



**AMERICAN FORK CITY – Public Works Department**

275 EAST 200 NORTH, AMERICAN FORK UT 84003

Phone: 801-763-3060 Fax: 801-763-3005 www.afcity.org

**Technical Review Committee Submittal Form (yellow)**

Submittal Type:  Subdivision Preliminary Plat  Subdivision Final Plat  Commercial Site Plan  
If applying for preliminary and final subdivision plats concurrently, mark both boxes.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Utah County Parcel No(s): \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner or Authorized Representative Contact Information: (By indicating an authorized representative, all communication from the City regarding the project will be directed to your authorized representative.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

My application meets the requirements of the \_\_\_\_\_ zone.

**Submit the following to Public Works Dept, 275 East 200 North.**

1. **One paper** submittal including plans (sized 11” x 17”) and all reports (sized 8.5” x 11”)
2. **Electronic** submittal (flash drive, CD, downloadable link, etc.) (where conflicts between paper and electronic submittals exist, electronic submittals will override paper submittals):
  - a. a full plan set in one (1) single pdf (24” x 36”)
  - b. an electronic design file AutoCAD 2009 format (N.A.D. 83 Coordinates)
  - c. reports (drainage, geotechnical, title) each in a separate pdf
3. **Planning and Zoning Division Review Fee** as determined at time of application
 

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|--|--|
| a. Subdivision Preliminary Plat: <u>  \$500.00  </u>       | b. Subdivision Final Plat: <u>  \$250.00  </u> |
| c. Subdivision Preliminary & Final Plats <u> \$750.00 </u> | d. Commercial Site Plan: <u> \$500.00 </u>     |
- d. **Preparer/Engineer/Surveyor/Consultant/Designer Affirmation Statement** – Required from each Professional Engineer stamping and signing submitted documents.
- e. **Engineering Division Review Fees – Development review and inspection fees are billed per hour during the course of the project review and construction** (see [Resolution No. 2018-05-18R](#)). These fees include time for city personnel as well as 3<sup>rd</sup> party consultants that complete plat reviews, water rights transfers and reviews, engineering reviews, utility modeling, field inspections, recording fees, permit fees, street light cost, and all other applicable fees which are billed as they occur.

**I understand that I am responsible to submit a complete application including all required documents that meet city code. I acknowledge that this application will not be accepted or reviewed until deemed complete by the City. I also accept responsibility for all fees and costs associated with my development as detailed above. I acknowledge that a building permit will not be issued until the untreated gravel base has been placed and graded, sewer, and storm drain lines and water lines, and inlet boxes completed and tested per Section 15.01.230 of the American Fork City Code. By signing this I am saying I have read and understand the fee schedule. I acknowledge that I am responsible to pay all fees associated with my development. I have been given the chance to ask questions about the fees and have had my questions answered.**

Property Owner or Authorized Representative Signature (if applicable):

\_\_\_\_\_ Date: \_\_\_\_\_

**I authorize American Fork City personnel to enter the property to evaluate this application.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following table summarizes the items required for each application type in order to be deemed a complete application. **By acknowledging and initialing the following items, Applicant certifies that the application is complete and meets American Fork City requirements.**

| Preliminary Plat   | Final Plat                          | Commercial Site Plan                | Item for Completion<br>(Section 17.7/8.202)  | Applicant Acknowledgement<br>(Initial) | Staff Verification<br>(Initial by City Staff) |
|--|-------------------------------------|-------------------------------------|--|--|---|
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>ALTA Survey (identify Geodetic Datum used)</b>  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>American Fork Standard Details</b>  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Application Fees</b>  |  |   |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Building Elevations (with dimension height) and Renderings</b>  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Cover Sheet</b>   |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Drainage Report</b>   |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Erosion Control Plan</b>  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>General Notes</b>   |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Geotechnical Report</b>   |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Grading and Drainage Plan</b>   |  |   |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Landscaping Plan</b>  |  |   |
| <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Plan and Profile (all new public infrastructure)</b>  |  |   |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Site Plan</b>   |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Subdivision Plat</b>  |  |   |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Timpanogos Special Service District Form</b>  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Title Report</b>  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Traffic Impact Study</b><br>As required by City Engineer or as follows:<br>Residential>100 Units    Office>80,000 s.f.<br>Retail>25,000 s.f.        Industrial>100,000 s.f. |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Utility Plan (including Street Lights)</b>  |  |   |
| <b>Depending on site location, these items may also be required:</b> |                                     |                                     |  |  |   |
| <input checked="" type="checkbox"/>                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Is any portion of the project accessing a UDOT road?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, provide UDOT details as applicable.                |  |   |

**Sensitive Lands Requirements (where applicable):**

| Preliminary Plat                    | Final Plat                          | Commercial Site Plan                | Item for Completion   | Applicant Acknowledgement (Initial) | Staff Verification (Initial by City Staff) |
|-------------------------------------|-------------------------------------|-------------------------------------|---|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Is any portion of the project located within or near an area of potential Wetlands?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</p>  |                                     |  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Is any portion of the project located within the 100-year flood plain?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</p>   |                                     |  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Does any portion of the project contain ground water that is less than eight (8) feet below the ground surface at any time during the year?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</p>  |                                     |  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Is any portion of the project located within a high liquefaction hazard area?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</p>  |                                     |  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Does any portion of the project fall under any other identified Sensitive Lands condition as listed in Section 3-1-13 of the Sensitive Lands Ordinance or as shown on the maps in the ordinance?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</p> |                                     |  |

**Additional Resources:**

American Fork City Code [https://library.municode.com/ut/american\\_fork/codes/code\\_of\\_ordinances](https://library.municode.com/ut/american_fork/codes/code_of_ordinances)

APWA Standards <http://utah.apwa.net/>

Development Review Process <https://afcity.org/964/Development-Review-Process>

Engineering Division Page (General Plans, Standards, etc.) <https://afcity.org/719/Engineering-Services>

Planning Department Page <https://afcity.org/276/Planning-Department>

Private Development Forms and Checklists <https://afcity.org/932/Private-Development>

Affirmation Statement

“I, the undersigned, hereby certify that I have read the American Fork City Code of Ordinances, Standards and Specifications requirements. I also certify the submittals prepared by me meet current code requirements.

COMPLETED BY: PE #: \_\_\_\_\_ (if applicable)

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOCUMENTS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION:

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