



Lindon City Land Use Application Process

File the Land Use Application

Completed Land Use Applications can be submitted to the Planning Department at any time. Once submitted, applications will be reviewed by staff for completeness. When staff determines that the application meets all applicable ordinance requirements, it will be scheduled for the next available Planning Commission and/or City Council meeting. The typical processing time for an application to receive Planning Commission review is 6 to 8 weeks. There is a possibility that the review could take more or less time - depending on the completeness of your plans. You are advised to read Chapter 2 of the Lindon City Land Development Policy Manual and Chapter 17.12 of the Lindon City Code concerning document submissions and review.

Filing Fee and Required Copies

The filing fee is required at the time the application is submitted to the City. Fees vary with different types of applications. Most fees are listed on the front of the Land Use Application form. All application submittals must comply with Chapter 17.12 of the Lindon City Code and Chapter 2 of the Lindon City Land Development Policy Manual.

Development Review Committee

The Development Review Committee (DRC) meets every Thursday afternoon between 1:00pm and 3:00pm. The purpose of this meeting is to make City Staff available to applicants / citizens to answer all development and process related questions. Large projects or developments are strongly encouraged to attend the DRC meeting prior to submitting an application. Anyone interested in attending this meeting is invited to call ahead and schedule an appointment (801)785-7687. There is no cost to attend a DRC meeting. Members of DRC are staff representatives from Planning, Public Works, Public Safety, Engineering, and Administration. The Committee's objective is to help you determine if your project complies with all applicable City codes and to better help you understand the development process in Lindon.

Planning Commission Meeting

Your attendance at the Planning Commission meeting is required. You may have a representative attend for you. Once staff has determined that your application can be forwarded to the Planning Commission, city planners prepare a "Staff Report" that describes your request and provides the Commission with additional background information. This report is distributed to the Commission members prior to the meeting. The Commission currently meets the 2nd & 4th Wednesdays of each month, but beginning September 8, 2009, meetings will change to the 2nd and 4th Tuesdays of each month. No building permits can be approved for your project until all City approvals have been granted.

City Council Meeting

Some applications require City Council approval. The Council also has the ability to review any application that does not normally require their review if the City notifies the applicant prior to it being on a Planning Commission agenda. If your request needs to go before the Council, staff will forward the application and Planning Commission recommendations to the next available Council meeting (typically within two weeks of a Planning Commission meeting). You may want to talk to the Planning Department to see if or when your application will be reviewed by the City Council. The Council typically meets the 1st and 3rd Tuesday of each month.

Appeals

Any final decision of the Planning Commission may be appealed. An application for an appeal must be filed with the Lindon City Planning Department within ten (10) days of the date of the decision by the Planning Commission. See specific appeal ordinance (LCC 17.09) for more details.