



ANNEXATION

Development Review Committee Application Form

Submit the following to Development Services at applications@americanfork.gov

SUBMITTAL CHECKLIST (Applicant - check the box to indicate items are included in this submittal)

<input type="checkbox"/>	Title of the Annexation: _____
<input type="checkbox"/>	Property Size (acres): _____
<input type="checkbox"/>	Electronic submittal (separate documents): a. Annexation Plat Map — pdf and AutoCAD (N.A.D. 83 Coordinates) b. Right-of-Way Dedication Plat — pdf and AutoCAD (N.A.D 83 Coordinates) c. This submittal form (pdf)
<input type="checkbox"/>	The petitioner(s) must send the Notice of Intent to affected entities. (See attached)
<input type="checkbox"/>	The petitioner(s) must submit a written request to the county to mail the required notice and pay the county the estimated cost of mailing the required notice. (Please see attached letter from Utah County.)

Annexation Fee: (\$ 860.00 Under 5 acres, \$965.00, Over 5 acres, + \$125 for Utah County Surveyor)

Link to Development Code:

https://americanfork.municipalcodeonline.com/book?type=ordinances#name=TITLE_17_DEVELOPMENT_CODE

- Amendments – Chapter 17.11
- General Provisions – Sections 17.1.101 and 17.1.102

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 _____

Date: _____



Notice of Intent to File an Annexation Petition

Pursuant to Utah Code Ann. §10-2-403(2), notice is hereby given that the person or persons identified below intend to file an annexation petition with American Fork City. The area proposed for annexation is commonly described as the _____ Annexation and consists of _____ acres at approximately _____. Further, an accurate map of the area that is proposed to be annexed is attached to this notice.

Person or persons intending to file annexation petition:

Contact Petitioner:

Name: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Email: _____



AMERICAN FORK CITY

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

Affected entities:

- o Utah County Clerk, Aaron Davidson – 100 East Center Street Suite 3100, Provo, Utah 84606
- o Utah County Commissioners – 51 South University Avenue, Provo, Utah 84606
 - o Brandon Gordon
 - o Tom Sakievich
 - o Amelia Powers
- o Utah County Treasurer, Kim Jackson – 100 East Center Street Suite 1200, Provo, Utah 84606
- o Utah County Boundary Commission – 100 East Center Street, Provo, Utah 84606
- o Utah County Surveyor, Anthony Canto – 2855 South State Street, Provo, Utah 84606
- o Utah County Assessor – 100 East Center Street Suite 1100, Provo, Utah 84606
- o Utah Department of Transportation, Attn: David Avila – 658 N. 1500 W., Orem, Utah 84057
- o Central Utah Water Conservancy District – 1426 East 750 North, Suite 400, Orem Utah 84097
- o North Utah County Water Conservancy District – 75 N. Center Street, American Fork, Utah 84003
- o Utah Transit Authority – 669 West 200 South, Salt Lake City, Utah 84101
- o Central Utah 911 – 3047 N. 400 W., Spanish Fork, Utah 84660
- o Mountainland Association of Governments (MAG) – 586 E. 800 N., Orem Utah 84097
- o North Pointe Solid Waste Special Service District – 2000 W. 200 S., Lindon Utah 84042
- o North Utah Valley Animal Services Special Service District – 193 N. 2000 W., Lindon Utah 84042
- o Timpanogos Special Service District – PO Box 923, American Fork, Utah 84003
- o Alpine School District – 575 N. 100 E., American Fork, Utah 84003
- o Municipality located within ½ mile of area proposed for annexation (notices need to be mailed only if the municipality is located within ½ mile)
 - o Lehi City
 - o Highland City
 - o Cedar Hills
 - o Pleasant Grove
 - o Lindon
- o Rocky Mountain Power – 70 N. 200 E., American Fork, Utah 84003
- o Comcast, Attn: Gary Goldstein – 1350 East Miller Avenue, Salt Lake City, Utah 84106
- o CenturyLink – 1600 7th Avenue Floor 12, Seattle, WA 98191
- o Dominion Energy, Attn: Kayleen Deal – PO Box 45360, Salt Lake City, Utah 84145



**APPLICATION
for Mailing of Notice of Proposed Annexation**

Pursuant to Utah Code Ann. § 10-2-403, Utah County is required to mail out the notice to affected property owners of a proposed annexation upon receipt of a written request to do so from the petitioner and payment of the estimated actual costs of mailing the notice.

Please fill out this application, pay the application fee of twenty-five dollars (\$25), and return this application together with the application fee to the County Clerk's Office. The County Clerk and the Surveyor's Offices will generate an estimated actual cost of mailing the required notice. The estimated actual cost of mailing will consist of the following: \$100 minimum, plus \$50 for each additional hour of staff time required after the first two hours, plus \$2 per address to receive the notice. The \$25 application fee is non-refundable but will be credited toward the final cost.

Name of Applicant: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Proposed Annexation: _____

City into which the Proposed Area Would Be Annexed: _____

Name of the Responsible Official at the Annexing City: _____

Mailing Address of the Responsible Official at the Annexing City: _____

Telephone Number of the Responsible Official at the Annexing City: _____

Email Address of the Responsible Official at the Annexing City: _____

If there is more than one person or sponsor requesting the annexation, attach additional pages listing the name, address, phone number, and email of each person involved.

Attach Surveyor 8.5" x 11" Map of Proposed Annexation Area with boundary description.

Pay \$25 Application Fee.

Upon receipt of a completed application with surveyor map and application fee, the County will calculate the estimated actual cost of mailing notice to the affected property owners (those within the proposed annexation area and a 300-foot area around the proposed annexation area) and provide that cost calculation to the petitioner(s) by invoice from the Clerk's Office. Upon receipt of full payment of the invoice setting forth the estimated actual cost of mailing, then the County will mail notice to the affected property owners within 20 days.

ANNEXATION PROCESS

Step 1: Meet with Development Services and Engineering – applicant/staff

- Meet with Development Services and Engineering for review of request and discussion of what will be required. You will schedule a meeting with Melissa White at 801-763-3050. Applicant will submit an impact statement to staff. Impact statement includes:
 - Description of area proposed for annexation including existing land uses and those proposed by petitioners.
 - Current and potential population of the area and current residential densities and intensity of current nonresidential uses in the area.
 - Statement of compliance with the American Fork City General Plan, including goals, policies, and land use and how the proposed are, and any proposed land use(s) will contribute to the achievement of the goals and policies of the General Plan.
 - The topography, vegetation, and other natural features present on the property to be annexed.
 - An identification of the demands for city-provided facilities and services to the area, the existing and proposed land use(s) including potable water, irrigation water, wastewater, transportation facilities, drainage, fire protection, solid waste, parks and recreation, and police protection.

Step 2: Notice of Intent - applicant

- File with City Recorder a notice of intent to file a petition (this includes an accurate map of the annexation)
- Send a copy of notice to each affected entity (see list)
- File the Notice of Intent with Utah County Clerk, including a written request to mail the required notice and payment of fee for actual costs of mailing the notice.
 - The County will then mail notices within 20 days after receiving the notice to:
 - Each property owner
 - Each property owner within 300 feet of proposed annexation
 - Send to American Fork City a copy of the notice and a certificate of mailing
- Annexation Fee paid (\$860 < 5 acres, \$965 > 5 acres + \$125 Utah County Surveyor fee)

Step 3: Certificate of Mailing - city

- The city will receive a certificate of mailing from the county and will then provide an annexation petition to the sponsor of the proposed annexation.

Step 4: Annexation Petition - applicant

- The applicant will submit to the city recorder a signed annexation petition, along with an accurate & recordable plat, and the notice of intent along with a list of affected entities to which notice was sent.
- On the date of the filing, the petition sponsors shall deliver or mail a copy of the petition to the Utah County Clerk.

Step 5: Acceptance or denial of Annexation Petition

- The City Council will accept or deny the annexation petition at the next regularly scheduled meeting of the city council that is at least 14 days *after* the date the petition was filed.
 - If denied, within 5 days:
 - Mail a written notice of denial to the contact sponsor
 - Mail a written notice of denial to the Utah County Clerk
 - If accepted, within 30 days:
 - City Recorder obtains from the assessor, clerk, surveyor, and recorder of Utah County the records the city recorder needs to determine whether the petition meets the requirements of 10-2-403(3) and (4):
 - That all signatures have been obtained according to 10-2-403(3)(b).
 - That the property within the annexation has not been previously denied, rejected, or granted.

Step 6: City Recorder to Certify the Petition

- City Recorder to certify the petition if all requirements have been met or reject the petition within 30 days.
 - If certified, mail or deliver written notification of the certification to the city council, contact sponsor, and county commissioners.
 - If rejected, mail or deliver written notification of the rejection and reasons for the rejection to the city council, contact sponsor, and county commissioners. (Note: if rejected, the petition may be modified to correct the deficiencies)

Step 7: Notice of Certification

- Within ten days of receipt of Notice of Certification, the city council shall provide notice:
 - Within the area proposed for annexation and the unincorporated area within ½ mile by posting up to ten notices within the annexation area **OR** mailing a notice to each property owner and residence within the combined area.
 - Posting notice on the Utah Public Notice Website for three weeks.
 - Posting notice on the City's website.
- Within 20 days, mail written notice to each affected entity.

Note: This notice includes information on the protest period.

Step 8: Protest Period

- Protests must be filed with the Boundary Commission, with a copy delivered to the City Recorder, within 30 days of the date the City Council receives the Notice of Certification. Those who can file protests are:
 - Legislative body or Governing board of an affected entity
 - Owner of rural real property
- Clerk to notify the county of protest
- If there are no protests filed, the city can move forward.

- If protests are filed, the city council may at its next meeting deny the annexation petition or take no further action until after receipt of the boundary commission's decision.
 - If the council denies the petition, notice is sent to the contact petitioner, commission, and each entity that filed a protest.

Step 9: Annexation Agreement – applicant/staff

- The applicant is to work with Development Services and Engineering on an annexation agreement. This agreement will be sent to the Planning Commission for their recommendation to the City Council.

Step 10: Public Hearing

- After the protest period, a public hearing must be held by the City Council.
 - Notice of public hearing must be:
 - posted at least seven (7) days before the public hearing up to ten (10) notices within the annexation area OR at least ten (10) days before the public hearing mailed to each resident and each owner located within the combined annexation area.
 - Posting notice on Utah Public Hearing Notice for seven days before the public hearing
 - Posting notice on the city's website for seven days before the public hearing

Step 11: Ordinance of Annexation approval

- After the public hearing is held, the City Council may deny or grant the petition for annexation.
 - If denied, must notify petitioners
 - If approved, adopt Ordinance of Annexation and recorder to finalize annexation.

Step 12: Recording of Annexation Ordinance

- Take annexation plat to the County Surveyor for his signature.
- Within 60 days, file with the Lt. Governor a Notice of Impending Boundary action. This notice includes a copy of the final local entity plat.
- The Lt. Governor's office will issue a Certificate of Annexation which would then be submitted to the county recorder. The following documents must be recorded:
 - Original Notice of an Impending Boundary Action
 - Original Certificate of Annexation from Lt. Governor
 - Original mylar
 - Original Ordinance of Annexation
- Send Notices to affected entities when recording at the county.
- Send Notice to Utah Department of Health, along with ordinance and copy of map.

(notices must state the effective date of the annexation)