This type of application is considered administrative 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 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:** $260 + $25 per unit or lot + $60 Noticing Fee

**Submittal Requirements**

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

**Site Plan**
- Proposed development layout, drawn to scale.
- General location, square footage, and use (e.g. office, school, retail, etc.) of all dwellings and other structures in the proposed development.
- Proposed circulation pattern including private driveways, public and private streets, pedestrian paths, location of parking spaces and ingress or egress.
- An 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.

**Building Drawings**
- Preliminary elevations or perspectives of all building types proposed within the development.
- Preliminary floor plans of all building types proposed within the development.

**Development Summary**
- Summary of proposed population densities and building densities (units per net acre).
- Tabulation of the total acreage of the site and the percentages thereof to be designated for various uses (e.g. parking, residential units, open space, public streets, private streets, landscaping, etc.).
- A conceptual integrated development plan meeting the requirements of Provo City Code Section 15.04.030.

**Design Review Requirements**

If the project requires approval from the Design Review Committee, the following materials will be required:
- Colored landscape plan.
- Colored elevations.
- One color and materials board, 11”x17” minimum, stating the name and address of the project and displaying all exterior materials including: wall brick, stucco and/or siding; roofing; facia and soffets; base, trim and accent paint colors. Color photos will not be accepted.
**Supplementary Information**

Based on size, scope, or complexity of the development proposal, staff may require any other information necessary to determine if a proposed project complies with applicable requirements set forth in the Provo City Code.

Please be aware that concept plan approval does not grant Final Project Plan approval, nor does it constitute a building permit.

Also note that the applicant or developer has specific responsibilities concerning advising neighborhood representatives about the proposed project. Contact the Development Services Department for further information about these responsibilities.

If you have questions about this checklist or the Concept Plan Approval or Design Review Committee approval process, please contact the Development Services Department at 801 852 6400.