



PROJECT REDEVELOPMENT OPTION (PRO) APPLICATION CHECKLIST

This type of application is considered legislative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff will make a recommendation to the Provo City Planning Commission for consideration. The Planning Commission, after hearing the request, will make a recommendation to the Municipal Council to either approve or deny the request. The Municipal Council has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

Fees:

Residential: \$1000 + \$30 per dwelling unit

Non-Residential: \$1000 + \$10 per 100 sq. ft. gross floor area

Note: 50% of the fee paid for a schematic review may be applied to a PRO review if a positive recommendation was received.

Noticing Fee: \$60

Please apply for the application and provide the following in an electronic PDF format online at provo.org/portal:

1. Drawings

- Electronic plans in PDF format online that show:
 - A complete and accurate legal description of the real property which is the subject of development.
 - A preliminary title search showing legal ownership of the property. If the applicant is not the property owner, he shall also provide written proof that he has sufficient legal claim on the property, and each parcel therein, to proceed with development plans. Such proof may be in the form of options, deeds, or contracts on which the developer shall be entitled to black out confidential information such as the amount of consideration paid or periodic payment amounts.
 - Topographic maps of the entire site, including contour intervals no greater than five (5) feet.
 - A tabulation of the total acreage of the site and the percentages thereof to be designated for various uses, i.e. parking, residential units, open space, public streets, private streets, landscaping, etc.
 - Proposed circulation pattern including private driveways, public and private streets, pedestrian paths, location of parking spaces and ingress or egress.
 - Parks, common open spaces, playgrounds, school sites, and other public or private recreation facilities and improvements proposed within the planned development.
 - General location of all dwellings and other structures in the planned development, and an indication of proposed population densities and building densities (units per net acre).
 - A general landscaping plan showing what areas are to be landscaped and what types of plants and materials are to be used together with their numbers and sizes.

- Preliminary elevations or perspectives of all building types proposed within the development including floor plans.
- Preliminary subdivision plat, if the site is being divided, showing a general layout of all proposed lots.
- A workable infrastructure plan for providing necessary streets, water, sewer, storm drainage, and electrical distribution for the entire tract including the point from which said services are to be extended.
- If applicable, a draft of the declaration of covenants, conditions, and restrictions.
- If applicable, a phasing plan including a construction timetable for all phases.
- An existing features site analysis plan which shows the location of severely constraining elements such as steep slopes 30% or greater, wetlands, watercourses, drainage channels, 100-year flood plains, potential landslide areas, fault lines, rock fall areas, or any other sensitive land area. The site analysis plan shall also show the location of significant features such as, but not limited to, woodlands, tree lines, open fields or meadows, scenic views, rock outcrops, roads, tracks, underground utilities, power lines, trails, etc.
- If applicable, a development agreement.
- For all developments three (3) acres or greater or ten (10) housing units or greater, and as may be required for other developments as reasonably determined by the City Engineer, a preliminary traffic study assessing the factors set forth in Section 15.03.040, Provo City Code, and addressing key traffic issues identified by the Provo City Traffic Engineer. In determining whether to require a traffic study the City Engineer shall consider existing and projected traffic patterns and volume, and whether a traffic study will yield information useful for undertaking review of a proposed project plan or other development plan. Items to be addressed in a traffic study shall include but not be limited to the following:
 - Trip generation rates for the development.
 - Threshold volumes and percent of threshold for the surrounding street system.
 - A local area street plan.
- Developments in the sensitive land areas of the City will conform to the requirements set forth in Chapter 15.05, Provo City Code.
- Streets within the proposed development will conform to the requirements of Section 15.03.200, Provo City Code.
- Other information reasonably required to determine whether the proposed project complies with applicable requirements of the Provo City Code.

Storm Water Requirements

- Projects disturbing one or more acre of ground must fill out the Provo City SWPPP Template. The Template can be found on the Provo City website (<http://provo.org/departments/public-works/storm-water-copy>). For questions, please call the Storm Water Division at 801-852-7773.

2. Supplementary Information

Not all of this information is required for every application, but may be required later in the review process.

- A Utah County Plat Map indicating all the properties in the general area, including the block proposed for development. Please indicate on each property how many housing units exist. The Utah County Records Office is located at 100 E Center Street, Provo.
- Proposed zone name and location.
- Statement indicating how the proposed PRO zone relates to the Provo City General Plan and furthers the intent of the General Plan.

- Statement detailing efforts by the applicant to assemble property to achieve logical boundaries for the proposed development.
- A proposed ordinance that regulates the project. See Chapter 14.50 for examples. The following information is required in the proposed text:
 - Permitted, conditional and accessory uses specifically listed and defined.
 - Proposed development standards including, but not limited to:
 - Land use standards establishing land use types, occupancy, location, density, buffering, and any other element envisioned by applicable sections of the Provo City General Plan.
 - Lot standards establishing requirements for minimum lot area, depth, coverage and dimensions.
 - Building setback standards for front, side and rear yards.
 - Design standards addressing building height, building orientation, common and private open space, natural resource protection, architectural design and any other provisions proposed to be included in the PRO zone.
 - Landscaping, lighting and any buffering standards.
 - Parking requirements.
 - A statement that the PRO zone will conform to all applicable chapters of the Provo City Code.

If you have questions about this checklist or the PRO approval process, please contact the Community Development Department at 801 852 6400.