



### Technical Review Committee Submittal Form

Submittal Type:  Preliminary Block Plan  Final Block Plan

If applying for Preliminary and Final Block Plan concurrently, mark both boxes.

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

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

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

Property Owner Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

My application meets the requirements of the \_\_\_\_\_ zone.

Submit the following to **Lisa Halversen, Public Works Dept, 275 East 200 North.**

1. **One paper** submittal including plans (sized 11” x 17” & 24” x 36”) and all reports (sized 8.5” x 11”)
2. **Electronic** submittal on a flash drive (where conflicts between paper and electronic submittals exist, electronic submittals will override paper submittals):
  - a. a full plan set in one (1) single pdf (24” x 36”)
  - b. an electronic design file AutoCAD 2009 format (N.A.D. 83 Coordinates)
  - c. reports (drainage, geotechnical, title) each in a separate pdf
3. **Planning and Zoning Division Review Fee** as determined at time of application
 

a. Preliminary Block Plan:	\$500.00
b. Final Block Plan:	\$250.00
c. Preliminary & Final Block Plans	\$750.00
4. **Preparer/Engineer/Surveyor/Consultant/Designer Affirmation Statement** – Required from each individual who prepares a submittal document.
5. **Engineering Division Review Fees** – Development review and inspection fees are billed per hour during the course of the project review and construction (see [Resolution No. 2018-05-18R](#)). These fees include time for city personnel as well as 3<sup>rd</sup> party consultants that complete plat reviews, water rights transfers and reviews, engineering reviews, utility modeling, field inspections, recording fees, permit fees, street light cost, and all other applicable fees which are billed as they occur.

**As the Applicant, I understand that I am responsible to submit a complete application including all required documents that meet city code. I acknowledge that this application will not be accepted or reviewed until deemed complete by the City. I also accept responsibility for all fees and costs associated with my development as detailed above. I authorize American Fork City personnel to enter the property for the purposes of evaluating this application.**

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

The following table summarizes the items required for each application type to be deemed a complete application. **By acknowledging and initialing the following items, Applicant certifies that the application is complete and meets American Fork City requirements.**

Preliminary Block Plan	Final Block Plan	Item for Completion (Section 17.7/8.202)	Applicant Acknowledgement (Initial)	Staff Verification (Initial by City Staff)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 1 – Legal Description</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 2 – Boundary Survey &amp; Title Report</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 3 – District Framework Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 4 – Boundary Map</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 5 – Block Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 6 – Principal Frontage Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 7 – Transportation Network Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 8 – Utility Plan (including drainage plan)</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 9 – Thoroughfare Naming Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 10 – Thoroughfare Assemblies</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 11 – Intersection Assemblies</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 12 – Phasing Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 13 – Preliminary Civic Open Space Plan</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exhibit 14 – Special Requirement (as applicable)</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Geotechnical Report</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Drainage Report</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Traffic Impact Study</b> As required by City Engineer or as follows: Residential>100 Units    Office>80,000 s.f. Retail>25,000 s.f.        Industrial>100,000 s.f.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Cover Sheet</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>General Notes</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Erosion Control Plan</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>American Fork Standard Details</b>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Application Fees</b>		

**Sensitive Lands Requirements (where applicable):**

Preliminary Plat	Final Plat	Commercial Site Plan	Item for Completion	Applicant Acknowledgement (Initial)	Staff Verification (Initial by City Staff)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Is any portion of the project located within or near an area of potential Wetlands? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide necessary submittals per the Sensitive Lands Ordinance.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Is any portion of the project located within the 100-year flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide necessary submittals per the Sensitive Lands Ordinance.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Does any portion of the project contain ground water that is less than eight (8) feet below the ground surface at any time during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide necessary submittals per the Sensitive Lands Ordinance.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Is any portion of the project located within a high liquefaction hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide necessary submittals per the Sensitive Lands Ordinance.		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Does any portion of the project fall under any other identified Sensitive Lands condition as listed in Section 3-1-13 of the Sensitive Lands Ordinance or as shown on the maps in the ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide necessary submittals per the Sensitive Lands Ordinance.		

**Additional Resources:**

American Fork City Code [https://library.municode.com/ut/american\\_fork/codes/code\\_of\\_ordinances](https://library.municode.com/ut/american_fork/codes/code_of_ordinances)

APWA Standards <http://utah.apwa.net/>

Development Review Process <https://afcity.org/964/Development-Review-Process>

Engineering Division Page (General Plans, Standards, etc.) <https://afcity.org/719/Engineering-Services>

Planning Department Page <https://afcity.org/276/Planning-Department>

Private Development Forms and Checklists <https://afcity.org/932/Private-Development>

Affirmation Statement

“I, the undersigned, hereby certify that I have read the American Fork City Code of Ordinances, Standards and Specifications requirements. I also certify the submittals prepared by me meet current code requirements.

COMPLETED BY: \_\_\_\_\_

PE #: \_\_\_\_\_ (if applicable)

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DOCUMENTS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION:

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