



Development Packet

Conditional Use

Select in the table what conditional use you are applying for, then use the table to determine the specific set of instructions for your project found on the next page.

Conditional Uses:			
SLU	Description:	Zone:	Instruction #
New Special Businesses:			
1271	Youth Rehabilitation	HS	1
6241	Funeral Homes	R8	1
7215	Public Dancing	C2 & PD34	1
7423	Play Fields & Athletic Fields	OS5 & ROS	1
Various	Particular land use in a PD Zone	PD Zones	1
6266	Pediatric Palliative Care Facility	R7.5	1
Various	Professional Use in a Historic Building	Any Residential	2
Wireless Communication Facilities:			
N/A	New Stealth Facilities on a Wireless Communication Tower	Any	3
N/A	New Stealth Facilities on a Wireless Communication Tower	Any	3
N/A	Amateur Radio exceeding 45ft in height	Any Residential	4
Residential Estate PD Zone Requests:			
N/A	New accessory structure larger than 1,000 sq. ft. or taller than 24 ft.	PD14 & PD18	5
N/A	New guest house	PD14 & PD18	5
N/A	New accessory structure larger than 12,000 sq. ft or is a bubble recreational enclosure.	PD44	5
Other:			
N/A	Exception to the 45ft maximum height requirement.	BP	1

Instructions #1: New Special Business

Your project may require an additional development application and checklist to be filled out.

a. **If you are proposing to build a new building**, you will also need to fill out a *Full Site Plan Packet*. You are only required to pay the fees noted in this packet, not the *Full Site Plan Packet*.

b. **If you are proposing to build an addition** onto an existing building or make a small change to the site, you will also need to fill out an *Administrative Approval Packet*. You are only required to pay the fees noted in this packet, not the *Administrative Approval Packet*.

c. **If you are proposing to occupy an existing building** without making any additions to the building or making any changes to the site, you will only need to fill out this packet.

Instructions #2: New Business in a Historic Building

You are required to fill out this packet. You also have additional requirements that must be met prior to submitting this application. See Orem City Code [22-6-10 \(G\)](#).

Instructions #3: Wireless Communication Facilities

You are also required to fill out a *Full Site Plan Packet*. You are only required to pay the fees noted in this packet, not the *Full Site Plan Packet*. You also have additional requirements that must be met prior to submitting this application. See Orem City Code [22-13](#).

Instructions #4: Amateur Radio

You are required to fill out this packet. You also have additional requirements that must be met prior to submitting this application. See Orem City Code [22-6-10\(K\)](#).

Instructions #5: Residential Estate PD Zone Requests

You are required to fill out this packet. You may also have additional requirements that must be met prior to submitting this application. See Orem City Code [22-11-26](#) for PD14, Orem City Code [22-11-30](#) for PD18, and Orem City Code [22-11-57](#) for PD44.

Feel free to contact Development Services at 801-229-7058 with any questions.

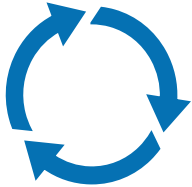
If you would like to schedule a pre-application meeting to review the concept for your project with staff prior to applying, please contact Development Services at 801-229-7058.

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 forwarded for approval by the Development Review Committee (DRC).

Step 3: Planning Commission & City Council



- Your project will go before the Planning Commission and the City Council. The Planning Commission will make a recommendation to the City Council, and the City Council will vote to make the final decision.
- The City has the authority to impose additional conditions that must be met by your project.
- Planning Commission meetings are typically held on the first and third Wednesdays, City Council is typically held on the second and fourth Tuesdays of each month.

Step 4: Development Process

- After the Council approves your proposal, you can begin the development process. This process is different for each type of approval.
- Some projects may require some additional bonds and fees. If these are required they will be calculated after City Council approval.
- Some projects may require Pre-Construction approval before a building permit can be issued. Contact Development services to determine if this is required.
- All projects will require a building permit.

How to Apply:

1. **Complete the Checklist.** The checklist must be completely filled out to apply. If you feel that an item is not applicable 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

Conditional Use

Disclaimer: This information is an abridged version of the Conditional Use Ordinance found in the Orem City Code Section [22-4](#). This information is for the benefit of the developer/applicant to help you follow the required review and approval process for your project. This checklist does not release you 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.

Neighborhood Meeting:

- o A neighborhood meeting is required for all conditional use applications. This meeting must be held prior to applying. Contact Development Services at 801-229-7058 for a full list of the requirements for the neighborhood meeting.
- o Submit a copy of the neighborhood meeting notice, meeting minutes, and meeting attendance with your application.

Orem City Code:

- o Submit a PDF copy of the Orem City Code that is associated with your proposal (see pg. 2 of this packet). This will serve as an additional checklist for your specific proposal. If your project is to follow “Instructions #1” as noted on pg. 2 of this packet, this is not required.
- o In the PDF file, check off each requirement or provide an explanation of why it is not applicable.

Submit with Application:

- o Payment of application fees.
- o Any required questionnaires.
- o The neighborhood meeting notice, minutes, and attendance.
- o A PDF copy of the code section associated with your proposal (if applicable).
- o A PDF copy of your plans, as required for your project (at minimum a site plan that is drawn to scale).
- o Any additional required applications (see pg. 2).



Development Application

Conditional Use

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:	Conditional Use Permit Fee	\$1,367
	Sign Notice Fee	\$788
	Planning Commission - Neighborhood Notice Fee	TBD
	City Council - Neighborhood Notice Fee	TBD
If also doing a Full Site Plan:	Site Plan Base Fee	\$2,194
If doing a Full Site Plan AND 1 acre or greater:	Long Term Storm Water Mgmt. Plan Review Fee	\$255
If doing a Full Site Plan AND less than 1 acre:	Long Term Storm Water Mgmt. Plan Review Fee	TBD
If also doing a plat, select all that apply:	Final Plat Fee	\$1,069 + \$139 / lot
	Preliminary Plat Fee	\$1,578 + \$162 / lot
	Plat Amendment Fee	\$970 + \$232 / lot
	County Recording Fees	TBD
If submitting for 4th review:	Resubmittal Fee	\$623
Total:		



Development Application

Conditional Use

Signature:

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Office Use Only:

Application Date:		Project ID Number:	
Date Paid:		Received By:	

Development Application

Conditional Use

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

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	dvspencer@orem.gov