



## PETITION TO VACATE A MUNICIPAL UTILITY EASEMENT

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

Location: \_\_\_\_\_

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

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: \_\_\_\_\_

To vacate a municipal utility easement, a petition to vacate needs to be turned in to the city for consideration that: (1) this Public Street, right-of-way, or easement contains no utilities, (2) this vacation would not adversely affect the city's master plan facilities, (3) good cause exists for the vacation, and (4) the public interest would not be materially injured by the proposed vacation.. The application process is as follows:

[10-9a-609.5. Petition to vacate a public street.](#)

- A Petition to Vacate application is submitted to the City at [applications@americanfork.gov](mailto:applications@americanfork.gov)
- The City will contact necessary city departments to obtain their approval to move forward with the vacation.
- Once approved, a public notice will be sent out for a public hearing.
- A public hearing shall be held in accordance with 10-9a-208 to determine (1) whether good cause exists for the vacation and (2) whether the public interest or any person will be materially injured by the vacation.
- After the public hearing, the City Council may adopt an ordinance granting the petition to vacate the municipal utility easment.

### **Petition requirements:**

1. Provide a legal boundary description describing the area to be vacated. See attached example.
2. Provide a list of property owners and addresses of those affected by the vacation of the easement. Those who consent to the vacation should sign the petition. See attached form.
3. Provide a map showing the area to be vacated.
4. Provide proof of written notice to utilities located within the bounds of the public street or municipal utility easement to be vacated. See attached notice.



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**Petition to Vacate a Municipal Utility Easement**

**Address of the proposed vacation:** \_\_\_\_\_

Provide a list of property owners and addresses of those affected by the vacation of the easement. Those who consent to the vacation should sign the petition.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Name: \_\_\_\_\_

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_



## NOTICE TO UTILITY COMPANY REGARDING PROPOSED VACATION OF MUNICIPAL UTILITY

Submittal Type:  Commercial  Residential

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

Developer Name/Contact: \_\_\_\_\_

Developer Business Address: \_\_\_\_\_

Developer Phone: \_\_\_\_\_

Developer Email: \_\_\_\_\_

The utility companies listed need to receive plans and necessary information for the above-stated development to begin the process of providing their services to this project. Plans will not be approved by the City until this document is completed and returned.

### AFCONNECT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Suggested Contact: Kyle Peterson, 801-400-2933, kylep@afconnect.com

### CENTURY LINK (QWEST)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Suggested Contact: Korby Whiting, 385-208-6724, korby.whiting@lumen.com

### COMCAST CABLE TELEVISION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Suggested Contact: Elysia Valdez, 801-201-0177, JointTrench\_Utah@comcast.com

### DOMINION ENERGY

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Suggested Contact: Jeremy Litteral, 385-315-8599, jeremy.d.litteral@dominionenergy.com

### ROCKY MOUNTAIN POWER

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Suggested Contact: Teria Walker, 801-756-1310, teria.walker@rockymountainpower.net



**AMERICAN FORK CITY**

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

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 City 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 (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>
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>
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>
Timpanogos Special Service District Form submitted to and completed by TSSD	( <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**

**Petition to Vacate a Municipal Utility Easement**

**“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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## Example of a Legal Boundary Description to Vacate a Municipal Utility Easement

**EXAMPLE OF A PUE to be VACATED:**

An easement located in the Northeast quarter of Section 11, Township 5 South, Range 1 East, Salt Lake Base and Meridian, more particularly described as follows:

A 10.00 foot easement, 5.00 feet on either side of the following described centerline, beginning at a point 10.00 feet N19d30'00"E from the Southwest corner of Lot 18, Plat "A", Quail Hollow North Subdivision, American Fork, Utah to the true point of beginning; thence N19d30'00"E 85.01 feet to a point 5.00 feet from the Northwest corner of said lot.