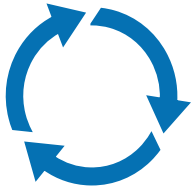




Step 1: Apply

- Draw plans.
- Complete the DRC 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

- The DRC 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: Letter of Approval

- After the DRC approves your project, you will be sent a letter of approval.
- Keep this letter for your records.

Step 4: Business Licensing

- Apply for a business license through the Business Licensing department.
- Pay business licensing fees.
- Schedule and pass the Building Safety inspection.
- Schedule and pass the fire inspection.

Step 5: Operation Window



- Once approved, you can have your business operational for up to six months.
- Your business must operate exactly as shown on the plans that were approved.

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 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.

DRC Checklist

Temporary Site Plan

Disclaimer: This information is an abridged version of the Site Plan Ordinance found in the Orem City Code [Chapter 22-14-18](#). 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 explain why in writing.

Site Plan:

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

- o The location of all proposed and existing structures on the property.
- o Distances from all property lines.
- o Distances from all streets. Typically the minimum distance is 20 feet, however, some zones differ.
- o Pedestrian and vehicle traffic flow. Your business cannot interfere with these traffic flows.
- o If the location of your business is near the corner of an intersection - show that you will not be blocking the line of sight for vehicles approaching the intersection ([Clear Vision Triangle](#)).
- o If the location of your business will be in a parking lot - show that your business will not be taking any required parking stalls from any neighboring businesses. The stalls your business uses must be extra stalls.
- o Show any existing utility poles, fire hydrants, water meters, or power boxes on the site. Your business cannot block these infrastructures.
- o Anything else that you foresee city staff could have questions about such as, restrooms, waste water, culinary water, etc. should be shown on the plan.

Submit with Application:

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



Development Application

Temporary Site Plan

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

Project Information:							
Project Name:							
Project Address:							
What days will your business be open?	Su	M	Tu	W	Th	F	Sa
What time will your business open?							
What time will your business close?							
How many employees will you have?							
How many patrons are you estimating per day?							

Fees:		
All Projects:	Temporary Site Plan Fee	\$506
If submitting for 4th review:	Resubmittal Fee	\$255
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, such as the engineer or architect. All items must be submitted and all fees paid by MONDAY at 12pm of the week you wish to have the project reviewed.

Please describe your business.

Please describe where your employees and customers will access a restroom.

Development Application

Temporary Site Plan

Please describe how your project may affect the City's storm water system. Specifically address any hazardous materials your business will use, any outdoor storage you may have on site, and the locations of any known public utility and/or irrigation easements on the property.

A storm water drainage plan or a Long Term Storm Water Management Plan may be required for your project. Contact the Division of Storm water at Orem City Public Works, 801-229-7500, to determine if either of these plans are required.

Typically, they are not required for temporary sites unless one of the following is proposed:

1. Increasing the amount of impervious surface on the site.
2. Altering existing landscaping.
3. Altering the existing storm drainage system.
4. Using or selling hazardous materials that may flow into the City's storm drain system.
5. A storm water or irrigation easement would be blocked by your project.