

PLATTING PROCEDURE

Dedication - Replat - Subdivision - Waiver - Vacation*

Because each subdivision proposal has unique characteristics, it is impossible to outline the requirements relevant to all applications. For that reason, we strongly urge anyone considering subdividing property to meet with a Platting Officer for a **Pre-application Conference**. Call 459-1260 for an appointment.

In general, however, the process is as follows:

PRELIMINARY APPLICATION REQUIREMENTS

1. A completed application form is submitted to the FNSB Platting staff. Owners of record must sign the application in the appropriate spaces.
2. A preliminary drawing must show the required information as listed on the application. The preliminary plat drawing is usually prepared by a registered land surveyor.
3. Copies of the preliminary are submitted to all affected agencies and utilities (as identified by the Platting Officer) for comment. These comments must be submitted with the application EXCEPT THAT comments from the road service area and fire chief are to be submitted to the Rural Services Engineer and Emergency Operations Manager.
4. The appropriate preliminary application fee must be submitted with the application.
5. A certificate to plat (or a current title report) for all property included in this platting action must be obtained from a title company and be submitted with the application.
6. Any covenants intended to be recorded with the subdivision must be submitted with the application.
7. An 8½" x 11" reduction of the preliminary plat must also accompany the application. This may be in electronic format.
8. If a variance from any requirement of the subdivision ordinance is being requested, a variance form must be filled out and submitted with the application.

PRELIMINARY PROCEDURE

1. A complete application package must be submitted on or before an agenda deadline. *Incomplete applications will be rejected.*
2. The Platting Staff will process the request and make a recommendation to the Platting Board for approval, approval with conditions, or denial.
3. Notice of the subdivision request and public hearing will be mailed to applicants, owners, representatives, and nearby landowners. Notice is also published in the newspaper.
4. The Platting Board will hold a public hearing on the subdivision request. After reviewing all materials and hearing public testimony, they will vote on any variance requested by the applicant and then vote to grant preliminary approval of the subdivision or deny the application.

In the case of denial or the objection of any person or agency, the Platting Board will state the reasons for their decision.

Preliminary approval gives the applicant two years in which to submit the appropriate documents for final approval and recording.

5. A letter stating the Platting Board's decision will be sent to the applicant, owners, and surveyor following the public hearing.
6. If the Platting Board approves vacation of a public right of way, the information will be forwarded to the FNSB Assembly or relevant city council with a request for concurrence with the decision. These bodies have 30 days from the Platting Board's decision in which to act.

The preliminary process normally takes four to six weeks from the date an application is submitted.

The Platting Board decision is appealable (within 7 calendar days from the decision).

FINAL APPLICATION

Once preliminary approval is granted by the Platting Board, the applicant has twenty-four months in which to submit the final application. Prior to submitting the final, all conditions set by the Platting Board at the preliminary stage must be met, surveying and any required road construction completed and approved, and the final plat (or Certificate of Waiver/Survey) prepared by a registered land surveyor licensed in Alaska.

1. The final application form is to be filled out by the applicant or surveyor (*available from the Department of Community Planning*).
2. The required attachments, as listed on the reverse of the final application, must be submitted with the application. Forms are available in the Department of Community Planning for Secured Interest Party Authorizations.
3. As applicable, the appropriate information as listed on the sheet titled Final Information (attached to the final plat application) must be submitted to the FNSB Engineer.

FINAL PROCEDURE

Final applications are reviewed and approved by the Platting Staff. No Platting Board action is required unless the final application has a unique problem, modification or deletion of a condition is being requested, or the final does not conform to that approved by the Platting Board at the preliminary stage.

1. Final application may be submitted at any time during the 24 months of preliminary approval; there is no pre-established schedule for submittal. Incomplete application may cause a delay or be rejected.
2. The Platting Officer will review the final submittal to ensure conformance with the subdivision ordinance and to ensure that all conditions set by the Platting Board have been met.
3. The Platting Officer will list any required correction on a copy of the final. This will be submitted to the applicant's surveyor for the required changes.
4. Once the corrections have been made on the final, all secured interest parties' signatures have been obtained, and approval by the Borough Engineer has been secured, the mylars (or Certificate of Survey) can be submitted (with all applicable signatures in place) for recording.
5. All FNSB property taxes must be current on the property to be subdivided.
6. Once verification has been received that all property taxes are not delinquent, the Platting Officer will record the final. Recording the final completes the subdivision process. The new parcel(s) may now be conveyed or leased.

The final procedure takes approximately two weeks to complete.

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