



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

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 Annexation:
<input type="checkbox"/>	Property Size (acres):
<input type="checkbox"/>	Electronic submittal (separate documents): <ul style="list-style-type: none"> 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. Request to Initiate Annexation d. This submittal form (pdf)
<input type="checkbox"/>	Items to be provided to the City Recorder, 51 East Main Street. See the list above in Section 3 and any additional sheets.

Link to Development Code

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

- 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. I also accept responsibility for all fees and costs associated with my development as detailed on this form. 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 Signature: _____

Date: _____

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

Date: _____



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

ANNEXATION APPLICATION

Property Owner and Authorized Representative Contact Information:

Property Owner Name: _____

Address: _____

Telephone: _____

Authorized Representative: _____

Telephone: _____

Email: _____

The following must be submitted to the City Recorder at 51 East Main Street:

1. Annexation application
2. Signed “Request to Initiate Annexation” (attached)
3. One 11” x 17” paper copy of the annexation plat map
4. Payment of annexation fee (\$350 <1 acre, \$750 for 1-5 acres, \$1250 >5 acres + \$125 for Utah County Surveyor)
5. After initial review by the city: 24” x 36” mylar of the annexation map

Annexation Notes:

- There are additional fees that will need to be paid in addition to the fees listed above: publication fees and development review fees. As part of the annexation process requires the publication of a notice, that publication fee must be paid prior to the recording of the annexation. Development review fees will be assessed by Development Services and must be paid at the time of invoice.
- If there are multiple property owners, please provide a list of owners with their mailing addresses.



AMERICAN FORK CITY – Public Works Dept.

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

- Since most annexations to American Fork will follow the procedure for City initiated annexations, the typical language on the plat used in the instance of petition-initiated annexations is not appropriate. The following “Acceptance of Legislative Body” language must be used, or the plat will be rejected by the county surveyor:

ACCEPTANCE OF LEGISLATIVE BODY

We, the duly elected Council of the City of American Fork, Utah, have received a request to initiate procedures for the annexation of the tract of land shown hereon, which tract constitutes a portion of an existing island or peninsula within or contiguous to the City, and do hereby certify: (1) the Council has adopted a resolution setting forth its intent to annex the tract, provided notice and conducted hearings on the matter, and adopted an ordinance providing for the annexation of the tract to the City; all in accordance with the provisions of Section 10-2-418 Utah Code Annotated, as amended, and (2) that the Council does hereby approve and accept the annexation of the tract of land shown hereon as a part of American Fork City, to be known hereafter as the _____ Annexation.

Dated this _____ day of _____.

Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

City Recorder

- Space and wording need to be added to the plat for the Utah County Surveyor’s signature and stamp. The wording should be:

This plat has been reviewed by the County Surveyor and is hereby certified as a final local entity plat, pursuant to Utah Code Ann 517-23-20 as amended.

County Surveyor



REQUEST TO INITIATE ANNEXATION
OF LAND WITHIN AN ISLAND OR PENINSULA

DATE: _____

We the undersigned, by virtue of our signatures affixed hereto, do hereby request the City of American Fork, Utah, to annex the parcel(s) identified on the attached map, in accordance with the procedures for “Annexation Without Petition” as set forth under Section 10-2-418(1)(a)(ii) of the Utah State Code.

We hereby further acknowledge and affirm as follows:

- A. The area to be annexed is contiguous to the municipality and has fewer than 800 residents, and
B. The municipality has provided one or more municipal type services to the area for at least one year.

Table with 3 columns: Tax I.D. No., Name(s) of Owner, Signature of Owner(s). The table contains multiple empty rows for data entry.



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 Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

- This notice of intent must also be sent to affected entities.
- 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.

Affected entities:

- Utah County Clerk, Josh Daniels – 100 East Center Street Suite 3600, Provo, Utah 84606
- Utah County Commissioners – 51 South University Avenue, Provo, Utah 84606
 - Bill Lee
 - Tom Sakievich
 - Amelia Powers
- Utah County Treasurer, Kim Jackson – 100 East Center Street Suite 1200, Provo, Utah 84606
- Utah County Boundary Commission – 100 East Center Street, Provo, Utah 84606
- Utah County Surveyor, Anthony Canto – 2855 South State Street, Provo, Utah 84606
- Utah County Assessor – 100 East Center Street Suite 1100, Provo, Utah 84606
- Utah Department of Transportation, Attn: David Avila – 658 N. 1500 W., Orem, Utah 84057
- Central Utah Water Conservancy District – 1426 East 750 North, Suite 400, Orem Utah 84097
- North Utah County Water Conservancy District – 75 N. Center Street, American Fork, Utah 84003
- Utah Transit Authority – 669 West 200 South, Salt Lake City, Utah 84101
- Central Utah 911 – 3047 N. 400 W., Spanish Fork, Utah 84660
- Mountainland Association of Governments (MAG) – 586 E. 800 N., Orem Utah 84097
- North Pointe Solid Waste Special Service District – 2000 W. 200 S., Lindon Utah 84042
- North Utah Valley Animal Services Special Service District – 193 N. 2000 W., Lindon Utah 84042
- Timpanogos Special Service District – PO Box 923, American Fork, Utah 84003
- Alpine School District – 575 N. 100 E., American Fork, Utah 84003
- Municipality located within ½ mile of area proposed for annexation (notices need to be mailed only if the municipality is located within ½ mile)
 - Lehi City
 - Highland City
 - Cedar Hills
 - Pleasant Grove
 - Lindon
- Rocky Mountain Power – 70 N. 200 E., American Fork, Utah 84003
- Comcast, Attn: Gary Goldstein – 1350 East Miller Avenue, Salt Lake City, Utah 84106
- CenturyLink – 1600 7th Avenue Floor 12, Seattle, WA 98191
- 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 / Auditor's Office. The County Clerk / Auditor 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 Accurate 8.5" x 11" Map of Proposed Annexation Area with boundary description!

Pay \$25 Application Fee!

Upon receipt of a completed application with 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 / Auditor'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.