



AMERICAN FORK CITY – Development Services
275 EAST 200 NORTH, AMERICAN FORK UT 84003
Phone: 801-763-3060 Email: applications@americanfork.gov

BOUNDARY ADJUSTMENT
Development Review Committee Application Form

Project Name: _____
Location: _____
Utah County Parcel No(s): _____
Acreage/Property Size: _____
Property Owner Name: _____

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: _____
Email: _____
Telephone: _____ Fax: _____

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 Development Review Committee (DRC) 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. I also accept responsibility for all fees and costs associated with my development as detailed in this document. 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.

Property Owner or Authorized Representative Signature (if applicable): _____
Date: _____

Property Owner Signature: _____
Date: _____



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PROPERTY OWNER(s) AFFIDAVIT

I (we), _____, being first duly sworn, depose and say that I (we) am (are) the current Chief Executive Officer of LLC and owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, Chief Executive Officer of the LLC and owner(s) of the real property located at _____, in American Fork City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20_____.

Notary Public



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Submit the following to applications@americanfork.gov

- ELECTRONIC** submittal including plans and all reports (listed below) in a **One Drive or Dropbox link, or on a USB submitted to the Development Services Department, 275 East 200 North: LABEL EACH SEPERATE FILE WITH THE NAME OF THE CORRELATING ITEM.**

The following table summarizes the items required for each application type to be deemed a complete application. **By acknowledging and initialing the following items, the Applicant certifies that the application is complete and meets American Fork City requirements. The Applicant understands that any items deemed “N/A” may be requested at any time throughout the review process at the discretion of the DRC.**

Item for Completion	Applicant Acknowledgement (Initial) <u>If “N/A,” explain the reason</u>	Staff Verification (Initial by City Staff)
Applicant’s and owner’s original signatures on Boundary Adjustments Application.		
Boundary Adjustment Petition.		
Legible vicinity map indicating the exact location of the property on a separate 8 1/2” x 11’ sheet (1) copy.		
Legal description of the property on a separate 8 1/2” x 11’ sheet (1) copy.		
Current Title Report (1 copy)		
Project Narrative (1 copy).		
Preliminary Plat – 24” x 36” (1 copy), 11” x 17” (1 copy).		
Applicant must provide a 24 x 36 mylar copy of the final plat once approved by the City Council. The plat shall be prepared by an engineer or licensed surveyor to practice in the State of Utah.		
Affidavit of Notification from the adjacent municipality that will be involved in the boundary line adjustment.		

- Development Services Plan Review Fee:** _____
- Preparer/Engineer/Surveyor/Consultant/Designer Affirmation Statement** – Required from each individual who prepares a submittal document.
- 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. 2019-06-21R](#)). 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.



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BOUNDARY ADJUSTMENT PETITION

REQUEST TO INITIATE AN ADJUSTMENT OF A COMMON MUNICIPAL BOUNDARY

In accordance with the authorization of Section 10-2-419, Utah Code Annotated, we the undersigned, by virtue of our signatures affixed hereto, do hereby request American Fork City, Utah, to initiate the proceedings to adjust the common municipal boundary between American Fork City and _____, the effect that the parcel(s) identified on the attached map, be transferred out of the municipal jurisdiction of the _____ and into _____.

Name: _____ Address: _____
 Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____
 Acreage: _____ Value: _____
 Signature: _____

Name: _____ Address: _____
 Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____
 Acreage: _____ Value: _____
 Signature: _____

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 Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____
 Acreage: _____ Value: _____
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 Acreage: _____ Value: _____
 Signature: _____

Name: _____ Address: _____
 Phone: _____ Tax I.D./Parcel #(s): _____ Proposed Zone District Assignment: _____
 Acreage: _____ Value: _____
 Signature: _____

Each owner and signer for himself says: I have personally signed this Application; I am aware of the request for Boundary Adjustment and understand the terms and conditions of this Application; I am an owner of a portion of the property above mentioned and located at or near American Fork, Utah County, State of Utah, and my post office address is correctly written after my name.

(Attach additional sheets as necessary)



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Boundary Adjustment Plat: A boundary adjustment plat in a format acceptable for recording and drawn by a licensed land surveyor must accompany this application. The plat must include the following information:

- ___ A title block containing:
 - Name of the annexation
 - Scale, legend, and North arrow
 - Surveyors certificate
 - American Fork City Acceptance that states: *“This is to certify that we, the City Council of American Fork City, Utah, Have heretofore determined to adjust the common boundary between American Fork and _____ City to the effect that the real property described hereon, currently within the municipal jurisdiction of _____ City, we further certify that the Council has heretofore advertised and held a public hearing relating to the proposed boundary adjustment and enacted an ordinance (NO. _____) relating thereto, all in accordance with the provisions of UCA 10-2-419 as amended and do hereby consent to and accept the annexation of said parcel of real property from _____ City.”*
 - City acceptance for the other City involved in the boundary adjustment.
 - 3”x3” block in the lower right hand corner for the Utah County Recorder stamp
 - County surveyor’s signature and the following verbiage above the county surveyor’s signature block: *“This plat has been reviewed by the County Surveyor and is hereby certified as a final local entity plat, pursuant to Utah County Ann. §17-23-20 as amended.”*
- ___ Identify on the plat each parcel included in the boundary adjustment and on each parcel label the following:
 - Owner’s name
 - Tax identification number
 - Acreage
 - Proposed zoning
- ___ All existing roads that are adjacent to the property being annexed must be included on the boundary adjustment plat. Roads adjacent to the annexation that are already in the City should also be shown.
- ___ If an existing road is being annexed, the annexation boundary should extend, as a minimum, 10 feet from the edge of existing pavement. (If the property being annexed has a deed line that extends across the street and beyond the requested 10 feet, the deed line should be the annexation boundary line).
- ___ The Centerline of existing pavement should be shown on all roads, within and adjacent to the annexation.
- ___ The location of existing City Boundaries.
- ___ The date the plat was prepared.



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AFFIDAVIT OF MUNICIPALITY NOTIFICATION

Date: _____

City Name: _____

I _____, certify that _____ City has received notification from the applicant or representative for the boundary line adjustment between American Fork City and _____.

City Representative Signature: _____

Date: _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

City Recorder Name: _____

City Recorder Email: _____

City Recorder Phone Number: _____



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AFFIRMATION STATEMENT

Development Review Committee Application Form

“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: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

DOCUMENTS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION:
