



PRELIMINARY PLATTING APPLICATION

NOTE: An informal pre-application conference by appointment with FNSB staff prior to the submittal of this application is encouraged.

Applicant: _____ Phone: _____

Mailing Address: _____

E-mail: _____ Surveyor: _____

PROPERTY INFORMATION

SEC	T	R	LOT (OR TL)	BLOCK	SUBDIVISION	FSA? Y/N	RSA? Y/N

Total Acreage: _____ No. of Lots Resulting: _____ Size of each lot: _____

Describe the proposed change: _____

Proposed name [non-duplicate] for new subdivision/waiver: _____

FOR VACATION (EXCEPT PUE), COMPLETE THIS SECTION ALSO

Legal description of area to be vacated: _____

Dedicated public right-of-way---street name _____

Section line easement---width of easement _____

Park or public area Alley Drainage

Trail easement---width _____ Designation in FNSB Comprehensive Trail Plan _____

The Platting Board deems the area for which vacation is requested to be of value to the public. The applicant must show that the area proposed for vacation is no longer practical for the uses or purposes authorized or that other provisions have been made which are more beneficial to the public.

Justification for requested vacation (attach separate page if necessary): _____

Signatures of all legal owners are required on this application. Use additional page if necessary.

If signing for a corporation or partnership, provide proof of authority to sign.

For vacations, signatures of owners of a majority of the land adjoining the proposed vacation must be submitted. Use additional page(s) if necessary. This does not apply to public utility easement vacations.

By this signature, owner(s) authorize(s) processing of this application and site inspection of land involved.

Name (print): _____ e-mail: _____

Phone: _____ Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

Name (print): _____ e-mail: _____

Phone: _____ Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

ATTACHMENTS REQUIRED (all applications)

1. 15 copies of accurate, to scale, preliminary sketch (large enough to be readable), showing:
 - A. The original tract of land
 - B. A delineation of the proposal, including the following:

(1) all dimensions	(4) existing survey monuments	(7) soil type
(2) bearings	(5) topography	(8) flood zone
(3) areas	(6) grade information	(9) north arrow
 - C. Improvements on the land, such as
 - (1) existing utilities
 - (2) existing wells, septic systems, buried tanks, vents, etc.
 - (3) existing structures, driveways, etc
 - D. Describe access: _____
 - E. Existing and proposed utility easements
 - F. Ground water level
 - H. Trail(s) existing or proposed for dedication
 - I. Additional preliminary plat requirements may be found in Title 17.48.010

2. Comments from affected agencies or satisfactory evidence that they received a copy of the plat ten (10) working days prior to the submittal date: *(An updated agency contact list is available at the Community Planning office or online at <http://fnsb.us/cp/Pages/documents.aspx>).*

<input type="checkbox"/> Alaska Communication (ACS)	<input type="checkbox"/> Alaska Dept of Fish & Game (ADF&G)
<input type="checkbox"/> Alaska Railroad (ARR)	<input type="checkbox"/> Alaska Dept of Natural Resources (DNR)
<input type="checkbox"/> Alyeska (Pipeline)	<input type="checkbox"/> Mental Health Trust Land
<input type="checkbox"/> Aurora Energy – steam	<input type="checkbox"/> Division of Agriculture
<input type="checkbox"/> City of Fairbanks	<input type="checkbox"/> Division of Forestry
<input type="checkbox"/> City of North Pole	<input type="checkbox"/> Division of Mining, Land & Water
<input type="checkbox"/> Fairbanks Natural Gas (FNG)	<input type="checkbox"/> Alaska Department of Transportation (DOT)
<input type="checkbox"/> Fire Service Area Chief	<input type="checkbox"/> US Army Corps of Engineers
<input type="checkbox"/> General Communications, Inc (GCI)--cable	<input type="checkbox"/> US EPA Reg 10 – Storm Water
<input type="checkbox"/> Golden Valley Electric Association (GVEA)	<input type="checkbox"/> PE Report-- <i>For lots smaller than 200,000 sq ft (4.59 ac) created by this application with no existing septic system and not served by community sewer, a professional engineer's report regarding suitability of soils for conventional on-site wastewater disposal is required.</i>
<input type="checkbox"/> Interior Gas Utility (IGU)	
<input type="checkbox"/> Road Service Area, if applicable	
<input type="checkbox"/> Utility Services of Alaska (USA, CUC, GHU)--water / sewer	
<input type="checkbox"/> Valley Water	

3. Appropriate fee: \$_____ per lot + \$_____ (basic fee) = _____(TOTAL)
*******Fees are Non-Refundable*******

4. Current certificate to plat (or title report) for all properties involved in the plat with legible copy of all documents identified within that report

5. Road design data and analysis, if applicable, prepared and signed by a registered professional.

6. Section line easement research for section lines within and adjacent to the property to be subdivided, if applicable.

OWNERSHIP

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

For vacations, signatures of owners of a majority of the land adjoining the proposed vacation must be submitted. *This does not apply to public utility easement vacations.*

By this signature, owners authorize processing of this application **and** site inspection of land involved.

Name (print): _____ e-mail: _____

Phone: wk _____ hm _____ FAX _____

Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

Name (print): _____ e-mail: _____

Phone: wk _____ hm _____ FAX _____

Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

Name (print): _____ e-mail: _____

Phone: wk _____ hm _____ FAX _____

Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

Name (print): _____ e-mail: _____

Phone: wk _____ hm _____ FAX _____

Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

Name (print): _____ e-mail: _____

Phone: wk _____ hm _____ FAX _____

Signature: _____

Mailing Address: _____ ZIP: _____

Property Owned: _____

TITLE 17 SUBDIVISION VARIANCE APPLICATION

Please submit a separate application for each variance requested.

Per FNSB Title 17.64 Variances, the platting board may vary or modify requirements of this title if the variance request meets the criteria set forth below and the subdivision, with the variance, can be developed consistent with public welfare and safety:

1. The tract to be subdivided is of such unusual size or shape or is surrounded by such development or conditions that the strict application of the provisions of this title shall result in a substantial hardship; or
 2. The requirement is impractical or unnecessary due to specific circumstances or conditions of the subdivision or surrounding development.
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Variance is hereby requested from the requirements stated in FNSB 17.____.____.____.____.

Describe variance: _____

Reason(s) for requesting variance: _____

For Office Use Only

File Name: _____

Applicant: _____



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

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

**FNSB Platting
PO Box 71267
Fairbanks AK 99707
Fax: (907) 459-1254
Email: platting@fnsb.us**

Updated August 20, 2014

APPLICATION FOR TITLE 17 SUBDIVISION ROAD CONSTRUCTION EXEMPTIONS

FNSB 17.56.060 A. and 17.56.060.B. GENERAL ROAD REQUIREMENTS allow for road construction exemptions under certain circumstances. The application for these situations depends on whether the land to be subdivided lies within or relies on access from a road service or is contained in fire service area. Additionally, the number of lots may limit the exemption. Please fill out the information below to help determine which portion of the road exemption applies:

PROPERTY INFORMATION

Legal description(s) of all property involved in this request (as shown on title report):

SEC	T	R	LOT (OR TL)	BLOCK	SUBDIVISION	FSA? Y/N	RSA? Y/N

- Exemption applied for: Roads leading to the subdivision
 Roads within the subdivision

NOTE: Using either or both of these exemptions means that the subdivision will not be eligible for inclusion in a Road Service Area (RSA) until a registered professional certifies that the roads meet the minimum design, materials and construction standards of Title 17 (see 17.56.060.A.1 and/or 17.56.060.B.1).

REQUIREMENTS FOR SUBMITTAL

A.Subdivision not in a RSA or relying on roads maintained by a RSA for its only access

- _____ # of lots _____
 _____ Fire Service Area _____
 _____ Plat note per 17.56.060.A.2
 _____ Subdivision road design per 17.56.060.A.3
 _____ Intersection with adjacent, existing road(s) per 17.56.060.A.4 (list road name(s) below)

B.Subdivision not in a RSA but relying on roads maintained by a RSA for its only access

- _____ # of lots _____
 _____ Fire Service Area _____
 _____ Plat note per 17.56.060.B.2
 _____ Subdivision road design per 17.56.060.B.3
 _____ Non-objection from RSA **OR**
 _____ Homeowner's Association agreement approved by RSA per 17.56.060.B.4
 _____ Intersection with adjacent, existing road(s) per 17.56.060.B.5 (list road name(s) below)

Applicant/Owner signature _____

Date _____

See next page for Title 17 information



17.56.060 GENERAL ROAD REQUIREMENTS

17.56.060.A

A. An applicant for a ***subdivision that creates fewer than 10 new lots in a fire service area and is not in a road service area, or any subdivision that is not in a road service area and fire service area, and does not rely on roads maintained by a service area for its only access*** or for access that is required by the subdivision plat or by other regulation or ordinance may apply for and shall be exempted from minimum standards for road materials and construction subject to the following requirements and restrictions:

1. A subdivision which is approved pursuant to this exemption shall not be eligible for inclusion into a road service area until a registered professional certifies that the roads sought to be included meet the minimum design, materials and construction standards of this title in effect when the subdivision was preliminarily approved.
2. The exemption from minimum road materials and construction must be disclosed in writing to any buyer of an exempted lot and any subdivision approved pursuant to this subsection shall contain a plat note with the disclosure containing essentially the following language:
Roads in and to this subdivision were not required to and may not meet the borough's minimum standards for materials and construction. To the extent these road standards have not been met, fire protection, ambulance and other public services may not be available year-around or their availability may be severely limited.
3. The applicant shall provide to the platting authority sufficient information to demonstrate that the subdivision roads have been designed so as to allow future practical and economical construction that meets the standards of this title in effect at the time of the preliminary approval.
4. Where roads in exempted subdivisions intersect with existing traveled ways, landings shall be constructed with a minimum of a 30-foot length meeting the minimum standards for road materials and construction of this title, Fairbanks North Star Borough public works department driveway permit and, if required, the State of Alaska Department of Transportation and Public Facilities driveway permit.

17.56.060.B

B. An applicant for a ***subdivision that is not in a road service area but relies on roads maintained by a service area for its only access*** or for access that is required by the subdivision plat or by other regulation or ordinance may apply for and shall be exempted from minimum standards for road materials and construction subject to the following requirements and restrictions:

1. A subdivision which is approved pursuant to this exemption shall not be eligible for inclusion into a road service area until a registered professional certifies that the roads sought to be included meet the minimum design, materials and construction standards of this title in effect when the subdivision was preliminarily approved.
2. The exemption from minimum road materials and construction must be disclosed in writing to any buyer of an exempted lot and any subdivision approved pursuant to this subsection shall contain a plat note with the disclosure containing essentially the following language:
Roads in and to this subdivision were not required to and may not meet the borough's minimum standards for materials and construction. To the extent these road standards have not been met, fire protection, ambulance and other public services may not be available year-around or their availability may be severely limited.
3. The applicant shall provide to the platting authority sufficient information to demonstrate that the subdivision roads have been designed so as to allow future practical and economical construction that meets the standards of this title in effect at the time of the preliminary approval.
4. There is either (a) a duly authorized, written letter of no objection from the road service area that maintains the roads that the subdivision relies on for its only access or for access required by the subdivision plat or other regulation or ordinance or (b) all of the lots created by the subdivision are governed by a homeowners' association or other similar legal entity comprised of all of the subdivision's property owners and that entity has entered into an agreement approved by the road service area that obligates all current and future subdivision property owners to make annual payments in lieu of taxes to the road service area not to exceed the total amount that would otherwise be payable if the area was annexed into the road service area.
5. Where roads in exempted subdivisions intersect with existing traveled ways, landings shall be constructed with a minimum of a 30-foot length meeting the minimum grade and horizontal geometric requirements of this title and shall be in compliance with Fairbanks North Star Borough public works department driveway permit and, if required, the State of Alaska Department of Transportation and Public Facilities driveway permit.



(date)

(Name/address)

Re: Letter of No Objection for _____ subdivision

To whom it may concern:

A meeting was held by the _____ Road Service Area Commission on _____ to
(name of RSA) (date)
consider _____'s application for exemption from minimum standards for road materials
(applicant's name)
and construction for _____.
(subdivision name)

This is _____ Road Service Area's Letter of No Objection to the application for exemption
(name of RSA)
from minimum standards for road materials and construction for the above-named subdivision.

(signature)

(printed name)
Road Service Area Chair

Phone: _____

Email: _____

