

Development Packet

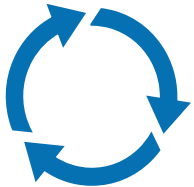
Administrative Approval

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 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 approved by staff.

Step 3: Bonds and Fees



- After the staff approves your project, any applicable bonds and fees will be calculated. 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. Bonds may only be paid via check, e-check, or cash.

Step 4: Pre-Construction



- You and your contractor may be required to attend a pre-construction meeting. This meeting is typically held two weeks after staff approval or 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 or Engineering Permit



- Depending on the nature of your project, a building permit may be required.
 - If required, apply online and pay fees.
- The Building Division or Engineering Division of the City will review the plans.
- Once the permit is issued, construction can begin.
- If no permit is required, construction can begin immediately.

What projects qualify for Administrative Approval?

Staff can exercise administrative approval ([22-14-20\(C\)\(3\)](#)) if what is proposed complies with the current zoning requirements for the zone where the site is located, the project is minor in nature, and the project enhances the overall site. Minor adjustments include but are not limited to the following:

- Increasing the amount of parking.
- Restriping the parking areas.
- Reducing the building size.
- Building additions – including new structures – where the proposed addition does not exceed 10% of the square footage of the existing on-site buildings.
- Relocating the on-site utility services.
- Altering the exterior site lighting.
- Increasing the amount of landscaping.
- Relocating covered parking stalls or changing the number of covered parking stalls on site. Parking stalls required to be covered may not be reduced beyond the minimum number required by Orem City Code.
- Changing the exterior finishing materials from one acceptable material to another acceptable material.
- Additions to an existing building that do not increase the gross floor area of the building, including:
 - Awnings, canopies, decks, patios, and architectural features designed solely to enhance the aesthetic appeal of the building. As long as the value of the proposed addition does not exceed 5% of the replacement value of the building.

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 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

Administrative Approval

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”.

Formatting ([Section F](#)):

- All pages must indicate the scale of the drawings.
- All plan drawings must indicate parcel boundaries with dimensions.
- All pages must have an arrow indicating north.

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:
 - All existing features such as:
 - Buildings
 - Parking stalls
 - Drive areas
 - Landscaped areas
 - Exterior lights
 - All proposed features with dimensions and distances from property lines.

Elevations ([Section F](#)):

Elevation drawings are flat, to-scale drawings of the front, rear, and side exteriors of a buildings. These drawings are only required if you are proposing an addition, a change in exterior materials, or other changes to the exterior of your building.

- If required, please show:
 - Existing elevations and proposed changes.
 - Proposed exterior finish materials.

Landscape Plan [\(Section F\)](#):

- A detailed landscape plan is required if you plan to modify the landscaping. This plan must show:
 - The location of landscaped areas, with specific types of plants and their general locations.
 - Show existing and proposed landscaping.
- If the required landscaping is planned to be within the public right-of-way, additional conditions must be met. Please contact Development Services at 801-229-7058 to discuss these requirements.
- 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.

Storm Water Drainage Plan [\(23-4-8\) \(Section E\)](#):

- Typically, a Storm Water Drainage Plan is not required for small site plan changes **unless** one of the following modifications is proposed:
 - Increasing the amount of impervious surface on the site
 - Example: Increasing the amount of pavement, a building addition, etc.
 - Altering existing landscaping.
 - Altering the existing storm drainage system.
- Please contact the Division of Storm Water at Orem City Public Works to determine if a storm water drainage plan or a Long Term Storm Water Management Plan will be required to be submitted with your application.
 - Rick Sabey – 801-229-7545 – rcsabey@orem.gov
 - Chelsea Lindsey – 801-229-7574 – cdlindsey@orem.gov

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

- A utility plan is required if you are proposing any changes to the sewer, water, or storm drain systems.
 - Show existing utilities and proposed changes.
- If the proposed changes are significant enough, you may be asked to fulfill additional requirements. Please reach out to one of the following to determine if additional information it is required:
 - Kody Potter - Engineer - 801-724-3524 - kpotter@orem.gov
 - Rick Sabey - Storm Water - 801-229-7545 - rcsabey@orem.gov
 - Ryan Johnson - Sewer - 801-229-7481 - rjohnson@orem.gov
 - Quinn Fenton - Water - 801-229-7546 - qwffenton@orem.gov
 - Derek Spencer- Fire - 801-229-7147 - dwspencer@orem.gov

Traffic Study [\(Section E\)](#):

- 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 (2) drive approaches from dedicated streets.
 - A corner lot where one or more of the streets is a collector or arterial street.
- The traffic study shall include all of the following:
 - 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 to 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.
- 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.

Submit with Application:

- Payment of the non-refundable application fee.
- A PDF copy of your Site Plan
- A PDF copy of any of the following which are required for your project:
 - Elevations
 - Landscape Plan
 - Utility Plan
 - Traffic Study
 - Storm Water Drainage Plan

Expiration Dates & Miscellaneous Information:

- Expiration ([Section E](#)):
 - 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.
 - An application for site plan approval will expire after six (6) months of inactivity.
 - 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.
 - 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.
- Miscellaneous:
 - 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 \(J\)](#)).
 - 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 \(N\)](#)).
 - 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\(O\)](#)).
 - 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

Administrative Approval

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:	Administrative Site Plan Approval Fee	\$733
May Be Required:	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:	

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.



Development Application

Administrative Approval

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

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