



# ENGINEERING DEVELOPMENT CHECKLIST

This table summarizes the items required prior to Planning Commission and Pre-Construction Meeting.

Item Number	Planning Commission	Pre-Construction Meeting	Submitted	Item for Completion	Item Approved (Date & Initial) (N/A as applicable)
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete Submittal Addressing all TRC Comments	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements & Deeds (ROW, PUE, QCD, etc., if applicable)	
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation Company Approval Letter (if applicable)	
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance-in-Lieu Agreement (if Performance Guarantee is not provided) (if applicable)	
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reimbursement Agreement (if applicable)	
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All back taxes, green belt taxes or other property taxes paid prior to recording mylar or deed.	
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connector's Agreement (if applicable)	
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate for Public Right-of-Way Improvements	
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fees	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Plans (5 11"x17" hard copies for pre-construction)	
11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High Groundwater Indemnification (if applicable)	
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improvement Warranty	
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Disturbance Permit	
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mylar (if applicable)	
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice of Interest, Building Requirements, and Establishment of Restrictive Covenants (if applicable)	
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Guarantee	
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits (UDOT, demolition, other jurisdiction, etc.)	
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Address Verified on Mylar	
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project/Contact Information Sheet	
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Storm Water Facility Agreement (if applicable)	
21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Light Application & Fees	
22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SWPPP/Notice of Intent (NOI)	
23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updated Title Report (within 30 days of TRC application and/or construction)	
24	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility Notification Forms	
25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility Liability Indemnification Form (if applicable)	
26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Rights Conveyed	Acre-feet Required:

Item Number	Explanation of Item
1	<b>Complete Submittal Addressing all TRC Comments</b> – All review comments are addressed and approved by City staff.
2	<b>Easement &amp; Deed (ROW, PUE, QCD, etc.)</b> – Provide a word document file with legal description for any easement or deed.
3	<b>Irrigation Company Approval Letter</b> – Submit an approval letter by the appropriate Irrigation Company: <ul style="list-style-type: none"> <li>• American Fork Irrigation Company - President - Ernie John (801)471-6576, erniej50@gmail.com</li> <li>Secretary – Mike Shumway (801) 756-9442, mikeshum@xmission.com</li> <li>• Pleasant Grove Irrigation Company – Mark Bezzant (801)494-3334</li> <li>• Mitchell Hollow Irrigation Company – Jeff Mitchell (801)367-9026, jeffrey.mitchellfarms@gmail.com</li> <li>• Mitchell Springs Irrigation Company – Lee Searle (Contact via email) leesearle@comcast.net</li> </ul>
4	<b>Performance-in-Lieu Agreement</b> – 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.
5	<b>Reimbursement Agreement</b> – Provide an itemized estimate of minimum standard and upsized public improvements include quantity, unit, unit price and total cost.
6	<b>All back taxes, green belt taxes or other property taxes paid prior to recording mylar</b> – Any property being deeded to the City must have all taxes paid and up to date prior to recording mylar or deed.
7	<b>Connector’s Agreement</b> – Any offsite public improvements are required that are upsized from the standard minimum. Cost breakdown of improvements that divided among adjacent properties frontage of offsite improvements.
8	<b>Engineer’s Estimate for Public Right-of-Way Improvements</b> – 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.
9	<b>Fees</b> – Payment of all development review, inspection, recording, and other project related fees are current and up to date. .
10	<b>Final Plans</b> – Submit final stamped DEVELOPMENT construction documentation by all appropriate professionals. Each page in plan set must be signed by professional completing the plan. <i>Submit: 5 – 11” x 17” paper copies, 24” x 36” PDF and CAD electronic files</i>
11	<b>High Groundwater Indemnification</b> – Form should be signed by owner, notarized, and include all necessary attachments.
12	<b>Improvement Warranty</b> – Ten percent (10%) of the Performance Guarantee which shall serve to ensure the durability of the constructed public improvements during the improvement warranty period.
13	<b>Land Disturbance Permit</b> – Authorization for Land Disturbance Permit issuance provided by City Engineer or designee. Form completeness to be first verified by City Code Compliance Coordinator/SWPPP Team, see below.
14	<b>Mylar</b> – Original Mylar print of final subdivision plat shall be submitted with Surveyor’s Certificate and Owner’s Dedication complete. (Please submit an electronic copy to be reviewed by the City prior to final submission.) A scan will be made and circulated to legal and GIS. The original will then be taken to the City Recorder’s office where the Deputy Recorder will circulate the plat for signature by City officials.
15	<b>Notice of Interest, Building Requirements, and Establishment of Restrictive Covenants</b> – Form should be signed by owner, notarized, and include all necessary attachments.
16	<b>Performance Guarantee</b> – Post a performance guarantee for all required public and essential common improvements. Language of submittal from Bank must match City template (conditioned release account or escrow). Cash deposit with City is also an allowable format. Developer to verify City approval of intended financial institution prior to guarantee preparation.
17	<b>Permits (UDOT, demolition, other jurisdiction, etc)</b> – Provide a copy of approved permit from other jurisdictions.
18	<b>Project Address Verified on Mylar</b> – Nothing additional is required; however, addresses for the submittal will need to be assigned or verified and should match the plans.
19	<b>Project/Contact Information Sheet</b> – Complete this information sheet for the Performance Guarantee File.
20	<b>Storm Water Facility Agreement</b> – Submit a Storm Water Facility Agreement signed and dated by the property owner including Exhibit A-C. Agreement shall be recorded on the property.
21	<b>Street Light Application &amp; Fess</b> – Submit a complete Street Light Application. Please include a power map from RMP which is required to determine the street light fee. The street light fee must be cash/check deposit.
22	<b>SWPPP/Notice of Intent (NOI)</b> – Complete Storm Water Pollution Prevention Plan preparation (SWPPP).
23	<b>Update Title Report</b> – Submit an updated Title Report (30 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.
24	<b>Utility Notification Form</b> – Submit a Subdivision Utility Notification Form.
25	<b>Utility Liability Indemnification Form</b> – 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. (Commercial sites only – residential requires individual services)
26	<b>Water Rights Conveyed</b> – Submit evidence that all the required water rights have been conveyed to American Fork City. Acceptable forms of water dedication summary available upon request. (Amount of water rights required shall be per determination provided in technical review process, if one has not been provided, please request a determination.)

Contact Information:

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