

ENGINEERING DEVELOPMENT CHECKLIST



Project: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

APPLICANT INSTRUCTIONS

FILE NAMING CONVENTION:

Use the following file naming convention - Applicants will be asked to resubmit files if they do not follow this naming convention:

[SubmittalDateYYYYMMDD]_[ChecklistNumber]_[ChecklistItemName]_[ProjectName]

- **Example:**
20250425_23_SWPPP_WalmartSupercenter

RESOURCES:

Visit the Engineering Services Private Development page for resources and document templates: All items requiring approval from the Development Review Committee (DRC), Planning Commission, or City Council must be fully reviewed, approved, and finalized by staff at least two weeks prior to the scheduled meeting date.

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STEP 1

Item Number	Complete prior to Pre-Construction Meeting	Item for Completion To Be Recorded or Completed with Utah County To Be Filed with American Fork City Resources and Template Documents	Item Notes/Approval (Staff Date & Initial) (N/A as applicable)
1.	<input type="checkbox"/>	Estimate for Public Improvements	
2.		Improvement Completion Assurance	
		Total Bond Amount:	
2a.	<input type="checkbox"/>	• Cash Bond	
2b.	<input type="checkbox"/>	• Escrow Agreement	
2c.	<input type="checkbox"/>	• Secured Letter of Credit	
2d.	<input type="checkbox"/>	• Surety Bond	
3.	<input type="checkbox"/>	Improvement Warranty	
		Total:	
4.	<input type="checkbox"/>	Performance-in-Lieu Agreement (if Improvement Completion Assurance is not provided) (if applicable)	
		• Blanket Easement	
		• Construction Schedule	
5.	<input type="checkbox"/>	Pioneering Agreement (if applicable)	
6.	<input type="checkbox"/>	Reimbursement Agreement (if applicable)	
7.	<input type="checkbox"/>	All back taxes, green belt taxes or other property taxes paid prior to recording mylar or deed. (Agreement)	
8.	<input type="checkbox"/>	Dewatering Plan	
9.	<input type="checkbox"/>	Ditch Abandonment Form (if applicable)	
10.		Easements (if applicable and not provided on Mylar):	
10a.	<input type="checkbox"/>	• Cross Access Easement	
10b.	<input type="checkbox"/>	• Public Utility Easement	
10c.	<input type="checkbox"/>	• Sanitary Sewer Easement	
10d.	<input type="checkbox"/>	• Storm Drain Easement	
10e.	<input type="checkbox"/>	• Waterline Easement	
10f.	<input type="checkbox"/>	• Other: _____	
11.	<input type="checkbox"/>	High Groundwater Indemnification (if applicable)	
12.	<input type="checkbox"/>	Irrigation Company Approval Letter (if applicable)	
13.	<input type="checkbox"/>	Mylar (if applicable)	
	<input type="checkbox"/>	Project Address Verified on Mylar	
14.	<input type="checkbox"/>	Project/Contact Information Sheet	
15.	<input type="checkbox"/>	Notice of Interest, Building Requirements, and Establishment of Restrictive Covenants (if applicable)	
16.		Permits (if applicable):	
16a.	<input type="checkbox"/>	• Demolition Permit	
16b.	<input type="checkbox"/>	• Dewatering Permit	
16c.	<input type="checkbox"/>	• Stream Alteration	
16d.	<input type="checkbox"/>	• UIC Well Registration (Class V Injection Well)	
16e.	<input type="checkbox"/>	• US Army Corps of Engineers	
16f.	<input type="checkbox"/>	• UDOT Right-of-Way	
16g.	<input type="checkbox"/>	• Other: _____	
17.	<input type="checkbox"/>	Storm Water Facility Agreement; or	

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		Amendment to Agreement (if applicable)	
18.	<input type="checkbox"/>	Street Light Application & Fees Black and McDonald Quote:	
19.	<input type="checkbox"/>	SWPPP	
	<input type="checkbox"/>	Notice of Intent (NOI)	
20.	<input type="checkbox"/>	Updated Title Report (dated with 60 days of recording mylar, and/or commencing construction)	
21.	<input type="checkbox"/>	Utility Notification Forms	
22.	<input type="checkbox"/>	Utility Liability Indemnification Form (if applicable)	
23.	<input type="checkbox"/>	Water Rights Conveyed Acre-feet Required:	

STEP 2

Item Number	Submit for Review Prior to Pre-Construction Meeting	Item for Completion To Be Recorded or Completed with Utah County To Be Filed with American Fork City Resources and Document Templates	Item Notes/Approval (Staff Date & Initial) (N/A as applicable)
24.	<input type="checkbox"/>	Land Disturbance Permit	
	<input type="checkbox"/>	Land Disturbance Permit (Clearing and Grubbing Only)	
25.	<input type="checkbox"/>	Right-of-Way Permit	

STEP 3

Item Number	Provide at Pre-Construction Meeting	Item for Completion To Be Recorded or Completed with Utah County To Be Filed with American Fork City Resources and Document Templates	Item Notes/Approval (Staff Date & Initial) (N/A as applicable)
26.	<input type="checkbox"/>	Final Plans including all Conditions of Approval (3 -11"x17" hard copies of stamped "Approved for Construction" for pre-construction) and electronic CAD file(s)	
27.	<input type="checkbox"/>	Fees – Ongoing – Pay any outstanding fees	

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EXPLANATION OF ITEMS

Item Number	<p>Explanation of Item</p> <p>Resources and Template Documents</p>
1.	<p>Estimate for Public Improvements – Consultant/Design Engineer shall submit to the City a drawing and quantities indicating all items that have been included in the performance guarantee calculation. Drawing shall include a legend in color used to denote various quantity items. Engineering shall complete the City’s standard performance guarantee spreadsheet for quantities.</p> <ul style="list-style-type: none"> • See Excel Sheet - <u>Estimate for Public Improvement</u>
2.	<p>Improvement Completion Assurance – Post an acceptable assurance per section 17.9.200 for all required public and essential common improvements. Developer to verify City approval of intended financial institution prior to guarantee preparation.</p> <ul style="list-style-type: none"> • Cash Bond - Cash deposit with City is permitted. • Escrow Agreement – Must be approved by the City Council. - See Form <u>Assurance and Warranty - Escrow Bond Agreement (Site Plan)</u> or <u>Assurance and Warranty - Escrow Bond Agreement (Subdivision)</u> • Secure Letter of Credit - Language of submittal from Bank must match City template - <u>Secured Letter of Credit.</u> • Surety Bond – Provided by an Insurance company. <p>OR;</p> <ul style="list-style-type: none"> • Performance-in-Lieu Agreement – See notes below
3.	<p>Improvement Warranty – Ten percent (10%) of the Performance Guarantee which shall serve to ensure the durability of the constructed public improvements during the improvement warranty period.</p> <p>This may be included as part of the same bond type tendered for the Improvement Completion Assurance or may be a separate bond. Any of the bond types described in the Improvement Completion Assurance are permitted.</p>
4.	<p>Performance-in-Lieu Agreement (Site Plan) or (Subdivision)– Must be approved by the City Council. The agreement allows construction of public improvements without posting a performance guarantee. Will require the Improvement Warranty to be posted, street trees fee paid, and provide a construction schedule for all public improvements.</p> <p><u>Performance in Lieu Agreement - Site Plan</u> or <u>Performance in Lieu Agreement - Subdivision</u></p> <p>Provide – <u>Blanket Easement Template</u></p> <p>Provide – <u>Construction Schedule (PDF)</u></p>
5.	<p>Pioneering Agreement – Any offsite public improvements or public improvements required for this development and benefitting adjacent parcels may be allowed approval of a pioneering agreement. Form should be signed by owner, notarized, and include all necessary attachments.</p> <p><u>Pioneering Agreement</u></p> <ul style="list-style-type: none"> • <u>Exhibit A</u> – Legal Description of the Property being developed and include Utah County Parcel Numbers and Number of Acres • <u>Exhibit B</u> – Site Plan detailing Project Improvements • <u>Exhibit C</u> – A list and Exhibit of Benefited Properties which includes the Tax Parcel Number(s), Frontage Lengths and Owner(s) for each benefited property. <p>Frontage length shall be defined as the linear distance along the parcel boundary that directly abuts the project improvements from which the property derives a benefit.</p>
6.	<p>Reimbursement Agreement – Provide an itemized estimate of minimum standard and upsized public improvements include quantity, unit, unit price and total cost. Form should be signed by owner, notarized, and include all necessary attachments.</p> <p><u>Reimbursement Agreement</u></p> <ul style="list-style-type: none"> • <u>Exhibit A</u> – Legal Description of the Property being developed and include Utah County Parcel Numbers and Number of Acres • <u>Exhibit B</u> – Site Plan detailing Project Improvements. Breakdown to detail all costs of System Improvements, Minimum Development Improvements and the difference between the two costs.

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7.	<p>All back taxes, green belt taxes or other property taxes paid prior to recording mylar – Any property being deeded to the City must have all taxes paid and up to date prior to recording mylar or deed.</p> <p>See Form - <u>Recording Agreement (All back taxes, green belt taxes, or other property taxes paid prior to recording mylar.)</u></p>
8.	Dewatering Plan – Submit a complete Dewatering Control Plan (DCP).
9.	Ditch Abandonment Form – Submit a complete Ditch Abandonment application.
10.	<p>Easements (if applicable and not provided on Mylar): – Provide a Word document file with the legal description for any easement.</p> <ul style="list-style-type: none"> Public Utility Easements (PUE) – See Form <u>Public Utility Easement Template</u> Public Utility Easement Vacation – See Application <u>Petition to Vacate/Amend a Municipal Utility Easement</u> found on https://americanfork.gov/277/Application-Forms
11.	<p>High Groundwater Indemnification – Form should be signed by owner, notarized, and include all necessary attachments.</p> <p><u>High Groundwater Indemnification</u></p> <ul style="list-style-type: none"> Exhibit A – Legal Description of Property
12.	<p>Irrigation Company Approval Letter – Submit an approval letter by the appropriate Irrigation Company:</p> <ul style="list-style-type: none"> American Fork Irrigation Company - President - Ernie John (801) 471-6576, erniej50@gmail.com Contact – John Schiess, jschiess@horrocks.com Pleasant Grove Irrigation Company – President - Mark Bezzant (801) 494-3334 Mitchell Springs Irrigation Company – President - Ernie John (801) 471-6576, erniej50@gmail.com
13.	<p>Mylar – An original Mylar print of the final subdivision plat must be submitted with the completed Surveyor's Certificate and Owner's Dedication. Please provide an electronic copy to the City for review prior to submitting the original. Once approved, the original Mylar will be delivered to the City Recorder's office for circulation and signature by City officials. After all required signatures are obtained, the City Recorder will submit the Mylar to the County for official recording.</p> <p>Project Address Verified on Mylar – Nothing additional is required; however, addresses for the submittal will need to be assigned or verified and should match the plans.</p>
14.	Project/Contact Information Sheet – Complete this information sheet.
15.	<p>Notice of Interest, Building Requirements, and Establishment of Restrictive Covenants – Form should be signed by owner, notarized, and include all necessary attachments:</p> <p><u>Notice of Interest, Building Requirements, and Restrictive Covenants</u></p> <ul style="list-style-type: none"> Exhibit A – Legal Description of Property Exhibit B – Geotechnical Study Exhibit C – Site Grading Plan
16.	<p>Permits – Provide a copy of approved permits from other jurisdictions.</p> <ul style="list-style-type: none"> <u>Demolition Permit</u> – Contact the AF City Building Department – 801-763-3060 <u>Dewatering Permit</u> – https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits <u>Stream Alteration</u> – https://waterrights.utah.gov/strmalt/ <u>UIC Well Registration (Class V Injection Well)</u> – See Form instructions. Complete online application and return approved permit for review and approval. <u>US Army Corps of Engineers</u> – https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Obtain-a-Permit/ <u>UDOT Right-of-Way (ROW)</u> – https://www.udot.utah.gov/connect/business/permits/
17.	<p>Storm Water Facility Agreement – Form should be signed by owner, notarized, and include all necessary attachments. The agreement shall be recorded on the property.</p> <p><u>Storm Water Facility Agreement (PDF)</u></p> <ul style="list-style-type: none"> Exhibit A – Legal Description (PDF) Exhibit B – See Form – Long-Term Stormwater Management Plan (this includes Exhibit C and D) <ul style="list-style-type: none"> Exhibit C – Grading and Drainage Plan Exhibit D – AF Stormwater Evaluation Form for Long-Term Stormwater Management Compliance

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18.	Street Light Application & Fees – Submit a complete Street Light Application. The street light fee must be cash/check deposit.
19.	SWPPP and Notice of Intent (NOI) – Complete Storm Water Pollution Prevention Plan (SWPPP) and provide an NOI. See Form - SWPPP Template (PDF)
20.	Update Title Report – Submit an updated Title Report (60 days or newer) or other type of appropriate verification that shows all dedications to the City are free and clear of encumbrances, taxes, or other assessments.
21.	Utility Notification Forms – Submit Subdivision Utility Notification Form with signatures or letters provided by utility companies.
22.	Utility Liability Indemnification Form – Record an Owner Acknowledgment and Utility Liability Indemnification if the proposed building is or could be a multi-unit commercial structure served by a single utility service.
23.	Water Rights Conveyed – Submit evidence that all the required water rights have been conveyed to American Fork City. Acceptable forms of water dedication summary are available upon request. (Amount of water rights required shall be per determination provided in the development review process. If one has not been provided, please request a determination.) <ul style="list-style-type: none"> • <u>17.1.400 CONVEYANCE OF WATER</u>
24.	Land Disturbance Permit – Authorization for Land Disturbance Permit issuance provided by City Engineer or designee. Form completeness to be verified by City/SWPPP Team. Land Disturbance Permit Clearing and Grubbing - Authorization for Land Disturbance Permit issuance provided by City Engineer or designee.
25.	Right of Way Permit (American Fork) – Authorization for ROW Permit issuance provided by Infrastructure Manager or designee.
26.	Final Plans – Submit final stamped development construction documents prepared and signed by all appropriate licensed professionals. Each sheet in the plan set must bear the signature of the responsible professionals. Upon review, City staff will apply the “APPROVED FOR CONSTRUCTION” stamp to the plans, <i>and plans will be provided by City staff electronically after stamping is complete.</i> <i>Submit:</i> <ul style="list-style-type: none"> • All electronic CAD files; and • 3 – 11” x 17” hard copies of the ‘Approved for Construction’ plan set
27.	Fees Ongoing – Contact Carolyn Lloyd (clloyd@americanfork.gov) to ensure payment of all development review, inspection, recording, and other project-related fees are current and up to date.