

Pre-Application Meeting for Large Scale Developments

Purpose of a Pre-Application Meeting

According to Section 14.04.E.2 of the Utah County Land Use Ordinance, the pre-application meeting may be held at the request of an applicant or property owner.

The pre-application meeting is a meeting between the applicant or property owner and County staff that takes place before a formal large scale development application submittal. Its purpose is to address specific questions the applicant or property owner may have regarding the project, provide feedback on the concept plans, and offer guidance to ensure the smooth management of a proposed project through the review process.

Who attends the Meeting

Depending on the proposal, the concept plan, and its location, staff representatives may include personnel from the Community Development (Planning, Building, and Fire Marshal), Public Works (Engineering), the Health Department (Culinary Water and Sewage Disposal), the Attorney's Office, and the Recorder's Office. The applicant's or property owner's representatives may include the owner themselves, as well as their engineer and surveyor, both of whom must be licensed in Utah.

What preparations need to be done prior the Meeting (Applicants)

- | | |
|---|---|
| <input type="checkbox"/> Pre-application Form | <input type="checkbox"/> Pre-application Fee |
| <input type="checkbox"/> Concept Plans or Proposals | <input type="checkbox"/> Specific Concerns or Questions |

What the Meeting will cover

- | | |
|---|------------------------------------|
| • Staff Comments | • Answers to applicant's questions |
| • Overview of likely applicable regulations | • Specific information |
| • Preliminary application submittals | • Final application submittals |
| • Typical review timeline | • Typical review process |

How to apply for the Meeting

The applicant or property owner needs to submit the pre-application form, concept plans or proposals, and specific concerns to the Community Development Department digitally via email to mariep@utahcounty.gov . Once the application has been received, a planner

Community Development

51 South University Avenue
Suite 117 Provo, Utah 84601



Planning Division

General Phone Number - 801-851-8343

will be assigned, and the applicant or property owner will be contacted regarding the applicable fees and the meeting time. Pre-application meetings are generally held in the Utah County Community Development Department Conference Room, located in Suite 117 of the Historic Courthouse at 51 S. University Avenue, Provo, Utah 84601.

For more information, please call (801) 851-8343.

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Pre-Application Meeting Form

Name of Applicant _____ Date _____

Address _____ Phone _____

Name of Property Owner (If different) _____ Email _____

Current Parcel Serial Number(s) _____

Engineer Name _____ Email _____ Phone _____

Surveyor Name _____ Email _____ Phone _____

Type of Development: (select one)

Development Information:

Planned Subdivision

Name _____

Recreational Resort

Mountain Home Development

Total Acres _____

Planned Unit Development

Nonresidential Subdivision

Number of Lots _____

Plat Amendment

Plat Vacation

Zoning District _____

Signature of Applicant _____

STAFF USE ONLY

Date Received _____ Project (Receipt) No. _____

Meeting Date and Time _____

Planner _____ Public Works _____

Health Department _____ Recorder's Office _____

