



**SUBDIVISION PRELIMINARY PLAT | SUBDIVISION FINAL PLAT  
AMENDED FINAL PLAT | COMMERCIAL SITE PLAN**

**Development Review Committee Application Form**

**Submittal Type:**     Subdivision Preliminary Plat     Subdivision Final Plat     Conditional Use Permit  
                                  Amended Final Plat                                    Commercial Site Plan

**If you are applying for a preliminary and final subdivision plats concurrently, mark both boxes**

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:**

a. Subdivision Preliminary & Final Plats:	<u>\$750.00</u>
b. Subdivision Preliminary Plat:	<u>\$500.00</u>
c. Subdivision Final Plat:	<u>\$250.00</u>
d. Amended Final Plat:	<u>\$250.00</u>
e. Commercial Site Plat:	<u>\$500.00</u>



**AMERICAN FORK CITY**

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

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.**

Preliminary Plat	Final Plat / Amended Final Plat	Commercial Site	Submittal Checklist Item for Completion (Section 17.7/8.202)	Applicant Acknowledgement (Initial) If "N/A", explain the reason	Staff Verification (Initial by City Staff)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALTA Survey (identify Geodetic Datum used)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	American Fork Standard Details		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application Fees		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Building Elevations (with dimension height) and Renderings		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cover Sheet		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Drainage Report		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Erosion Control Plan		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Notes		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Geotechnical Report		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grading and Drainage Plan		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscaping Plan		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Petition to Vacate, Alter, or Amend Subdivision Plat Application Form (Amended Final Plat Only)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Phasing Plan		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Plan and Profile (all new public infrastructure)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Plan		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Subdivision Plat		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Timpanogos Special Service District Form*		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Title Report (Dated within 60 days)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Impact Study As required by City Engineer or as follows: Residential>100 Units Office>80,000 s.f. Retail>25,000 s.f. Industrial>100,000 s.f.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Utility Plan (including Street Lights)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoning Clearance Letter (Letter from A.F. Planning Dept. - See Application on City Website)		



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.**

Preliminary Plat	Final Plat / Amended Final Plat	Commercial Site	Item for Completion (Section 17.7/8.202)	Applicant Acknowledgement (Initial) If "N/A", explain the reason	Staff Verification (Initial by City Staff)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Is any portion of the project located within or near an area of potential Wetlands? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</i>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Is any portion of the project located within the 100-year flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</i>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</i>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Is any portion of the project located within a high liquefaction hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</i>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide necessary submittals per the Sensitive Lands Ordinance.</i>		
<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? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide UDOT details as applicable.</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 3<sup>rd</sup> 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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