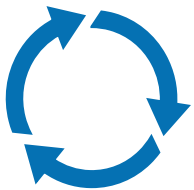




Step 1: Apply

- 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: Fence Inspection

- Construct the fence.
- Once the fence is complete, call Development Services at 801-229-7058 to schedule a fence inspection.
- If you fail the inspection, the inspector will let you know why. You'll need to fix those items and reschedule the inspection.



Step 4: Letter of Approval

- When the fence passes the inspection, the Planning Division will send you a letter granting official approval of the fence.
- Take this letter to business Licensing, it is required to obtain your business license.

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 (if required).** Fill out Section 1 of the Pretreatment and Stormwater 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 asleon@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

Daycare / Preschool Fence

Disclaimer: This information is an abridged version of the Site Plan Ordinance found in the Orem City Code [22-6-9 \(F\)](#). 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.

Site Plan:

A site plan is a map of your property that shows what you are proposing to do. All of the following must be show on the site plan.

- o The location of the fence.
 - o All outdoor play areas are required to be enclosed with a fence that is between 6 ft and 7 ft tall.
 - o Outdoor play areas are not allowed to be in front yards or in side yards that are adjacent to a street.
- o Existing structures, including sheds.
- o The height of the fence.
- o The material of the fence.
- o The locations of any gates. If there are no gates, please note that on the plans.
- o All gates must be labeled as “self-closing, self- latching”.
- o Show any utility poles, fire hydrants or power boxes on your property. Your fence must maintain at least 3 ft of distance from these utilities.
- o Show the location of your water meter on your property. This must be accessible at all times and cannot be within a locked area.
- o Show the locations of any irrigation lines, storm drain lines. or any irrigation easements. Your fence may not interfere with this infrastructure.

Submit with Application:

- o Payment of the application fee.
- o Completed application.
- o A PDF copy of your Site Plan



Development Application

Daycare / Preschool Fence

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

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

Daycare / Preschool Information:	
Name:	
Address:	
How many children are you estimating you will have?	

Fees:		
All Daycare / Preschool Fences:	Daycare / Preschool Fence Fee	\$215
Total:		

Signature:

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

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

Daycare / Preschool Fence

Please describe your proposed business: