



Plan Submission Requirements - DRC Pre-Application Meeting -

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:

<https://www.wasatchcounty.gov/development-process-forms-applications>

The Wasatch County Land Use and Development Code can be accessed online at

https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16 -

[LAND USE AND DEVELOPMENT CODE](#)

****Wasatch County offers a meeting request as an option for anyone seeking input from the various County review departments prior to formalizing a development application or a resubmittal. Meetings are held in 20 minute increments and are filled on a first-come first-serve basis. Comments given during these meetings are a courtesy discussion and do not constitute a formal review.****

Deadlines for submitting a meeting request and fee are available on the webpage provided above. Any files that you feel would be helpful for the DRC to have available prior to the meeting can be uploaded. It is recommended, at a minimum, that you provide a brief letter describing your request and desired outcome from the meeting.

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a Property Owner Authorization Form is required to be submitted.
4. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.

AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT "SUBMIT FOR REVIEW" TO SEND THE FILES TO THE COUNTY. DO NOT HIT "SUBMIT FOR REVIEW" UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.