

Community Development

51 South University Avenue
Suite 117 Provo, Utah 84601
Phone Number - 801-851-8343



Pre-Application Meeting for Large Scale Developments

Purpose of a Pre-Application Meeting

According to Section 14.06.E.2 of the Utah County Land Use Ordinance, a pre-application meeting may be held at the request of an applicant or property owner.

A pre-application meeting is an informal meeting between the applicant or property owner and County staff that occurs prior to the submission of a formal large-scale development application. The purpose of the meeting is to address project-specific questions, provide preliminary feedback on concept plans, and offer guidance to help ensure an efficient and coordinated 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 will be assigned, and the applicant or property owner will be contacted.

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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 _____ Date _____

Applicant _____

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)

- ☐ **Planned Subdivision**
- ☐ **Recreational Resort**
- ☐ **Mountain Home Development**
- ☐ **Planned Unit Development**
- ☐ **Nonresidential Subdivision**
- ☐ **Plat Amendment**

Development Information:

Name _____

Total
Acres _____
—

Number of
Lots _____

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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 _____

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