



**AMERICAN FORK CITY – Planning Department**  
 275 EAST 200 NORTH, AMERICAN FORK UT 84003  
 Phone: 801-763-3060      www.development@americanfork.gov

**ANNEXATION (black)**

**Technical Review Committee Submittal Form**

Submit the following to Planning Dept , Public Works Dept, 275 East 200 North

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"/>	<b>Electronic</b> submittal (separate documents): a. Annexation Plat Map (pdf and AutoCAD 2009 format using N.A.D. 83 Coordinates) b. Right-of-Way Dedication Plat (pdf and AutoCAD 2009 format using 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 list above in Section 3 and any additional sheets.

Helpful Links

- <https://americanfork.municipalcodeonline.com/book?type=ordinances#name=PREFACE>
- Amendments – Chapter 17.11
- General Provisions – Sections 17.1.101 and 17.1.102

**Applications will not be accepted without ALL the required submittal materials. The City will not hold partial submittals.**

**Acceptance of this submittal to the Technical Review Committee (TRC) for review is not an acknowledgement by the City of a complete application. This determination will be made by the TRC in accordance with UCA 10-9a-509.5**

**By submitting an application, owner/authorized representative hereby authorizes American Fork City Representatives to enter the property for purposes of evaluating this application.**

Applicant or Property Owner Name: \_\_\_\_\_

Applicant or Property Owner Signature: \_\_\_\_\_



American Fork City  
Recorder's Office  
51 East Main Street  
American Fork, Utah 84003  
801-763-3000

## 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 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 Public Works and must be paid when at the time of invoice.
- If there are multiple property owners, please provide a list of owners with their mailing addresses.

- 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 \_\_\_\_\_, 20\_\_.

Mayor	Council Member
Council Member	Council Member
Council Member	Council Member
City Recorder	

- Space and wording needs 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 §17-23-20 as amended.

\_\_\_\_\_

County Surveyor

