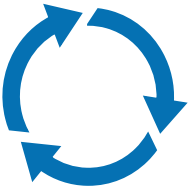


### Step 1: Apply



- Draw plans.
- Complete the development application, checklist, and any required questionnaires.
- Submit plans, any required documents, completed application 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 and Development Review



- Staff will review the submitted plans.
- 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 plans are forwarded by staff for Development Review Committee (DRC) approval.

### Step 3: Planning Commission

- Your project will go before the Planning Commission for approval. Planning Commission meetings are typically held on the first and third Wednesday of each month.



### Step 4: Bonds and Fees

- After the Planning Commission approves your project, staff will calculate the applicable bonds and fees. This usually takes two weeks.
- You will receive a document called a “developer letter”, which outlines your bonds, fees, and next steps.
- You may post the bonds and pay the fees by coming into our office or by calling Development Services at 801-229-7058.
  - NOTE: If paying the fees by card, a 2.5% surcharge will be applied.
  - NOTE: Bonds may not be paid by card.



### Step 5: Pre-Construction

- You, your contractor, and excavation contractor are required to attend a pre-construction meeting. This meeting is typically held two weeks after staff approval or after the bond and fees are paid.
- Call Development Services at 801-229-7058 after your bonds and fees have been paid to schedule this meeting.

### Step 5: Building Permit



- If a building permit is required, apply online and pay the fees.
- Staff will review your application. Construction may not begin until the permit is issued.

## 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.** Fill out the application. The application fees are listed here.
4. **Submit Documents.** Email all documents, plans, and application to [chvargas@orem.gov](mailto:chvargas@orem.gov) and [mkwagstaff@orem.gov](mailto: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

## Site Plan

**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 applicant to help you follow the required review and approval process for your project. 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".

### Neighborhood Meeting (If Required):

- If the proposed site plan is within or adjacent to a residential zone, a neighborhood meeting is required.
- The neighborhood meeting must be held by the applicant prior to submitting this application.
- Please contact Development Services at 801-229-7058 for the neighborhood meeting requirements and contact list.

### Formatting ([Section F](#)):

- All pages must indicate the scale of the drawings.
- All plan drawings must indicate parcel boundaries with dimensions.
- All pages must include an arrow indicating north.
- The following must be placed on the first sheet of any site plan drawing:
  - "The fire protection items (fire hydrants, water mains, access roads, etc.) shown on this site plan are preliminary only. Detailed fire protection plans shall be submitted with the building plans. Plan reviews by the City of Orem Fire Prevention Bureau shall be completed prior to the issuance of a building permit. The plan reviews by the City of Orem Fire Prevention Bureau may identify additional fire protection requirements mandated by the International Fire Code. Fire hydrant foot valves shall be installed at the connection point with the main water lines."
  - "All landscaped areas shall have an automatic, underground sprinkler system which includes a backflow assembly to the building. Backflow assemblies shall be installed and tested in accordance with [Section 21-1-14](#) of the Orem City Code. Water meter sizes shall be determined by the City of Orem Building Division at the time of building permit approval or when there is a request to change the water meter size. Water meters shall be located at the back of sidewalk or curb in an area that is accessible for reading and servicing. Water meters shall not be located within areas enclosed with fences or within ten feet (10') of any existing or proposed structure."
  - If required by [Chapter 20](#) of the Orem City Code or by the applicant's Permit for Industrial Wastewater Discharge, "A sampling manhole and fat and oil separator/grease trap shall be installed in accordance with the City of Orem Standards and Specifications."
  - "All signage shall comply with the requirements of the Orem City Code."
  - "All utilities, including water and sewer laterals, water and sewer mains, storm water drains, stormwater sumps, sewer manholes, water valves, etc., shall not be located under covered parking areas and shall be installed according to the Orem City Code."
  - "All drainage from rooftop and dumpster areas are required to drain to vegetated landscape areas unless otherwise approved by the City Engineer." Orem City Code [23-4-8\(7\)](#)."

- “At the time of construction, the City of Orem may determine based on professional experience and judgment and at its sole discretion, the need for the Owner/Developer to pay for, remove, and replace any existing substandard improvements such as curbs, gutters, sidewalks, drive approaches, driveways, decorative concrete, wheelchair ramps, etc., or any unused drive approaches.”
- “All construction shall conform to the City of Orem construction standards and specifications unless the improvement is within the UDOT right-of-way, in which case the construction shall conform to UDOT construction standards and specifications.”
- All damage to City owned roads are the responsibility of the contractor to repair. Each cut in the roadway (including cores) is subject to road cut fees. Install asphalt according to the City Standard Details (see details M-1, M-9, M-10, RW-14, and RW-15).
- All damage to City owned sidewalks/concrete (lifting, cracking, cores, etc.) are the responsibility of the contractor to replace. Any concrete repair in lieu of replacement must be approved by the City. Install concrete according to the City Standard Details (see details RW-1 through RW-13 and RW-18).

**Demolition Plan:**

- Include the following:
  - The location of existing structures within the site plan boundaries (buildings, monument signs, fences, walls, asphalt, concrete, etc.) and a notation as to whether the existing structures will remain or be demolished.
  - The location of existing utilities within the site plan boundaries (sewer, water, storm water, etc.) and a notation as to whether the existing utilities will remain or be demolished.

**Site Plan [\(Section F\)](#):**

A site plan is a binding document that consists of documentation and drawings required by the Orem City Code for the development of one or more lots.

- All of the following must be shown on the site plan:
  - Name of the development.
  - Name of the applicant.
  - Name and address of the property owner(s).
  - Name and address of the developer.
  - Name and address of the engineer or surveyor.
  - Names and addresses of the current owners of all immediately adjoining property owners, and the boundary lines of those parcels.
  - Dimensions, square footage and addresses of each lot.
  - A vicinity map, reduced to scale, 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 Parking Spaces			

- Legend of line-types, symbols and hatches.
- Names and locations of fronting streets.
- Locations and dimensions of public streets, private streets and driveways.
- Distance from property lines of existing and proposed drive accesses.
- A note indicating that no driveway or drive access may be located within twenty-five feet (25') of an existing fence which is greater than three feet (3') in height.
- Location and dimensions of existing and proposed curb, gutter, and sidewalk.
- Curb, gutter and sidewalk along street rights-of-way bordering the site.
- Location and dimensions of off-street parking spaces.
- Show parking striping, traffic lanes, loading areas, docks, etc.
- Parking tabulation table ([22-15](#))
  - Provided number of parking stalls.
  - Required number of parking stalls.
  - Provided number of ADA stalls.
  - Required number of ADA stalls.
- Location and description (materials and height) of existing and proposed fences.
- Location and description (dimensions, distance to property lines, type of lighting - direct or indirect) of existing and proposed signs.
- Traffic circulation plan.
- Exterior display areas.
- Exterior storage areas.
- Location and type of exterior lighting.
- Location of any needed address or stop signs.
- Footprints of existing buildings and structures, including a notation of each building's main finish floor height above grade.
- Footprints of proposed buildings and structures, including a notation of each building's main finish floor height above grade.
- Location and dimensions of existing and proposed irrigation systems and easements.
- All existing and proposed improvements, shown in distinctly different line types.
- Locations of dumpsters and solid waste disposal containers.
  - A dumpster or solid waste disposal container with a capacity of one and one half (1.5) cubic yards or more shall not be located inside any building or within five feet (5') of any combustible wall, combustible roof eave line, or any opening in such walls except as permitted by the Uniform Fire Code. Dumpster and solid waste disposal containers shall not be located in the front yard setback or side yard setback facing a street.
- Show applicable fire protection in accordance with both local and state adopted fire codes.
- Location of mechanical equipment and mitigation measures proposed to reduce noise.

- The layout and location of required public streets.
  - Street connections shall be made to street connections points as shown in the Street Connection Master Plan.
- Boundary lines of the parcels to be developed that are reference two section corner monuments and are prepared by a licensed land surveyor.
  - The section corner monuments and the point of beginning shall indicate computed “State Plane Coordinates.”
- Provide the elevation of the lowest habitable floor space.
- A contour map drawn at two foot intervals.
  - This requirement may be waived in writing by the City Engineer if the average slope of the site is less than two percent (2%) and spot elevations are provided.
- Final grade elevations.
  - Minimum Public Street grade is 0.5%.
  - Minimum asphalt slopes must be between 3-5%.

**Utility Plan [\(Section E\)](#):**

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. Including identifying required fire department apparatus access roads and proposed fire hydrant locations, as well as the International Building Code’s specified construction type.
- Show piping of irrigation ditches bordering or within the site.
- Show applicable fire protection in accordance with both local and state adopted fire codes.
- Dimensions and locations of the following:
  - Existing and proposed improvements.
  - Existing and proposed structures.
  - Easements.
  - Topographical features of the site 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 the following:
  - Existing and proposed water supply main valves, water lines, pressure reducing valves (PRV's), backflow assemblies, water services, water meters and cluverts.
- All projects within three hundred feet (300') 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') of 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.
- The proposed boundary of any asphalt trench patching must show or reference City detail M-3.
- Show any sidewalk or concrete in the public right-of-way that will be removed and/or replaced. Include or reference the specific applicable City Standard Detail(s).
- Add note, "All utilities shall not be located under covered parking areas and shall be installed according to the Orem City Code." These utilities include but are not limited to: water and sewer laterals, water and sewer mains, stormwater sumps, sewer manholes, water valves and meters, and fire hydrants.

### **Grading and Drainage Plan:**

In preparation for fulfilling this checklist please read [Orem's Storm Water Design Summary](#) and the [1 Stop Storm Water Design](#) found on [stormwater.orem.org](http://stormwater.orem.org).

- All grading and drainage plans must include the following:
  - **Existing Hydrology:** A sheet showing all existing onsite drainage and irrigation facilities such as ditches, canals, washes, swales, structures, pipes, storm drains, springs, historic water flows, and historic rainfall management. Note existing pipe material, size, and elevations. Call out what structures will be removed.
  - **Proposed Grading and Drainage:** A sheet showing all proposed drainage facility modifications and/or the location and design of the new surface water drainage system. It should include:
    - Proposed pipe type, pipe elevations, pipe sizes, high water elevations on all retention basins, spot elevations on curbs, spot elevations on cross gutters, details such as elevations and flow lines of all storm water structures.
    - Proposed and existing grading elevations throughout the site.
    - Existing grading elevations and storm water features within two hundred feet (200') of the proposed development.
    - The flow path through/from development to a public drainage facility for the 100 year storm event.
  - **Proposed Roof Drain Plan:** A sheet showing roof drainage and dumpster area drainage. Include a note about the roofing material used (metal, synthetic, etc.). The drainage from these areas must be routed through on-site vegetation for pretreatment prior to infiltration or connection to an on-site storm water system. Orem City Code [23-4-8\(7\)](#). Accepted alternatives to vegetation and design considerations can be found within an online document called Roof Drain Education/Requirements.



- **Storm Drain Details:** A sheet showing (if applicable to site design):
  - Cross section of cross gutter.
  - Cross section of curb cut.
  - Orifice plate details.
  - All Orem Standard Drawings relevant to the proposed site.
  - Site specific underground storm water chambers including associated manholes, inspection ports, cleanout access, etc. One inspection port is required on each chamber. A pretreatment device is required if it is different than the City Standard.
  - Dumpster enclosure drainage (weep holes, etc.)
- No development or redevelopment activity will commence nor approvals nor permits will be given on any site subject to this section until the Storm Water Questionnaire is completed and approved by a Storm Water Coordinator. The answers provided in the questionnaire become the 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.
- A Storm Water Inspection and Maintenance Agreement must be entered into for all sites unless otherwise found to be exempt by the Storm Water Coordinator.
- Submit a Drainage Report that includes:
  - A general description of the existing property, area, and site conditions.
  - A 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.
  - Description of any potential downstream problem areas for storm events up to and including a 100 year storm event.
  - A general description of the proposed drainage facilities and features and how the development conforms to the Storm Water Master Plan, Storm Water System Design and Management Manual and Storm Water Ordinances (all found at [stormwater.orem.org](http://stormwater.orem.org))
  - Geotechnical Report (including percolation testing)
  - Subbasin Map
  - Size of Pipes
  - Detailed runoff calculations for the design storm based on Storm Water Design Manual.
  - 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.”

### **Landscape Plan:**

- If modification to landscaping are planned, a detailed landscape plan is required which must show:
  - The location of landscaped areas, with specific types of plants and their general locations.
  - Existing and proposed landscaping.
  - The location of all utilities.
  - A permanent, underground, automatic sprinkling system for all landscaped areas.



- If the proposed changes will not meet zone specific requirements or the requirements of Orem City Code [22-14-13](#), please see Orem City Code [22-14-20\(H\)](#) for how to request an exception.
- If the required landscaping is planned to be located within the public right-of-way, additional conditions must be met. Please contact Development Services at 801-229-7058 to discuss these requirements.

### **Elevations:**

Elevations drawings are flat, to-scale drawings of the front, rear and side exteriors of a building.

- Show the elevations of all proposed structures including height, dimensions, and appearance of materials.
- Some zones restrict exterior finishing materials, please include the proposed exterior finishing materials in the elevations.
- The architecture, design theme, and construction materials of a commercial building's front elevation shall be applied to the exterior walls of all elevations of the building that are within 200 feet of and face a collector or arterial street. All elevations of a commercial building that are within 200 feet of and face a public street shall include windows, awnings, varying façade depth, high-quality exterior finishing materials, lighting, and other similar features that are used in the front elevation of a building.

### **Traffic Study:**

- A traffic study is required if you are proposing any of the following:
  - Seventy-five (75) or more parking stalls.
  - A drive-up window.
  - More than two drive approaches from dedicated streets, or
  - A corner lot where one or more of the streets is a collector or arterial street.
- The Development Services Director or designee may waive the requirements of a traffic study if a new traffic study would be unnecessarily cumulative or otherwise not add to the information already available.
- The traffic study shall include all of the following, per current Transportation Master Plan:
  - An analysis of the off-site traffic impacts resulting from the development of the site and a description of the mitigation measures necessary to reduce the identified impacts.
  - An analysis of internal traffic circulation patterns and their effect on ingress and egress from the site for emergency vehicles and the public.
- The final approving authority may impose traffic mitigation requirements based on the impacts identified by a traffic study prepared by the applicant, the City or any qualified independent traffic consultant. Nothing in this Section shall preclude the City from performing its own traffic study.

### **Preliminary Plat:**

- A preliminary plat may not be required for site plan approval. However, if you would like to submit a preliminary plat concurrently with the site plan for approval, please refer to the "Preliminary Plat" application checklist for requirements.

### **Final Plat:**

- A final plat may not be required for site plan approval. However, if you would like to submit a final plat concurrently with the site plan for approval, please refer to the "Final Plat" application checklist for requirements.

### Submit with Application:

- o Payment of application fees.
- o All required drawings.
- o Preliminary title report prepared by a title company licensed to practice in the State of Utah which shows that the owner/applicant owns or represents the owner(s) of all of the property contained within the preliminary plat. The City may require that the owner/developer resolve any boundary overlaps, gaps or other title discrepancies before approval of the preliminary plat.
- o A Storm Water Pollution Prevention Plan 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. More information about SWPPP requirements can be found at <https://orem.org/developing-in-orem-storm-water/>.
- o A traffic study, if applicable.
- o Proposed plat documents if desired.
- o Completed Storm Water Questionnaire. This should include the BMP map if Section 2 of the form was completed.
- o Completed Pretreatment Questionnaire.
- o If required, a copy of the Neighborhood Meeting notice, the role from the meeting, and the meeting minutes.

### Expiration Dates & Miscellaneous Information:

- o Expiration ([Section E](#)):
  - o An application for site plan approval will expire if the application has not been approved or scheduled for review and approval after twelve (12) months from the date it was submitted.
  - o An application for site plan approval will expire after six (6) months of inactivity.
  - o The City will provide written notice of a pending expiration to the applicant at least thirty (30) days prior to the date the application will expire.
  - o Upon expiration the application for site plan approval is considered null and void, a new application must be submitted and all fees paid to continue review.
- o Miscellaneous:
  - o To mitigate the negative impact a proposed development will have on the surrounding area, the City may require the applicant to dedicate land to the City if certain findings are made ([22-14-20 \(J\)](#)).
  - o Failure to obtain a building permit for an approved site plan within two (2) years of approval will render approval of the site plan null and void ([22-14-20 \(N\)](#)).
  - o All public improvements shown on an approved site plan must be completed within one year of the date of issuance of the building permit, unless an earlier time is designated by the approving body. If improvements are not completed with the specified time frame, the City has the option of acting on the bond to complete improvements, or voiding the approval. ([22-14-20\(O\)](#)).
  - o Upon request, the Planning Commission may grant an extension for the completion of improvements for up to one (1) year ([22-14-20\(O\)](#)).
    - An extension of one (1) year may be granted only if the applicant demonstrates good cause for not completing the improvements and demonstrates the ability to complete the improvements in the extended time period.

- The City may require that the area of the future streets shown in the Orem Transportation Master Plan or the Orem Street Connection Master Plan that are not to be constructed or dedicated concurrent with the development in the site plan, be shown as “corridor preservation”.
  - The City may prohibit or limit the construction or installation of improvements in the corridor preservation area.
  - The City’s right to require corridor preservation is subject to the requirements of Utah Code Sections 72-5-401 through 72-5-406.



# Development Application

## Site Plan

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

Contact Person (Owner / Engineer):	NOTE:
Name:	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.
Email:	
Phone:	

Project Information:	
Project Name:	
Project Address:	
What zone is your project in?	Is your project bordering a residential zone?

Fees:		
All projects:	Full Site Plan Fee	\$2,194
	Planning Commission Public Notice Fee	\$100
If also doing a plat:	Final Plat Fee	\$1,069 + \$139/lot
	Preliminary Plat Fee	\$1,578+ \$162/lot
If in the PD4, PD5, PD15, PD16, or PD21 zone:	Public Notice Sign Fee	\$788
	City Council Public Notice Fee	\$100
	Neighborhood Notice Fee	TBD
If bordering residential or in the C3 zone:	Public Notice Sign Fee	\$788
	Neighborhood Notice Fee	TBD
If 1 acre or greater:	Long Term Stormwater Mgmt. Plan Review Fee	\$255
If less than an acre:	Long Term Stormwater Mgmt. Plan Review Fee	TBD
If submitting for 4th review:	Resubmittal Fee	\$623
Total:		

Signature:	Office Use Only:	
	Application Date:	
	Date Paid:	
	Project ID Number:	
	Received By:	12

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, etc.



# Orem City Contacts

## Administrative Approval

If you have questions or concerns about the application or approval process please feel free to reach out to any of the staff members listed below. For general questions, please contact Planning/Zoning, for most specific questions contact Kody Potter or whomever you feel is in the department most applicable to your question.

NAME:	TITLE:	PHONE:	EMAIL:
<b>Planning/Zoning:</b>			
Cheryl Vargas	Associate Planner	801-229-7183	chvargas@orem.gov
Makayla Wagstaff	Associate Planner	801-229-7239	mkwagstaff@orem.gov
<b>Engineering:</b>			
Kody Potter	Private Development	801-724-3524	kpotter@orem.gov
John Dorny	Transportation Engineer	801-229-7508	jadorny@orem.gov
<b>Storm Water</b>			
Rick Sabey	Storm Water Section Manager	801-229-7545	rksabey@orem.gov
Chelsea Lindsey	Storm Water Program Manager	801-229-7574	cdlindsey@orem.gov
<b>Sewer:</b>			
Chad Johnson	Public Works Field Supervisor	801-229-7485	cnjohnson@orem.gov
Dylan Hanseen	Pretreatment Coordinator	801-229-7491	djhanseen@orem.gov
<b>Water:</b>			
Chris Clements	Public Works Project Manager	801-229-7559	cmclements@orem.gov
<b>Fire:</b>			
Derek Spencer	Fire Marshal	801-229-7147	dvspencer@orem.gov