

## PRELIMINARY PLAT APPLICATION

**File # ___________________  *****FEES ARE NON-REFUNDABLE*****

### FEES:
- $850 preliminary plat application (plus per lot fee)
- $100 per lot / tract (for preliminary plats)
- $750 Subdivision Waiver (plus per lot fee)
- $75 per lot / tract (for waivers)

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<th>Applicant:</th>
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### Property Information:
- Lot, Block & Subdivision (or Tax Lot / Gov't Lot):
- Section, Township & Range
- Parcel Account Numbers (PAN):
- Proposed change:
- Road Service Area:
- Fire Service Area
- Total Acreage: # Lots Resulting: New Subdivision name:

Signatures of all legal owners are required on this application. If signing for a corporation or partnership, provide proof of authority to sign. Use additional pages in necessary.

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W:\Community Planning\Admin\Forms & Handouts\FYE 2021\Application_PreliminaryPlat.docx
Submittal Requirements

A preliminary application will not be scheduled a hearing date until a complete application has been received.

☐ 12 copies of a preliminary sketch drawn to a scale large enough to be legible, showing:
  - The original tract of land
  - A delineation of the proposal, including the following:
    - All lot dimensions and areas
    - Lakes, streams, natural drainage, wetlands, etc.
    - Topography, including spot elevations/contour intervals as necessary
    - Soil types
    - Flood zone
    - North arrow
    - Phasing (if applicable)
  - Improvements on the land, such as:
    - Existing utilities
    - Existing wells, septic systems, buried tanks, vents, etc.
    - Existing roads, structures, driveways, etc.
    - Drainage, including ditches and culverts
  - Vicinity map
  - Adjoining properties
  - Existing and proposed streets, rights-of-way, trails, public areas, and easements (include section line easement research for section lines within and adjacent to the property to be subdivided, if applicable)
  - Title Block, to include subdivision name, owner's name(s), surveyor, date & legal description of property
  - Additional preliminary plat requirements may be found in FNSBC 17.48.010

☐ Current title report for all properties involved in the plat, with legible copy of all documents identified within that report.

☐ Road design data (prepared and signed by a registered professional, if applicable), to include:
  - Traffic control plan
  - Roadway cross section
  - Plan & profile
  - Drainage plan

☐ If any portion of the property is within a special flood hazard area as described by FNSBC 15.04.130, a drainage plan showing the expected drainage route (via contours/arrows showing flow direction, ditches or culverts) that will carry floodwaters away from each lot.

☐ If applicable, soils analysis for wastewater and/or road construction prepared and signed by a registered professional.

☐ Comments from affected agencies or satisfactory evidence that they received a copy of the plat ten (10) working days prior to the submittal date:
  __ Alaska Communication (ACS) __ Utility Services of Alaska (USA, CUC, GHU) water/sewer
  __ Alaska Railroad (ARR) __ Valley Water
  __ Alyeska (Pipeline) __ Alaska Department of Fish & Game
  __ Aurora Energy - steam __ Alaska Department of Natural Resources (DNR), including:
  __ City of Fairbanks __ Mental Health Trust Land
  __ City of North Pole __ Division of Agriculture
  __ Fairbanks Natural Gas (FNG) __ Division of Forestry
  __ Fire Service Area Chief __ Division of Mining, Land & Water
  __ GCI—cable/internet __ Alaska Department of Transportation
  __ GVEA—electricity __ US Army Corps of Engineers--wetlands
  __ Interior Gas Utility (IGU) __ US EPA Region 10 - Storm Water
  __ Road Service Area __

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# Preliminary Plat Signature Page

File # _______________________

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Attn: Fire Service Area Chiefs/ Road Service Area Commissions

Date: ______________________

Dear Service Area Commissioner/Chief,

Enclosed is a request to subdivide ______________________________[legal description], property in or adjacent to your service area. Please review this application and provide your comments.

If you wish, you may utilize the form below for your comments.

_____ We have no objection to this development.

_____ Soil conditions in this area hinder the construction of an adequately drained and stable roadway. We request that the Borough Engineer consider special construction techniques to preserve the integrity of the proposed road construction. Please explain in detail:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_____ The condition and/or configuration of the roads presently maintained by this service area will be adversely impacted by the magnitude of this proposed subdivision and the resulting increase in vehicle traffic. Please explain in detail:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_____ Other: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Commissioner /Chief Signature                  Date

Road Service/Fire Service Area                  Date

Submit your comments regarding the proposed subdivision/replat/vacation to:

FNSB Platting
PO Box 71267
Fairbanks AK 99707
Fax: (907) 459-1255
Email: platting@fnsb.us

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SECURED INTEREST PARTY AUTHORIZATION

Please note: The FNSB Subdivision Ordinance requires that prior to the recording of any subdivision plat/document, the notarized signatures of all persons holding a secured interest in a property being subdivided or dedicated are required. This form is provided for that purpose. The ordinance also provides that if the secured party does not respond to the Platting Officer’s attempt to secure a response within 30 days of receiving the request, it will be deemed that the secured party has no objection, and recording may occur. FNSB 17.52.040 E.2.c.

The undersigned, owner(s) of a secured interest in the real property legally described as

on the deed of trust or other valid instrument recorded (date)__________________________
Bk/Pg/Instr #__________________________________________________________,
hereby authorize(s) the action taken by the applicant/owner to subdivide, vacate, or dedicate portions of said real property as delineated in FNSB Case File__________________________________________.

Execution of this authorization is not in any way a release from any contractual obligation presently secured by a valid instrument of record.

Secured Party: ________________________________
(PRINTED firm or individual name)

Signature ________________________________ date

Signature ________________________________ date

The Notary’s Acknowledgement:

United States of America )
) State of
) ____________________________________________

This is to certify that on this____________________day of____________________, 20______, before me, a Notary Public for the state of____________________, duly commissioned and sworn, personally appeared ________________________________, to me known to be the identical individual mentioned and who executed the within authorization, and (s)he acknowledged to me that (s)he signed the same freely and voluntarily for the uses and purposes therein specified.

If a corporation is involved, add the following statement:

In her/his capacity as__________________________of said corporate owner and that at the time (s)he presented this authorization (s)he was cloaked with the power and authority to execute same on behalf of said corporation.

Witness my hand and notarial seal the day and year in this certificate first herein written.

__________________________
Notary Public in and for the State of

My commission expires ____________________________