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
☐ 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 180 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 plant 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
Grant Allen, Planner 229-7095
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

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