



To: Developers and Engineers

From: Lehi City Planning Division

Subject: Scheduling for the meeting of the Reviewing Departments

Lehi City will not accept applications that do not meet the submittal requirements and deadlines outlined in the Lehi City Development Code. In order to accommodate our busy review schedule, we request that all applications for review by the Reviewing Departments be submitted according to the following procedures:

- Appointments must be scheduled with a member of the Planning Staff for an application to be accepted. Applications will not be accepted if they are submitted without an appointment, or if the applicant comes in for review without an appointment. Appointments will be made on a first come first serve basis. The applicant shall bring one copy of the plans to be reviewed by staff.
- Following the initial staff review meeting, if the application is determined incomplete at the first staff review, another appointment will be required. Deficiencies must be corrected and submitted following the same procedure. If the application is deemed complete, staff will direct the applicant to create an account and submit all required information, including the completed application, electronically through the following link <https://talktomycity.com/create> (Agency Code Leh02) which can be found on the Planning & Zoning Applications page on the City website <https://www.lehi-ut.gov/planning/applications/>. Staff will then review the submittal and send out an email with a link for the payment of fees.
- Resubmittals on projects that require additional DRC review shall be coordinated with the assigned Planner before being re-submitted through the online portal.
- The deadline for submittals, including payment of fees, for the meeting of the Reviewing Departments is **5:00 pm on Tuesday** for review on the following Wednesday. Applicants are encouraged to make appointments early in the week in order to have adequate time to make a complete submittal by the Thursday deadline. Applications that are not complete by the deadline will be deferred to the following week. Occasionally, we will receive more applications than can be reviewed in one meeting. In the event that the agenda becomes full, items will be scheduled on the agenda in the order that they are received.

Typically, this meeting is held on Wednesday. Please note that while the Reviewing Departments usually meet weekly to accommodate requests, an occasional meeting may not be held or it may be scheduled for a day other than Wednesday because of holidays or other staff commitments.

This meeting is a staff review meeting that is not open to the public and does not require the attendance of the applicant; however it is suggested that applicants and project engineers attend to answer technical questions during the review.

It is our goal to help you through the process as quickly as possible. Your cooperation in scheduling early appointments and submitting complete applications will help accomplish this goal.