



## LOT PLAN

### Development Review Committee Application Form

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: \_\_\_\_\_

Phone: \_\_\_\_\_

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

This application meets the requirements of the zone: \_\_\_\_\_

**Submit the following to [applications@americanfork.gov](mailto:applications@americanfork.gov)**

**Applications are only accepted Monday - Thursday from 7:00 AM - 6:00 PM**

1. **ELECTRONIC** submittal in a **One Drive or Dropbox link, or on a USB submitted to the Development Services Department, 275 East 200 North:**
  - a. **All Submittal Checklist Items** noted on this application.
  - b. **An electronic design file AutoCAD (N.A.D. 83 Coordinates)** as needed.
  - c. **Affirmation Statement** - Required from each Professional Preparer/Engineer/Surveyor/Consultant/Designer stamping and signing submitted documents.

**LABEL EACH SEPARATE FILE WITH THE NAME OF THE CORRELATING ITEM.**

2. **Development Services Plan Review Fee:**

a. Lot Plan:	\$250.00
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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, the Applicant certifies that the application is complete and meets American Fork City requirements.**

**The Applicant understands that any items deemed “N/A” may be requested at any time throughout the review process at the discretion of the DRC.**

Item for Completion (Section 17.7/8.202)	Applicant Acknowledgement (Initial)	Staff Verification (Initial by City Staff)
	If "N/A", explain the reason	
Exhibit 1 — Legal Description		
Exhibit 2 — Boundary Survey & Title Report ( <i>dated within 60 days</i> )		
Exhibit 3 — Lot Location and Context		
Exhibit 4 — Lot Configuration		
Exhibit 5 — Building Use		
Exhibit 6 — Parking and Loading		
Exhibit 7 — Building Form		
Exhibit 8 — Architecture		
Exhibit 9 — Signage		
Exhibit 10 — Landscape		
DRC Application Form for Final Subdivision Plat ( <i>to include all required items for completion listed on the application</i> )		
*Timpanogos Special Service District Form ( <i>if applicable</i> )		
Plan and Profile ( <i>all new public infrastructure</i> )		
Application Fees		



**AMERICAN FORK CITY**

Development Services | 801-763-3060 | 275 E 200 N, American Fork, UT 84003

I understand that I am responsible for submitting a complete application, including all required documents that meet city code. The City will not hold partial submittals. Acceptance of this submittal to the Development Review Committee (DRC) for review is not an acknowledgment by the City of a complete application. This determination will be made by the DRC in accordance with UCA 10-9a-509.5. I acknowledge that I am responsible for resubmitting my application in its entirety if my application is incomplete. In the event that I re-submit my project, I understand that a Review Cycle is not complete unless and until the applicant replies to all of the required modifications and requests for additional information noted on the previous submittal. 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 submitting an application, the owner/authorized representative hereby authorizes American Fork City Representatives to enter the property for the purposes of evaluating this application.

**Engineering/Planning/Fire Division Review Fees – Development review and inspection fees are billed per hour during the course of the project review and construction.** These fees include time for city personnel as well as 3rd party consultants that complete plat reviews, water rights transfers and reviews, engineering reviews, planning reviews, utility modeling, field inspections, recording fees, permit fees, street light costs, subsequent plan review meetings, and all other applicable fees which are billed as they occur. **By signing below, I acknowledge that I have reviewed the General Fee Schedule (see Resolution No. 2024-01-05R), and have had the opportunity to discuss my questions with staff, and accept responsibility for all fees and costs associated with my development as detailed above.**

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

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

Authorized Representative \_\_\_\_\_

Signature (if applicable): \_\_\_\_\_

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

**Additional Resources:**

10-9a-608. Subdivision amendments.	<a href="https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S608.html?v=C10-9a-S608_2023050320230503">https://le.utah.gov/xcode/Title10/Chapter9A/10-9a-S608.html?v=C10-9a-S608_2023050320230503</a>
17.8.200 Procedure for Obtaining Approval of a Subdivision	<a href="https://americanfork.municipalcodeonline.com/book?type=ordinances#name=17.8.200_PROCEDURE_FOR_OBTAINING_APPROVAL_OF_A_SUBDIVISION">https://americanfork.municipalcodeonline.com/book?type=ordinances#name=17.8.200_PROCEDURE_FOR_OBTAINING_APPROVAL_OF_A_SUBDIVISION</a>
AASHTO	<a href="https://highways.dot.gov/safety">https://highways.dot.gov/safety</a>
ADA Guidelines	<a href="https://www.ada.gov/law-and-regs/design-standards/2010-stds/">https://www.ada.gov/law-and-regs/design-standards/2010-stds/</a>
American Fork City Code	<a href="https://americanfork.municipalcodeonline.com/">https://americanfork.municipalcodeonline.com/</a>
APWA Standards	<a href="http://utah.apwa.net/">http://utah.apwa.net/</a>
Development Review Process	<a href="https://americanfork.gov/964/Development-Review-Process">https://americanfork.gov/964/Development-Review-Process</a>
Engineering Division Page (General Plans, Standards, etc.)	<a href="https://americanfork.gov/719/Engineering-Services">https://americanfork.gov/719/Engineering-Services</a>
MUTCD	<a href="https://mutcd.fhwa.dot.gov/">https://mutcd.fhwa.dot.gov/</a>
Planning Department Page	<a href="https://americanfork.gov/276/Planning-Department">https://americanfork.gov/276/Planning-Department</a>
Private Development Forms and Checklists ( <b>Engineering Development Checklist Resources</b> )	<a href="https://www.americanfork.gov/932/Private-Development">https://www.americanfork.gov/932/Private-Development</a>
Timpanogos Special Service District Form <b>submitted to and completed by TSSD</b> ( <a href="https://timpssd.org/pretreatment">https://timpssd.org/pretreatment</a> ) Submit the form to <a href="mailto:shawn.parker@timpssd.org">shawn.parker@timpssd.org</a> or <a href="mailto:david.land@timpssd.org">david.land@timpssd.org</a>	

**AFFIRMATION STATEMENT**

**Development Review Committee Application Form**

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

COMPLETED BY: \_\_\_\_\_

PE # (if applicable) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

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

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

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

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

**DOCUMENTS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION:**

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