



Technical Review Committee Submittal Form Lot Plan

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:** \$250.00
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 3rd 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.**

Item for Completion (Section 17.7/8.202)	Applicant Acknowledgement (Initial)	Staff Verification (Initial by City Staff)
Exhibit 1 – Legal Description		
Exhibit 2 – Boundary Survey & Preliminary Title Report		
Exhibit 3 – Lot Location and Context		
Exhibit 4 – Lot Configuration		
Exhibit 5 – Building Use		
Exhibit 6 – Parking and Loading		
Exhibit 7 – Building Form		
Exhibit 8 – Architecture		
Exhibit 9 – Signage		
Exhibit 10 – Landscape		
TRC Submittal Form for Subdivision plat		
Timpanogos Special Service District Form (if applicable)		
Plan and Profile (all new public infrastructure)		
Application Fees		

Additional Resources:

American Fork City Code 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:
