



**AMERICAN FORK CITY**

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

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**CONCEPT PLAN REVIEW MEETING**  
**Development Review Committee Application Form**

**Concept Plan Review Meetings are scheduled on Tuesdays between 9 am - 11:30 am, in 30-minute online appointment sessions. Contact Development Services at 801-763-3060 to schedule an appointment. It is the applicant's responsibility to call and confirm their scheduled Concept Plan Review time.**

*Note: these are very conceptual and preliminary plan reviews and not a thorough review of a final plan set for application submittal. The Concept Plan Review meeting will not determine that your project is completed, and all potential issues addressed, but helps you identify initial design issues early on in the process that may not be in conformance with American Fork City's Municipal Code or General Plan.*

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: \_\_\_\_\_

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

Proposed Property Location: \_\_\_\_\_

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

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

Project Description/Reason **(Required)**: \_\_\_\_\_

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*If your project is ready, the next step is with the Development Review Committee. If your project is not ready to move forward, you will be given suggestions, and you may reschedule for another Concept Plan Review Meeting.*



No formal plans are required for this meeting; **however, detailed concept plans allow staff to provide more thorough feedback.** See page 3 of this application for Additional Resources.

**Suggested Submittal Checklist:**

1. Proposed Concept layout that identifies:
  - a) Proposed lot lines and lot sizes.
  - b) Name of the current owner of the subject property.
  - c) All existing structures, including setbacks and existing easements.
  - d) Location and names of adjacent properties/property owners and platted subdivisions.
2. A written description of the proposed development which addresses the following issues:
  - a) Type of development.
  - b) Proposed building materials.
  - c) Proposed CC&Rs (if any).
  - d) Proposed amenities to be included in the development (landscaping, fencing, trails, special lighting, design theme, etc.)
3. Proposed building elevations and floor plans.
4. Supporting documentation, maps, studies, and any other information that would allow the Planning Commission and City Council to make a well-informed decision.

**Submit the following to [applications@americanfork.gov](mailto:applications@americanfork.gov)**

1. **ELECTRONIC** submittal of this application and any documents/reports in a **One Drive or Dropbox link, or on a USB submitted to the Development Services Department, 275 East 200 North. LABEL EACH SEPERATE FILE.**
2. **Development Services Plan Review Fee:** N/A



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I understand that the City will not hold partial submittals and I am responsible for submitting a complete application, including all required documents that meet the requirements set forth in the American Fork Municipal Code. 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 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 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative  
Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Resources:**

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, e	<a href="https://americanfork.gov/719/Engineering-Services">https://americanfork.gov/719/Engineering-Services</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>