



**RESIDENTIAL ACCESSORY STRUCTURE SITE PLAN**

**Development Review Committee Application Form**

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

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

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

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

Zoning District the Property is Located in: \_\_\_\_\_

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: \_\_\_\_\_

**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: \$300.00**



**AMERICAN FORK CITY**

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

**Submittal Checklist** (Applicant – check the box to indicate items are included in this submittal.)

**NOTE: If “N/A,” explain the reason. A staff member will initial the box if an item is not required with this submittal. By submitting the application, 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.**

<input type="checkbox"/>	Title Report or Owner's Certification Form ( <i>dated within 60 days</i> ) <ul style="list-style-type: none"> <li>• Proof of no easements</li> <li>• Verification of property lines</li> </ul>
<input type="checkbox"/>	Building Elevations ( <i>with dimension height</i> )
<input type="checkbox"/>	Zoning Clearance Letter ( <i>Letter from A.F. Planning Dept. - See application on City Website</i> )
<input type="checkbox"/>	City Engineering Division Content Submittal Checklist ( <i>See below</i> )
<input type="checkbox"/>	Site Plan ( <i>include the following</i> ) <b>NOTE: Plans must be prepared on a computer and to scale.</b>
<input type="checkbox"/>	Lot dimensions
<input type="checkbox"/>	Setbacks from all lot lines & structures
<input type="checkbox"/>	Storm drainage system
<input type="checkbox"/>	Drainage calculations (if storm water is to be retained on site)
<input type="checkbox"/>	Lot grading elevations
<input type="checkbox"/>	Irrigation ditch piping or abandonment
<input type="checkbox"/>	Construction erosion control measures
<input type="checkbox"/>	Fire/EMS Code Compliance

**Items required based on site location:**

<input type="checkbox"/>	Historic Preservation Form
<input type="checkbox"/>	Flood Irrigation Form
<input type="checkbox"/>	Other Jurisdiction Permit
<input type="checkbox"/>	Plan and Profile Public Roadway Improvements ( <i>if not existing</i> )
<input type="checkbox"/>	Sensitive Lands ( <i>See application on City Website</i> )
<input type="checkbox"/>	Right-of-Way Dedication Documents
<input type="checkbox"/>	Geotechnical Report ( <i>if Sensitive Lands</i> )



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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:**

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	<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.”**

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

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

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

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

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

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