.gov