



**ANNEXATION (black)**

**Technical Review Committee Submittal Form**

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

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

Reason/Description: \_\_\_\_\_

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: \_\_\_\_\_

**Submit the following to the City Recorder at 51 East Main Street:**

1. A signed "Request to Initiate Annexation"
2. One 24" x 36" mylar annexation plat map
3. Two 24" x 36" paper copies of the annexation plat map
4. One 11" x 17" paper copy of the annexation plat map
5. Payment of the annexation fee (\$350 <1 acre, \$750 1 to 5 acres, \$1250 > 5 acres)
6. Payment of \$125 made payable to Utah County Surveyor (review fee)
7. Publication Fees (see attached form)

**Submit the following to the Public Works Dept, 275 East 200 North, by 3:00 p.m. on Monday, (date) \_\_\_\_\_:**

1. **Five paper** submittals including plans (sized 11" x 17") and all reports (sized 8.5" x 11")
2. **Electronic** submittal on disc or flash drive:
  - a. a full plan set in one (1) single pdf
  - b. an electronic design file AutoCAD 2009 format (N.A.D. 83 Coordinates)
  - c. reports (drainage, geotechnical, title) each in a separate pdf
3. **Fee** as determined at time of Site Plan Review Fee: \_\_\_\_\_

**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.**

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"/>	Easement Documents
<input type="checkbox"/>	Right-of-Way Dedication Documents
<input type="checkbox"/>	Items to be provided to the City Recorder, 51 East Main Street. See list above and additional sheets.

Link to Development Code

<http://library.municode.com/index.aspx?clientId=14764>

- Amendments – Chapter 17.11
- General Provisions – Sections 17.1.101 and 17.1.102

DATE: November 8, 2016  
TO: Applicants for Annexation to American Fork City  
FROM: Terilyn Lurker, City Recorder

**1.** 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. Plats containing the typical statement have been rejected by the Utah County Recorder’s Office. The following statement should be used and has been reviewed and approved for use by the Utah County Recorder’s Office.

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 here after as the \_\_\_\_\_ Annexation.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**2.** 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.

- 3.** Items needed to begin the annexation procedure:
1. A signed “Request to Initiate Annexation”
  2. One 11” x 17” paper copy of the annexation plat map
  3. Payment of the annexation fee (\$350 <1 acre, \$750 1 to 5 acres, \$1250 > 5 acres).
  4. Payment of \$125 made payable to Utah County Surveyor (review fee)
  5. Publication Fees (see attached form)

\*\*After the initial review by the city, a 24” x 36” mylar of the annexation plat map will need to be turned in.

**4.** Point of Contact for the Annexation Request

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: (Home or Business) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Annexation \_\_\_\_\_

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

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

\_\_\_\_\_

Phone No. \_\_\_\_\_

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

I understand that with the filing of this annexation request there are costs associated with the publication requirements for annexation. I have been informed and understand that I am responsible for payment of all required publications for this annexation and that I will receive notice of required payment from American Fork City. I understand that payment of all fees must be satisfied prior to the recording of the annexation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Printed Name

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary