

Development Packet

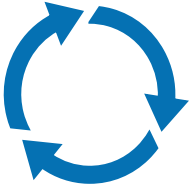
Text Amendment

Step 1: Apply



- Write up the proposed text amendment. You may work with staff to do this.
- Complete the development application, checklist, and any required questionnaires.
- Submit your application and proposal and pay all application fees by Monday at 12pm.
 - NOTE: Application fees only cover three (3) technical reviews . A resubmittal fee will be due at the time of the fourth submission.

Step 2: Technical Review



- Staff will review the submitted proposal.
- Review sessions are held from Tuesday to Tuesday each week.
- If there are redlines, they will be sent via email on the Tuesday when the review is completed.
- Fix and resubmit by Monday at 12pm.
 - This will repeat until the proposal is moved forward for Development Review Committee (DRC) approval.

Step 3: Planning Commission and City Council



- Your request will go before the Planning Commission, they will make a recommendation to the City Council. The City Council will vote to make the final decision.
 - Planning Commission meetings are typically held on the first and third Wednesdays of the month. City Council is typically held on the second and fourth Tuesdays of the month.
- Staff is required to notify the public two weeks in advance of each Planning Commission and City Council meeting. Your project must be approved by the DRC by that deadline.

Step 4: Development Process



- If the City Council approves your proposal, it becomes part of the City Code or General Plan. You now can begin the next step in the development process.

How to Apply:

1. **Complete the Checklist.** The checklist must be completely filled out to apply. If you need help determining which sections apply to your project please contact Development Services at 801-229-7058. Applications with incomplete checklists will not be accepted.
2. **Complete the Questionnaire.** Fill out Section 1 of the Pretreatment and Storm Water Questionnaires, if a portion does not apply to your project, please explain why. If you know the final use of the site, fill out Section 2. If a storm drainage plan is required, fill out the Storm Water Questionnaire.
3. **Complete the Application.**
4. **Submit Documents.** Email all documents, plans, and application to chvargas@orem.gov and mkwagstaff@orem.gov.
5. **Pay Application Fees.** Fees marked with "TBD" need to be calculated by a planner. Fees can be paid in person by coming into our office or over the phone by calling Development Services at 801-229-7058. If you pay with a card, a surcharge of 2.5% will be applied.



Development Checklist

Text Amendment

Disclaimer: This information is an abridged version of the City of Orem Amendment Ordinance as stated in Orem City Code [Chapter 22](#). This information is for the benefit of the applicant to help you follow the required review and approval process for your proposal. This checklist does not release the applicant from the responsibility of reading and following all provisions listed in the latest edition of the Orem City Code.

This checklist must be completely filled out to apply. If you need help determining which sections apply to your project please, contact Development Services at 801-229-7058. In each section that applies, all items must be checked off. If a section does not apply to your project, write “N/A”.

Submit with Application:

- o A pdf file that shows the red strikethrough text for any text proposed to be removed and bolded, underlined red text for any proposed new text to be added to the City Code or General Plan.
- o Neighborhood meeting notice, minutes and role.
- o The completed application and all application fees.



Development Application

Text Amendment

Applicant Information:

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

Contact Person (Owner / Engineer):

Name:	Name:
Email:	Email:
Phone:	Phone:

Project Information:

Project Name:	
Project Address:	
What zone is your project in?	

Fees:

All Projects:	Planning Commission Public Notice Fee	\$100
	City Council Public Notice Fee	\$100
	Neighborhood Notice Fee	TBD
If amending General Plan Text:	General Plan Text Amendment Fee	\$1,201
	Public Notice Sign Fee	\$788
If amending Sign Ord.:	Sign Text Amendment Fee	\$1,275
If amending other text:	Standard Text Amendment Fee	\$1,355
Total:		

Signature:

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Office Use Only:

Application Date:	
Date Paid:	
Project ID Number:	
Received By:	

NOTE:

Please include anyone who needs updates about the approval status of the project as a contact person.
 All items must be submitted and all fees paid by MONDAY at 12pm of the week you wish to have the project reviewed.

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Development Application

Text Amendment

Please briefly describe your proposal. What are you proposing to change?

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: