



AMERICAN FORK CITY – Development Services
275 EAST 200 NORTH, AMERICAN FORK UT 84003
Phone: 801-763-3060 Email: applications@americanfork.gov

RESIDENTIAL ACCESSORY STRUCTURE SITE PLAN
Development Review Committee Application Form

Project Name: _____

Location: _____

Reason/Description: _____

Utah County Parcel No(s): _____

Property Owner Name: _____

Property Owner Signature: _____

My application meets the requirements of the _____ zone.

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: _____ Fax: _____

Email: _____

Submit the following to applications@americanfork.gov

1. **ELECTRONIC** submittal including plans and all reports in a **One Drive or Dropbox link, or on a USB submitted to the Development Services Department, 275 East 200 North:**
 - a. A full plan set in one (1) single pdf
 - b. An electronic design file AutoCAD (N.A.D. 83 Coordinates)
 - c. Reports (Drainage report, Geotechnical report, Title report, etc.), each in a separate pdf.
LABEL EACH SEPERATE FILE WITH THE NAME OF THE CORRELATING ITEM.
2. **Development Services Plan Review Fee: \$300.00**
3. **Preparer/Engineer/Surveyor/Consultant/Designer Affirmation Statement** – Required from each Professional Engineer stamping and signing submitted documents.
4. **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. 2022-06-21R](#)). These fees include time for city personnel as well as 3rd party consultants that complete plat reviews, water rights transfers and reviews, engineering reviews, utility modeling, field inspections, recording fees, permit fees, street light costs, and all other applicable fees which are billed as they occur.



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

<input type="checkbox"/> Title Report or Owner’s Certification Form <ul style="list-style-type: none"> • proof of no easements • verification of property lines 	<input type="checkbox"/> Building Elevations (with dimension height) <input type="checkbox"/> City Engineering Division Content Submittal Checklist (see below)
<input type="checkbox"/> Site Plan (include the following) NOTE: Plans must be prepared on a computer and to scale.	
<input type="checkbox"/> Utilities to the proposed building	<input type="checkbox"/> Lot grading elevations
<input type="checkbox"/> Lot dimensions	<input type="checkbox"/> Irrigation ditch piping or abandonment
<input type="checkbox"/> Setbacks from all lot lines & structures	<input type="checkbox"/> Construction erosion control measures
<input type="checkbox"/> Storm drainage system	<input type="checkbox"/> Fire/EMS Code Compliance
<input type="checkbox"/> Drainage calculations (if storm water is to be retained on site)	

Items required based on site location:

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

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.

Link to Development Code

https://www2.municode.com/library/ut/american_fork/codes/code_of_ordinances

Link to City Engineering Division Page

<http://afcity.org/719/Engineering>

- Standards & Specifications
 - Standard Drawings & Specifications
 - General Plan Documents (water, sewer, storm drain, transportation, bike/pedestrian master plan)
 - Monument Location Survey
 - Sensitive Lands Ordinance
 - Sensitive Lands Geologic Hazards Study
 - Access Management Plan
 - Flood Irrigation Form
 - Storm Water Technical Manual
 - Timpanogos Special Service District Compliance Survey Form **submitted to and completed by TSSD** (<https://timpssd.org/pretreatment>) Submit form to shawn.parker@timpssd.org or david.land@timpssd.org
- City Engineering Division Content Submittal Checklists (please submit the appropriate combination of forms)
 - Subdivision Preliminary Plan
 - Subdivision Final Plat
 - Commercial Site Plan
 - Multi-Family Housing/PUD’s/Inner-Block Cottage



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- Residential Accessory Structure Site Plan
- Sensitive Lands

Link to City Planning Department Page

<http://afcity.org/276/Planning>

Reference Specifications:

- ADA Guidelines - <http://www.ada.gov/regs2010/2010ADAStandards/2010ADASTandards.htm>
- 2012 APWA Standards – <http://utah.apwa.net/>
- AASHTO - <http://safety.fhwa.dot.gov/>
- MUTCD - <http://mutcd.fhwa.dot.gov/>

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. 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 submitting an application, the owner/authorized representative hereby authorizes American Fork City Representatives to enter the property for the purposes of evaluating this application.

Property Owner or Authorized Representative Signature (if applicable): _____

Date: _____

Property Owner Signature: _____

Date: _____



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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: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

DOCUMENTS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION:
