



Orem City DRC Packet

Planned Residential Development

A Quick Guide to PRD's

Minimum Acreage

- In order to qualify to rezone a property to the PRD zone, a minimum of **1.5 acres** is required.

Maximum Density

- The maximum density of a PRD zone is **7 units per acre**.
- This density can be built as single family detached homes, twinhomes, condos, townhouses, zero lot line development, or apartments.

Maximum Height

- The maximum height for PRD zones is a choice between one of the following:
 - 1 story with a full sized basement.
 - 2 stories with no basement. The second story has a maximum square footage of 75% of the first story.

Existing Single Family

- PRD's cannot include an existing single family dwelling.

A complete list of zoning standards can be found in the [Orem City Code 22-7](#).

For questions, contact Development Services at 801-229-7058.





Orem City DRC Packet

Planned Residential Development



Step 1: Apply for Rezone

- PRD Rezone applications can only be accepted if **at least 1.5 acres** are proposed for rezone.
- Hire someone to create a concept plan, including elevation renderings of what you would do with the property if granted the rezone request. **The number of units you propose in that plan will be the maximum number of units you are allowed to have.**
- Hold a neighborhood meeting with all property owners and residents within 1,000ft of the property proposed for rezone. Minutes from this meeting must be submitted with the rezone application.
- Complete the DRC application, checklist, and questionnaires.
- Submit your proposal and pay rezone application fees.
- Application fees cover three rounds of DRC.
- **See page 3 of this packet for detailed instructions.**



Step 2: DRC for Rezone

1. **Submit Plans.** Submit a complete set of plans by Monday at 12pm.
2. **DRC Review.** The DRC will review those plans. Reviews are held from Tuesday to Tuesday.
3. **Redlines.** If there are redlines, they will be sent on the Tuesday after reviews are done. Fix them and resubmit by Monday at 12pm.
4. **DRC steps 1-3 will repeat until the plans are approved by the DRC.**



Step 3: Planning Commission & City Council for Rezone

- Your rezone request will go before the Planning Commission and the City Council. The Planning Commission makes a recommendation to the City Council. The City Council makes the final decision.
- Planning Commission meetings are generally held every first and third Wednesdays of the month. City Council is generally held every second and fourth Tuesday.
- Staff is required notify the public two weeks in advance of each meeting. Your rezone must be approved by the DRC by that deadline.



Step 4: Apply for Full Site Plan Approval

- If the Council approves your proposal, you can begin the site plan approval process.
- Apply for full site plan approval through DRC. Your project will eventually return to the Planning Commission for their approval.
- Complete the DRC application, checklist, and questionnaires again.
- Submit the finalized plans and pay site plan application fees.
- Application fees cover three rounds of DRC.
- **See page 3 of this packet for detailed instructions.**



Step 5: DRC for Site Plan

1. **Submit Plans.** Submit a complete set of plans by Monday at 12pm.
2. **DRC Review.** The DRC will review those plans. Reviews are held from Tuesday to Tuesday.
3. **Redlines.** If there are redlines, they will be sent on the Tuesday after reviews are done. Fix them and resubmit by Monday at 12pm.
4. **DRC steps 1-3 will repeat until the plans are approved by the DRC.**



Step 6: Planning Commission for Site Plan

- The site plan will go before the Planning Commission again to verify that it has been designed to City standards.
- Your project must be approved by the DRC at least two weeks prior to that day in order for staff to create the agenda in time for the meeting.
- After receiving Planning Commission approval, you may submit for building permit review.



Step 7: Bonds and Fees

- After the Planning Commission approves your project, staff will begin calculating bonds and fees for your project. It usually takes two weeks to do this.
- You will receive a document called a “developer letter.” This document outlines the bonds, fees, and next steps.
- You may come in person to the City Offices to post the bonds and pay the fees or you can pay over the phone via either credit card (with a 2.5% surcharge) or e-check by calling Development Services at 801-229-7058.
- Note: Bonds may only be paid via check, e-check or cash.



Step 8: Pre-Construction and Building Permit

- Typically, two weeks after the bonds and fees are paid, you and your contractor will need to attend a pre-construction meeting.
- Call Development Services at 801-229-7058 after your bonds and fees have been paid to schedule this meeting.
- Pay plan review fees.
- Building staff will review the plans.
- Once the permit is issued, construction can begin.

How to Apply

1. **Complete the Checklist.** Each box must either be checked off or have a note that explains why it is not. If you do not complete the checklist, you must instead provide a written document that explains why you do not have the checklist.
 2. **Complete the DRC Questionnaires.** If a portion of the questionnaire does not apply to you, explain why.
 3. **Complete the Application.** Fill out the application. Check the appropriate boxes. The application fees are listed there.
 4. **Email the completed documents and a complete set of plans** to mkwagstaff@orem.org and chvargas@orem.org.
 5. **Pay Application Fees.** You can pay these by check, cash, or card. You may call Development Services at 801-229-7058 to pay over the phone. If you'd rather, you may also pay in person in Room 105 at the Orem City Center located at 56 N State Street. The fees for your project are listed on the Application. Payment must be received by Monday at 12pm to be reviewed that week.
- **Important Note.** Incomplete applications may not be accepted.



Orem City DRC Contacts

Planned Residential Development

Feel free to reach out to any staff members listed below regarding any specific questions or concerns you may have. For general questions, please reach out to someone in Planning/Zoning. For general engineering/public works questions, please reach out to Kody Potter.

Name	Title	Phone	Email
Planning/Zoning			
Cheryl Vargas	Associate Planner	801-229-7183	chvargas@orem.org
Makayla Wagstaff	Associate Planner	801-229-7239	mkwagstaff@orem.org
Engineering			
Kody Potter	Engineer	801-724-3524	kpotter@orem.org
Sewer			
Ryan Johnson	Public Works Field Supervisor	801-229-7481	rjohnson@orem.org
Dylan Hanseen	Pretreatment Coordinator	801-229-7491	djhanseen@orem.org
Water			
John Jensen	Public Works Field Supervisor	801-229-7574	jjensen@orem.org
Storm Water			
Rick Sabey	Public Works Field Supervisor	801-229-7545	rcsabey@orem.org
Chelsea Lindsey	Storm Water Project Manager	801-229-7574	cdlindsey@orem.org
Fire			
Derek Spencer	Fire Marshall	801-229-7417	dwspencer@orem.org



DRC Checklist

PRD Rezone

This checklist must be filled out completely in order to apply for DRC **for the rezone**. Each individual item must be checked off. If for some reason, you feel that a particular item is not applicable to you, you must explain why in writing.

Disclaimer: This information is an abridged version of the City of Orem Amendment and PRD Ordinances as stated in Orem City Code Chapter 22. This information is for the benefit of the developer/applicant to help follow the required review and approval process for your project. This checklist does not release the developer/applicant from the responsibility of reading and following all provisions listed in the City of Orem Amendment Ordinance.

Submit with Application

- Payment of non-refundable Application Fee.
- Completed Development Review Committee (DRC) application and Questionnaire.
- Red strikeout text if proposed to remove from the ordinance or general plan. Bolded red text for proposed new text.

Concept Plan

- Show every parcel of property proposed to be rezoned.
- Show layout of all parking areas, residential units, amenities, open spaces, landscaped areas, drive accesses, proposed building footprints, building heights and the orientation of all buildings.
- Provide architectural renderings that illustrate the architectural style(s), materials, and designs to be employed in the development. These must comply with the Orem City PRD Ordinance.
- The total number of residential units and the number of residential units per acre.
- A topographic map of the subject property and adjacent property within three hundred feet (300') of the subject property.
- A tabulation of the total land area and percentage thereof designated for various proposed uses.
- A general circulation plan indicating public vehicular and pedestrian ways.
- Any additional information that the City may deem necessary to determine whether the proposed PRD zone is in the interest of the public health, safety and welfare.

□ Neighborhood Meeting

- The applicant shall send a written notice of the neighborhood meeting to the owners of all property, as listed in the records of the Utah County Recorder, located within one thousand feet (1000') of the site if attached residential units will be allowed under the proposed rezone Five hundred feet (500') for detached residential.
- The notice shall be written on letterhead which includes the contact information of the applicant, including but not limited to a name, address, phone number, and an e-mail address.
- The notice must include the place, date and time of the neighborhood meeting, the existing zoning classification of the subject property and the zoning classification that the applicant is requesting for the property.
- The notice must also include the following language: "Pursuant to Orem City Code Section 22-1-5(G), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the City and is subject to change during the review process."
- All required notices shall be provided at least one week prior to the date of the meeting.
- The neighborhood meeting must be conducted at a location within the City boundaries. The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday.
- The applicant shall keep detailed minutes of the content of the neighborhood meeting.
- The application for rezone shall include a list of all individuals who were notified of the meeting, a roster of attendees at the meeting, and a copy of the minutes from the meeting.

□ Traffic Study

- A traffic study is required as part of the PRD Site Plan process. The City may ask for this to be provided prior to rezone approval.
- For PRDs developed in areas adjacent to a public street with a level of service of "C" or worse, or for any project of twenty-five (25) dwellings or more, a professional traffic engineer shall prepare a traffic study to show what traffic mitigation measures may be necessary for the PRD.
- The Traffic Engineer may impose traffic mitigation requirements based on this or other traffic studies.



DRC Application

PRD Rezone

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

Project Information:	
Project Name:	
Project Address:	

Fees:		
PRD Rezone Proposals	<input type="checkbox"/> Planning Commission Public Notice Fee	\$100
	<input type="checkbox"/> City Council Public Notice Fee	\$100
	<input type="checkbox"/> Neighborhood Notice Fee	TBD
	<input type="checkbox"/> Rezone Fee	\$1,3131
	<input type="checkbox"/> Public Notice Sign Fee	\$788
If proposing a General Plan Map Change	<input type="checkbox"/> General Plan (Land Use Map) Amendment Fee	\$1,201
If Development Agreement is required	<input type="checkbox"/> Development Agreement Recording Fees	TBD
Total:		

Deadline:
Except in the case of a holiday, the deadline for DRC Applications is Monday at 12pm . Please call Development Services to determine the deadline in the event of a holiday.

Neighborhood Meeting:
A neighborhood meeting is typically required of all text amendment applications. Please contact Development Services at 801-229-7058 to find out details regarding this requirement.

Application Information:
“The DRC application must be complete at the time of submittal or it may not be accepted. An application to amend Chapter 22 or the zoning map shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve months after the date it was submitted. An application to amend Chapter 22 or the zoning map shall also expire immediately following the passage of six months of no activity with respect to the application. Upon expiration, an application for an amendment to Chapter 22 including a zone map shall be considered null and void and a new application must be submitted, and fees paid.” - <i>Orem City Code (22-7-5)</i>

Signature:
Applicant Signature:

Contact Person:		
Contact Person:	Phone:	Email:

Office Use Only		
Project ID Number:	Date Paid:	Received By:



DRC Questionnaire

PRD Rezone

Please briefly describe your project. What are you proposing to do?

You are required by Orem City Code to specify in writing why you are proposing these changes. If you have not done so already, use the space below to do so:



DRC Checklist

PRD Site Plan

This checklist must be filled out completely in order to apply for DRC **for the site plan**. Each individual item must be checked off. If for some reason, you feel that a particular item is not applicable to you, explain why in writing.

Disclaimer: This information is an abridged version of the Site Plan Ordinance found in the Orem City Code Chapter [22-14-20](#). This information is for the benefit of the developer/applicant to help follow the required review and approval process for your project. This checklist does not release the developer/applicant from the responsibility of reading and following all provisions listed in the latest edition of the City Development Codes.

Formatting

- The site plan for a PRD shall be a document consisting of one or more pages of maps and drawings drawn to scale. The developer shall submit a site plan drawn to a scale large enough to clearly show all details and in any case not smaller than sixty feet (60') to the inch. The site plan for a PRD shall include the following items:
 - Name of Development.
 - Name and address of applicant.
 - Name and address of owner of property.
 - North arrow.
 - Scale of drawing.
 - Area of lot in square feet.
 - Lot line dimensions.
 - A vicinity map containing sufficient information to accurately locate the property shown on the plan.
 - Tabulation Table in the following format:

	Square Footage	Acreage	Percent of Total Area
Total Area			100
Total Building Area			
Total Impervious Area			
Total Landscaped Area			
Total Consolidated Open Space			
Total Parking Spaces Spaces: ____ Covered: ____ Uncovered: ____			

□ Site Plan

- Names and locations of fronting streets and locations and dimensions of public streets, private streets, and driveways.
- Footprints of existing and proposed buildings and structures to include a notation of each unit's height above the grade.
- Location, dimensions, and distance to property lines of existing and proposed drive access.
- Location and dimensions of existing and proposed curbs, gutters, and sidewalks.
- Location and dimensions of off-street parking spaces.
- Location and description (height, materials) of existing and proposed fences.
- Location and description (dimensions, distance to property lines and type of lighting (direct or indirect)) of existing and proposed signs.
- Location of needed address signs and stop signs.
- Location of consolidated open space.
- Location and type of solid waste disposal facilities.
- Traffic circulation plan showing that development of the PRD will not hinder coordinated development of adjacent undeveloped land or land to be developed as part of the PRD.
- Dwellings and other structures, parks, playgrounds, common areas and facilities, limited common areas, private areas and facilities, and other improvements within the PRD.
- A map of existing and proposed contours drawn at two foot intervals with spot elevations showing existing and proposed finished grades.
- For each lot, the location and dimensions of existing and proposed irrigation systems and easements.
- Provide the elevation of the lowest habitable floor space.
- Show applicable fire protection in accordance with both local and state adopted fire codes.

□ Elevations

- Drawings of proposed structure elevations, including the covered parking, showing the height, dimensions, appearance, materials proposed, and percentage of each material used on each building elevation.

□ Soils Study

- For PRDs developed in areas of sensitive soils, a soils engineer shall prepare and submit a report to provide engineering information to determine special engineering needs of the site.
- A map entitled "Sensitive Soils Map of the City of Orem" which is part of the Orem City Code, Appendix F, and which shall have the force and effect of law shall determine areas of sensitive soils.

□ Storm Water Drainage Plan

- Submit with application: a Storm Water Pollution Prevention Plan and a Long Term Storm Water Management Plan required by Chapter 23 of the Orem City Code. The Storm Water Pollution Prevention Plan shall be drawn on a separate sheet and to the same scale as the site plan.
- Submit with application: a storm water drainage plan, approved by the City Engineer, that is designed to accommodate the water generated by a “twenty-five year storm” within the proposed site with a discharge rate of no more than 60 GPM/acre. All sites must retain the first 0.50 inch of precipitation. Orem Standard Pre-treatment Sumps may be used in areas that are not in a well head protection zone as shown on details SD-15 or in a “poor percolation area” as shown on detail SD 14. A soils report with percolation rates and groundwater depths must be submitted for every development. Sumps may be used in a poor percolation area if the applicant submits a soils report that addresses percolation rates and the rate is approved by the City Engineer. All storm water drainage plans must include the following:
 - Location, type, and design of surface water drainage system.
 - On-site surface water drainage system designed according to accepted civil engineering standards and approved by the City Engineer. The design shall be for a 25-year storm minimum and shall include either with the site plan or on the site plan the calculations used in the design. The maximum rate of discharge into the City’s system shall not exceed 60 gallons per minute per acre.
 - Include an assessment of post construction storm water impacts upon downstream and upstream properties.
 - General description of off-site drainage features and characteristics upstream and downstream of the site and any known drainage problems and plan to mitigate problems.
 - Pre-development hydrology report to include maps, hydrologic calculations, soil types, etc. Include storm water runoff information including but not limited to maximum historical flow from site and total volume historically leaving site during design storm event.
 - Include an assessment of post construction storm water impacts upon downstream and upstream properties.
 - At a minimum, has the preferred list of LID’s been considered where appropriate for various locations throughout the site. Other LID’s may be considered. Provide narrative why or why not each considered LID was or was not chosen.
 - Has the chosen BMP’s/LID’s been matched to the expected pollutant load for the specific site area.
 - Proposed post-development hydrology report to mirror pre-development report to the maximum extent practicable including peak flows and total discharge.
 - The evaluation and use of at least one non-structural storm water treatment practices is required on all new and redeveloped sites. Non-structural BMPs include design approaches and practices that are used for their ability to prevent the occurrence of storm water runoff and reduce pollutant loads. Utilizing non-structural BMPs during site development is much more efficient and cost-effective than attempting to correct problems after development has occurred. The use of additional non-structural storm water treatment practices is encouraged in order to minimize the reliance on structural practices. These non-structural practices include practices found in the Storm Water Credit Program Manual found at stormwater.orem.org as well as in numerous manuals, pamphlets, booklets, etc. that discuss LID’s for development sites
 - Show flow path through/from development for 100 year storm event. Note any potential downstream problems areas for storm events up to and including a 100 year storm event.
 - All storm water runoff generated from new development or redevelopment sites shall not discharge untreated

ed storm water directly into any wetland or waters of the State of Utah including the storm sewer system without treatment to the maximum extent practical. Treatment type shall match expected pollutants from specific areas from the site.

- Detailed runoff calculations for the design storm. See Section 3 for design criteria (Storm Water Design Manual).
- All roof drains must be routed through on site landscaping prior to collection and discharge.
- Contains stamped statement: “This report for the drainage design of [NAME OF DEVELOPMENT] was prepared by me (or under my direct supervision) in accordance with the provisions of City of Orem Storm Drainage Systems Design and Management Manual, and was designed to comply with the provisions thereof. I understand that the City of Orem does not and will not assume liability for drainage facilities design.
- No development or redevelopment activity will commence or no approvals or permits will be given on any site subject to this Section until a Long Term Storm Water Management Plan detailing in concept how storm water runoff and associated water quality impacts resulting from the development or redevelopment will be controlled or managed. Is concept plan included with initial submittal? Completed and approved Final Long Term Storm Water Management plan required at recording and it must include a maintenance agreement submitted on a form provided by the City.
- General description of current and planned masterplan drainage facilities on or adjacent to the lot and proposed drainage features and how the development and proposed drainage facilities conform to the storm water master plan. Current City of Orem Storm Water Masterplan can be found at <http://orem.org/index.php/storm-sewer/storm-watermanagement-plan-a-master-plan>
- Incorporate components of Low Impact Development (LID) where applicable throughout the site.
- Location, type, and design of surface water drainage system.
- A drainage report.

□ Utility Plan

- A utility plan represents complete construction drawings for any proposed improvement of any public street and/or City utility on or adjacent to the site. It must show the following:
 - Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, culverts.
 - Location of existing and proposed fire protection devices within the tract and within two hundred feet (200') of the boundaries of the proposed development. This shall include identifying required fire department apparatus access roads and proposed fire hydrant locations, as well as the International Building Codes specified construction type.
 - Show piping of irrigation ditches bordering or within the site. This requirement may be waived by the approving body if the irrigation ditches do not detract from the overall safety or aesthetics of the site.
 - Show applicable fire protection in accordance with both local and state adopted fire codes.
 - Dimensions and locations of existing and proposed improvements, structures, easements, and topographical and within two hundred feet (200') of the proposed development. All existing and proposed sewer or storm drains must show proposed and existing grades with rim and flow line elevations at all manholes and catch basins.

- Location and size of existing and proposed sewer lines and manholes, storm drains and manholes, water supply main valves, water lines, pressure reducing valves (PRV's), backflow assemblies, water services, water meters and culverts.
- Provide sewer and water demand of project.
- All projects within 300 feet of an Orem sewer system must connect to the sewer system where practical. No septic systems may be installed within a wellhead protection zone.
- A note stating that at least three feet (3') of horizontal separation and one foot (1') vertical separation must be maintained from City utilities.
- When trenchless utility installation methods are employed, all existing utilities are to be potholed and exposed for visual inspection prior to and during the installation process.
- Add note, "All utilities shall not be located under covered parking areas and shall be installed according to Chapter 21-4-6 of the Orem City Code." These utilities include but are not limited to: water and sewer laterals, water and sewer mains, storm water sumps, sewer manholes, water valves and meters, and fire hydrants

□ Landscape Plan

- Detailed landscape plan showing the specific types and locations of landscaping prepared by a landscape architect licensed to practice in Utah.
- Permanent, underground, automatic sprinkling system for all landscaped areas.
- Show that landscaping will be in compliance with PRD zone standards.
- Location of landscaping backflow assemblies. This information should also be displayed on the utility plan.
- Location of consolidated open space.

□ Lighting Plan

- All PRDs shall include a lighting plan. The lighting plan shall be designed to discourage crime, enhance the safety of the residents and guests of the PRD; prevent glare onto adjacent properties; and enhance the appearance and design of the project.
- All PRD homeowners' associations and apartment owners are required to control and meter all outside lighting shown on the lighting plan except for front and back door lighting. The lighting plan shall designate which lighting shall be commonly metered to the association or owner.

□ Traffic Study

- For PRDs developed in areas adjacent to a public street with a level of service of "C" or worse, or for any project of twenty-five (25) dwellings or more, a professional traffic engineer shall prepare a traffic study to show what traffic mitigation measures may be necessary for the PRD.
- The Traffic Engineer may impose traffic mitigation requirements based on this or other traffic studies.

□ Final Plat

- **A final plat is required for all PRD site plans.**
- The final plat shall be drawn on a sheet approved by the Utah County Recorder's Office.
- The final plat shall be drawn with all lines, dimensions and markings made in waterproof black drawing ink.
- The final plat shall be drawn to scale. The scale shall be indicated on the plat and shall not be less than one inch (1") = sixty feet (60').
- An arrow indicating north on each sheet.
- The name of the subdivision.
- The subdivision boundary lines showing the proper bearings and dimensions, which lines shall be of heavier line weight than any other lines on the drawing, and which shall be referenced to two section corner monuments. The section corner monuments and the point of beginning shall indicate computed "State Plane Coordinates." All bearing change locations of the subdivision boundary shall indicate computed "State Plane Coordinates."
- The names, widths, lengths, bearings and curve data of all streets and other areas intended for public use.
- The numbers of all lots, blocks, and streets, which numbering shall be in accordance with the City street numbering system, as designated by the City Engineer. Streets shall not be given names other than the appropriate number designation (e.g. 400 North) for the street, except in the case of streets that cannot be readily assigned numerical designations because of a configuration which is not aligned with north-south or east-west coordinates.
- The bearings, dimensions, and square footage of each lot.
- The bearings, dimensions, and locations of all easements within the subdivision.
- A "Certificate of Survey" with a metes and bounds description, the signature of a land surveyor licensed in the State of Utah, and the land surveyor's seal.
- A provision containing the notarized signatures of all of the owners, dedicating all streets, public utility easements and other public areas to the City for the perpetual use of the City.
- A notice of all covenants, conditions and other restrictions that may be relevant and applicable to the property contained within the final plat.
- An "Acceptance by the City of Orem" approval block for the signatures of the Development Services Director, City Engineer, and attestation by the City Recorder. A signature line for the Planning Commission Chairperson shall be provided if the plat replaces all or part of a vacated plat. A signature line for the City Attorney to sign approved as to form shall be provided outside of the approval block. In the case of a PRD development, there shall be a City Council approval block for the signatures of the Mayor and City Recorder.
- A lined block in the lower right hand corner of the first sheet in substantially the following form: "CONDITIONS OF APPROVAL"
- The following documents shall be included with the application for final plat approval:
 - Construction drawings showing existing ground and/or asphalt elevations, planned grades and elevations of proposed improvements and the location of all public utilities. Improvements shown on the construction drawings shall be in accordance with the preliminary plat. The City Engineer may adopt a policy governing additional requirements for Construction drawings. All Construction drawings shall

have the designing engineer or architect state license seal stamped on all submitted sheets. No final plat shall be approved by the City Engineer until the construction drawings have been approved by the City Engineer.

- Documents evidencing conveyances or consents from owners of property interests within the subdivision when such are required by law.
- Any other documents the City may reasonably require to ensure compliance with the terms and purposes of this Chapter.
- Unless previously dedicated, the developer shall dedicate to the City the full width of all street rights-of-way on the final plat; provided, however, that in cases where a proposed street in the subdivision abuts undeveloped property where no street currently exists and evidence is provided showing that the owner of the abutting property has no intention of developing it within the near future, the City Engineer may waive the full width dedication requirement and allow the dedication of a lesser width if he or she finds that such is necessary to promote the public interest. In no case, however, shall the lesser width allowed be less than thirty feet (30').
- The final plat shall also contain the following PRD specific information:
 - A designation of common areas, limited common areas, and private ownership areas.
 - For condominiums, three dimensional drawings of buildings and building elevations. In the case where the PRD is a condominium project, the developer shall submit a written statement by an attorney who is licensed to practice in Utah. This written statement shall be the attorney's opinion that the condominium declaration, the subdivision plat and the other supporting documentation comply in all respects with the Utah Condominium Ownership Act (UCA Sec. 57-8-1, et seq.) as well as all applicable federal, state and local laws and ordinances and that when the office of the Utah County Recorder has recorded the condominium declaration and final plat, the proposed project will be a validly existing and lawful condominium project in all respects.
 - Written copies of any required agreements with property owners adjacent to the proposed PRD, or with any other person.
 - Written approval of adjoining ditch or canal companies authorizing mandatory fencing of canals or piping of ditches.
 - Plat restrictions, lot restrictions, and other information required by the Planning Commission or City Council.
- PRD site plans may be built in phases as long as each phase of a PRD complies with all of the requirements of this ordinance, except, however, that a phase of a PRD may be less than 1.5 acres.

□ **Submit with Application**

- A completed Development Review Application.
- Payment of non-refundable Application Fee.
- All required drawings.
- A completed Industrial Waste Questionnaire (Pre-Treatment Questionnaire included with this packet).
- Complete set of plans and required documents emailed to the City.

- A Storm Water Pollution Prevention Plan and a Long Term Storm Water Management Plan as previously described in this checklist and as required by Chapter 23 of the Orem City Code. The Storm Water Pollution Prevention Plan shall be drawn on a separate sheet and to the same scale as the site plan.

□ Expiration Dates & Miscellaneous Information

- In order to preserve property adjacent to I-15 for commercial and office uses, effective April 22, 2015, the PRD zone may not be applied to any property located in the following areas: 1) Between 1200 West and Interstate 15 and north of Center Street. 2) Between Sandhill Road and Interstate 15 and south of University Parkway. Properties in the above areas that were zoned PRD prior to April 22, 2015 may be developed under the standards of the PRD zone as set forth in this Article 22-7.
- The site plan must be approved by the Planning Commission before the final plat can be approved.
- **Failure to submit a final plat within two (2) years of the date of approval of the site plan shall terminate all proceedings and render approval of the site plan null and void. The final plat shall expire and be void one (1) year after approval by the City, unless the Office of the Utah County Recorder has recorded the plat.**
- **The developer must complete all of the improvements required by the approved site plan for the final plat within one year of the date of recording of the final plat.** If the improvements are not completed within the time specified, the City shall have the option of taking action on the bond to complete the improvements.



DRC Application

PRD Site Plan

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

Project Information:	
Project Name:	
Project Address:	

Fees:		
PRD Site Plans	<input type="checkbox"/> Base Preliminary PRD Fee	\$2,126
	<input type="checkbox"/> Per Lot Preliminary PRD Fee	\$218/lot
	<input type="checkbox"/> Base Final PRD Plat Fee	\$1,031
	<input type="checkbox"/> Per Lot Final PRD Plat Fee	\$183/lot
	<input type="checkbox"/> County Recording Fees	TBD
	<input type="checkbox"/> Long Term Storm Water Mgmt. Plan Review Fee	\$255
If submitting for the fourth review:	<input type="checkbox"/> Resubmittal Fee	\$623
Total:		

Deadline:
Except in the case of a holiday, the deadline for DRC Applications is Monday at 12pm . Please call Development Services to determine the deadline in the event of a holiday.

Neighborhood Meeting:
A neighborhood meeting is typically required of all text amendment applications. Please contact Development Services at 801-229-7058 to find out details regarding this requirement.

Application Information:
"The DRC application must be complete at the time of submittal or it may not be accepted. An application to amend Chapter 22 or the zoning map shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve months after the date it was submitted. An application to amend Chapter 22 or the zoning map shall also expire immediately following the passage of six months of no activity with respect to the application. Upon expiration, an application for an amendment to Chapter 22 including a zone map shall be considered null and void and a new application must be submitted, and fees paid." - Orem City Code (22-7-5)

Signature:
Applicant Signature:

Contact Person:		
Contact Person:	Phone:	Email:

Office Use Only		
Project ID Number:	Date Paid:	Received By:



DRC Questionnaire

PRD Site Plan

Please briefly describe your project. What are you proposing to do?

Please describe any changes you are proposing to utilities, storm water drainage, landscaping, exteriors of buildings, traffic, parking lots, etc.