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 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  
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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