



**Orem City Development Review Committee (DRC) Application  
Miscellaneous and Appeals**  
Development Services Department 56 North State Street, Orem, Utah (801) 229-7183  
[www.orem.org](http://www.orem.org)

Applicant Information			
Name:		Phone:	
Address:		Email:	
City:		State:	Zip:
Project Information			
Project Name			
Project Address			
Request		Fees	
Temporary Site Plan Approval		\$446	
Concrete/Masonry Fence		\$377	
Daycare/Preschool Fence		\$190	
Conditional Use Permit		\$1,203 + \$689 sign fee + notice fee	
Fence Modification/Waiver		\$504 + notice fee	
Appeal to City Council		\$1229 + notice fee	
Appeal to Planning Commission		\$1126+ notice fee	
Appeal to Board of Adjustment		\$906 + notice fee	
Driveway Entrance Modification		\$175	
Annexation		\$3,297 + \$900 PC & CC newspaper notice + \$689 sign fee	
Street Vacation		\$1,674 + \$150 newspaper notice	
Special Exception for Multi-family		\$1,462 + notice fee	
Total			
Required Copies			
Two (2) full-size copies no larger than 24" x 36", one (1) 11" x 17" and a PDF and/or Word of all applicable drawings and plans. Files can be emailed to Cheryl Vargas at <a href="mailto:chvargas@orem.org">chvargas@orem.org</a> or submitted on disc/flash drive prior to the deadline.			
General Notes, Signature, and Contact Person			
<p><b>Planning Commission/City Council Meetings.</b> Once the Development Review Committee determines your application is complete and complies with all applicable City ordinances, it shall be forwarded to the Planning Commission if required, and City Council, if required. The City Council is the final approving authority of conditional use permits, appeals, City Code amendments, General Plan amendments, fence modifications, and site plans in the following zones: PD-1, PD-4, PD-5, PD-15, PD-16, and PD-21.</p> <p><b>Neighborhood Meeting.</b> The applicant shall hold a neighborhood meeting in accordance with City Code for the following requests: General Plan amendments, Zoning Ordinance amendments, commercial developments adjacent to a residential zone, all non-residential uses in a residential zone.</p> <p><b>DRC Application.</b> The DRC application must be complete at the time of submittal or it may not be accepted.</p> <p><b>Filing Fee Notice.</b> Applications filed after July 1 are subject to fee changes regardless of the fee listed on the application used at the time of submittal.</p> <p><b>Deadline.</b> The deadline for filing a DRC application is Monday noon for first review the following Thursday. In the case of a Monday holiday, the deadline is Tuesday at noon. Contact information to inquire about the status of an application: 801-229-7183</p>			
<b>Applicant's Signature:</b>			
Contact Person:		Phone:	
Office Use Only			
Date Filed:	Fees Paid:	Received By:	Receipt #: