



# Miscellaneous and Appeals Checklist

Development Services Department  
56 North State Street  
Orem, Utah 84057  
801-229-7183  
www.orem.org

## APPLICANT TO USE CHECKLISTS AS A REFERENCE THROUGH THE REVIEW AND APPROVAL PROCESS

### Initial Steps Prior to Application

- Initial Review with City Planning and Engineering Staff
- Check the Street Connection Master Plan for required road connections, if applicable  
<http://orem.org/index.php/transportation/street-connection-master-plan-maps>
- Hold a Neighborhood Meeting (if required)
- Provide written minutes of the Neighborhood Meeting to Staff

### Temporary Site Plan Approval

- 4 copies of the plat and containing required information
- Written approval from the property owner
- Description of the nature of the business and time frame of business
- Temporary sites are good for up to 120 days  
Fee determined by City Council
- Obtain an Orem City business license

### Concrete Masonry Fence

- Site plan showing location and height of fence, elevation of lot, location of driveways and street alignment
- If located in a public utility easement with no panel footings, approval from utility easement holders
- Details of fence materials and construction
- Requires a building permit after zoning approval

### Daycare Fence

- Site plan showing location of fence
- Details of fence materials and construction

### Conditional Use Permit

- If applicable, site plan submittal providing all items contained on the site plan checklist
- Description of the nature of the request
- If adjacent to a residential use, a neighborhood meeting is required

### Fence Modification/Waiver

- Site plan showing proposed/existing fence locations
- Details of fence materials and construction
- Written explanation as to how the request complies with Section 22-14-19(F)

### Appeal to City Council

- Filed within 30 days from the date of Planning Commission or Board of Adjustment decision

- Written explanation as to why the decision of the Planning Commission or Board of Adjustment should be overturned

### **Street Vacation**

- Land survey exhibit showing all portion of street to be vacated with a legal description of the portion to be vacated
- Land survey drawing to be labeled as Exhibit A
- Neighborhood meeting held by applicant

### **Annexation**

- Signatures of owners that covers a majority of the area of the proposed annexation
- Accurate plat map prepared by a licensed land surveyor showing the proposed annexation area
- Signature must represent at least 1/3 of the value of all real property in the proposed annexation area

### **Driveway Entrance Modification**

- Site plan showing existing and proposed driveway location(s)
- Explanation of the need to modify the driveway

### **City Contacts and Phone Numbers**

Jason Bench, Planning Division Manager	(801) 229-7238
Sam Kelly, City Engineer	229-7328
Christian Kirkham, Planner	229-7267
Rick Sabey, Storm Water	229-7545
Steve Johnson, Storm Water	229-7556
Paul Goodrich, Transportation Engineer	229-7320
Cliff Peterson, Engineering	229-7198
Loren Willes, Pre-treatment	229-7491
Bret Larsen, Fire Marshall	229-7323
Chris Clements, Backflow	229-7558
Jim Yeoman, Plans Examiner	229-7185

July 2017