



CITY OF VALDEZ

APPLICATION FOR SUBDIVISION

The subdivision of any land within the city limits of the City of Valdez is regulated by Title 16 of the Valdez Municipal Code.

16.04.020 Definitions.

“Subdivision” means the division of any parcel of land into two or more lots, blocks or sites as specified by Alaska State statute, with or without streets or highways, for the purpose of sale, long-term lease, transfer of ownership, or development. The term “subdivision” may include any alteration of lots lines or dimensions of any lots or sites shown on a plat previously approved and filed in the Recorder’s Office of the State of Alaska.

Community & Economic Development Department, City Hall
212 Chenega Ave
Valdez, AK 99686
(907) 834-3401

INTRODUCTION

The following is a general overview of the subdivision process in the City of Valdez. For specific requirements and standards, applicants should refer to the City of Valdez Municipal Code, Title 16 Subdivisions and Title 17 Zoning (if applicable). These documents are available at City Hall from the City Clerk or online at <http://www.codepublishing.com/AK/Valdez/>. The Community Development Department Staff can also respond to general questions you may have.

PROCESS OVERVIEW

The subdivision process requires several steps, including: Staff review at an in-house level; public notification, a preliminary plat hearing before the Planning and Zoning Commission at an evening meeting (bi monthly); final plat action by the Planning and Zoning Commission at a separate evening meeting (bi monthly). Depending on where the subdivision is located and whether or not City land is involved, action may also be required by the Ports and Harbor Commission and the Parks and Recreation Commission. Action may also be required by the City Council at an evening meeting (semi-monthly). Generally, *this process requires a minimum of three months to complete.*

At each level, every request is reviewed on the basis of the applicable standards within the Subdivision and Zoning codes, as well as relevant sections of the Valdez Comprehensive Plan or other recognized City Plans and Studies as applicable.

Scheduling of all requests for the Planning and Zoning meetings shall be at the discretion of the Community Development Department based on conclusion of Staff review, public comments, and the order of submittal of completed applications.

NOTIFICATION OF SUBDIVISION

Notification of subdivision is a formal procedure that must follow code requirements. After the preliminary plat is submitted and reviewed and staff has chosen a Planning and Zoning meeting date, a written notification of subdivision and copy of the preliminary plat is mailed to every resident within 300 feet of the boundaries of the land involved in the subdivision a minimum of 10 days before the meeting date. Additionally, this notification is given to each of the departments within the City and a copy is posted for the public at City Hall beneath the Planning and Zoning section of the town bulletin board. A copy is mailed to each of the local utilities.

Comments can be submitted in writing to City staff or residents are invited to attend the Planning and Zoning meeting. Anyone can come to the meeting and submit their comments to the Planning and Zoning meeting, there is no requirement that they be within the 300 foot radius. Comment can be taken at both preliminary and final plat action items at the Planning and Zoning Commission.

AUTHORITY

The Planning and Zoning Commission has the authority to approve or deny all subdivision requests. Both preliminarily and final plat approval or denial often includes specific conditions that must be met for the request, especially when following considerable public comment. If the public comments cannot be concluded at the first meeting, or if more information is required, the Planning and Zoning Commission may vote to postpone the action to a later date.

The City Council, acting as the Board of Adjustment, has the final authority to uphold or overturn Planning and Zoning Commission decisions upon appeal. Final approval of a subdivision request may still include conditions that must be addressed prior to recording the plat at the Valdez Recorder's office.

NOTE: Every approved plat must be signed by the Chair of the Planning and Zoning Commission and the City Clerk of the City of Valdez. At the time of recordation, the applicant(s) may not have any outstanding taxes on any of the property, nor outstanding issues with the building or zoning department on any improvements within any of the affected property.

MINOR OR MAJOR SUBDIVISION

A Minor subdivision is defined as: any subdivision containing not more than four lots fronting on an existing street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Comprehensive Plan, Official Map or Zoning Ordinance, if such exists, or Valdez Municipal Code.

This includes simple lot line removals or simple lot line adjustments.

A Major subdivision is defined as: a subdivision that has more than four lots, or involves dedicating access, or involves a new street or road or the extension of municipal facilities, or a waiver or variance to an Official Map, Zoning Ordinance and/or Valdez Municipal Code or design standards.

This includes creating two or more lots out of a single lot. It includes dedicated ROW to the City and impacts City services.

PRE-SUBMISSION CONFERENCE WITH CITY OF VALDEZ

Although it is not a requirement, the City of Valdez recommends meeting with Community and Economic Development staff prior to filing application and/or hiring a surveyor. These pre-submission meetings, in which an applicant brings a sketch or concept plan, are a good time to discuss the proposed subdivision and the requirements necessary for subdivision review. The pre-submission conference does not constitute a formal review, but it is a practical necessity when the project is large or when the developer is new to subdivisions. It is beneficial to both parties because the community will gain knowledge of the developer's intent and the developer will learn about the regulatory obligations, before committing to significant outlays of time and money.

APPLICATION FOR SUBDIVISION

PROPERTY INFORMATION

Required for Major & Minor Subdivisions

Current Subdivision Name(s): _____

Current Legal Description(s): _____

Current Physical Address(es): _____

Number of Current Lots Involved: _____ Current Zoning(s): _____

Proposed Subdivision Name: _____

Total number of Proposed Lots: _____ Approx Acreage: _____

Additional Information: _____

THIS SUBDIVISION IS:

☐ A Minor Subdivision

☐ A Major Subdivision

See description of Minor and Major subdivisions on Page 3 of this application

OWNER(S) OF RECORD (Attach additional sheets if more than two owners)

Required for Major & Minor Subdivisions

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

E-Mail: _____

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

E-Mail: _____

SURVEYOR

Required for Major & Minor Subdivisions

Company: _____

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

E-Mail: _____

Surveyor must have a current professional
surveying license with the State of Alaska.

LICENSE #: _____

APPLICATION FOR SUBDIVISION

SUPPLEMENTARY INFORMATION (Attach separate sheet if necessary)

Required for Minor and Major Subdivisions

1. What is the purpose of this subdivision? _____

2. What is the proposed timeline for subdivision completion? _____

3. Is any part of the proposed subdivision within the regulated floodplain as designated by the Federal Insurance Rate Maps (FIRMs) adopted by the City of Valdez on December 1983? ☐ Yes ☐ NO. If yes, explain what area is in the floodplain and how this is being accounted for in the subdivision process. _____

4. Is there additional information which may aid in the processing of this application. (e.g., proposed variances, zoning change requests, concurrent subdivisions, etc.)? _____

5. Are there any potential adverse environmental impacts that could be triggered by this subdivision? Include any impacts to wetlands, surface water, groundwater, flooding, plants and animals, aesthetics, Historic sites, open space, recreation, transportation, noise, odor, light, geological features, etc. (Attach separate pages as necessary). _____

APPLICATION FOR SUBDIVISION

MAJOR SUBDIVISIONS (Attach separate sheet if necessary)

Required for Major Subdivisions Only

WATER PROVISIONS

Will this Subdivision Utilize Public City Water?

☐ Yes ☐ NO

If Yes, will this Subdivision require the installation of additional water services? How many additional services? What kind? _____

If No, what will the source for drinking water be for this subdivision? _____

SEWER PROVISIONS

Will this Subdivision Utilize the Public Sewer system?

☐ Yes ☐ NO

If Yes, will this Subdivision require the installation of additional water services? How many additional services? What kind? _____

If No, what will the method be for wastewater disposal in this subdivision? Has the area been tested for suitability? _____

DRAINAGE PROVISIONS

Will this subdivision tie into the public storm water collection system?

☐ Yes ☐ NO

If Yes, will this Subdivision require the installation of additional storm drains? How many additional services? What kind? _____

If No, are there areas that require ditching or French drains? _____

Is it feasible for all building sites to have positive drainage away from building structures? _____

IMPROVEMENTS

Are there any roads or access ways involved in this subdivision?

☐ Yes ☐ NO

Any sidewalks?

☐ Yes ☐ NO

Does the subdividor intend to have the City accept part of all of the improvements built in conjunction with this subdivision?

☐ Yes ☐ NO

If yes, will the roads meet all the requirements of the City of Valdez standards and specifications for road building? _____

☐ Yes ☐ NO

If yes, will the roads be built before the final plat, or does the subdividor intend to bond with the City and build the roads after the final plat? _____

The City of Valdez requires a minimum of 1 sq ft of snow storage to be publically dedicated for every 1 sq ft of road surface built. Does this subdivision meet or exceed the minimum snow storage requirements? _____

PUBLIC DEDICATIONS

Are any existing easements being changed or removed?

☐ Yes ☐ NO

If so, please describe: _____

Are any new easements being created?

☐ Yes ☐ NO

In addition to any snow storage requirements, are any other spaces being dedicated to the public in this plat? For what purpose? _____

OTHER CONSIDERATIONS

Lot Layout

Is the lot layout consistent with the municipal code requirements?

☐ Yes ☐ NO

Does the lot layout compliment that physical character of the underlying land (ie, natural drainage areas, knolls, etc)

☐ Yes ☐ NO

Other Utilities

Will this subdivision require the installation of street lights?

☐ Yes ☐ NO

Has the subdivider provided electrical and telecommunications services to each lot?

☐ Yes ☐ NO

Improvements

Are there improvements planned in conjunction with the subdivision?

☐ Yes ☐ NO

Do these improvements meet the zoning requirements?

☐ Yes ☐ NO

Have the improvements been looked at by the building department?

☐ Yes ☐ NO

Planned Unit Development (PUD)

Is the subdivision a Planned Unit Development?

☐ Yes ☐ NO

Has it been reviewed for and does it meet the requirements of the PUD section of the zoning code?

☐ Yes ☐ NO

NOTARIZED OWNER'S ACKNOWLEDGMENT/ AUTHORIZATION TO SUBDIVIDE

LEGAL DESCRIPTION: _____

PHYSICAL ADDRESS: _____

ACKNOWLEDGMENTS

1. I am aware of and consent to the filing of this application.
2. I confirm that the information provided in this application is true and correct to the best of my knowledge and I assume all responsibility for the truth and validity of this application and all associated exhibits and documents submitted.
3. I agree to allow representatives of the City of Valdez to go on or about the subject property for inspection purposes in connection with this application.
4. I confirm that I have uncontested legal ownership of the subject property, without any outstanding rights, reservations or encumbrances which could nullify the intended development and use of this subdivision (if there is a loan or mortgage on the affected property, the loan holder must sign the beneficiary interest portion of this application).
5. If the owner is a corporation, partnership, limited liability company (LLC), governmental agency or other entity, I confirm that I am authorized to act on behalf of the corporation, partnership, LLC, governmental agency or other entity in processing this application.
6. I acknowledge that any potential or existing separate lots, land titles, partitions, previously subdivided lots or other such land units will be consolidated with this subdivision action and upon final subdivision approval only the newly created lot(s) will be recognized.

I (We), the owner(s) of the subject property, do authorize my (our) agent(s) to represent me (us) in processing this application and to do any and all acts required to obtain final subdivision approval.

Signature of Owner _____	Print Name _____	Date _____
Company/Partnership/LLC/Agency/Entity Name Title: _____		

Signature of Owner _____	Print Name _____	Date _____
Company/Partnership/LLC/Agency/Entity Name Title: _____		

Attach additional sheets if more than two owners

BENEFICIARY INTEREST (if applicable)

Name of Interest Holder: _____

Address: _____

Phone: _____

I certify that as a representative of the beneficiary interest in this property, I am aware of this subdivision application and do not object to it moving forward.

Title: _____ Date: _____

SIGNATURE OF OWNER

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____.

NOTARY PUBLIC FOR ALASKA
My Commission expires: _____

SIGNATURE OF OWNER

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____.

NOTARY PUBLIC FOR ALASKA
My Commission expires: _____

SIGNATURE OF BENEFICIARY INTEREST

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____.

NOTARY PUBLIC FOR ALASKA
My Commission expires: _____