



Fairbanks North Star Borough
Department of Community Planning
907 Terminal Street/ P.O. Box 71267
Fairbanks, Alaska 99707-1267
(907) 459-1260
plattng@fnsb.gov

For Office Use Only

Received By: _____

Receipt No.: _____

Date Submitted: _____

PRELIMINARY QUICK PLAT APPLICATION

File # _____

****FEES ARE NON-REFUNDABLE****

- FEES:** ☐ \$500 Preliminary Quick Plat Application (plus per lot fee)
☐ \$100 Per Resultant Lot / Tract

*There is a 50% fee reduction for commonly owned parcels just eliminating lot lines/combining lots.

Applicant:		Surveyor:	
Contact Name:		Business Name:	
Business Name:		Contact Person:	
Mailing Address:		Mailing Address:	
City, State Zip:		City, State Zip:	
Contact Phone:		Phone:	
E-mail:		E-mail:	

Property Information:							
Section:	Township:	Range:	Lot (or TL):	Block:	Subdivision:	FSA? Y/N:	RSA? Y/N:
Total Acreage:				# of Lots Resulting:			
Proposed Subdivision Name (if applicable):							

Signatures of <u>all</u> legal owners are required on this application. If signing for a corporation or partnership, provide proof of authority to sign. Use additional pages if necessary.	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

SUBMITTAL REQUIREMENTS

TO QUALIFY FOR A QUICK PLAT, your application must meet the following criteria:

- Results in 4 or fewer lots.
- **Meets access requirements of FNSB Title 17.56.020.**
- Does not require road construction or improvement.
- Does not alter or vacate public road, trail reservation, easement, or public area. (Utility easement vacations may be done by quick plat.)
- Does not require variance from a Title 17 subdivision regulation.

A preliminary quick plat application will not be scheduled for an Administrative Hearing until a complete application has been received.

- ☐ 3 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.
- ☐ If any portion of the property is within a special flood hazard area as described in FNSBC 15.04.010, a drainage plan is required as per FNSBC 15.04.130(B).
- ☐ 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) |
| — Alaska Railroad (ARR) | water/sewer |
| — Alyeska (Pipeline) | — Valley Water |
| — Aurora Energy - steam | — Alaska Department of Fish & Game (ADF&G) |
| — City of North Pole | — Alaska Department of Natural Resources (DNR) |
| — City of Fairbanks | — Mental Health Trust Land |
| — Fairbanks Natural Gas (FNG) | — Division of Agriculture |
| — Fire Service Area Chief | — Division of Forestry |
| — General Communications, Inc (GCI)--cable | — Division of Mining, Land & Water |
| — Golden Valley Electric Association (GVEA) | — Alaska Department of Transportation (DOT) |
| — Interior Gas Utility (IGU) | — US Army Corps of Engineers |
| | — US EPA Reg 10 – Storm Water |
| | — Other |

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Attn: Fire Service Area Chiefs

Date: _____

Dear Fire Service Area 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.

____ Objection/Other: _____

Chief Signature

date

Fire Service Area

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

**FNSB Platting
PO Box 71267
Fairbanks AK 99707
Email: platting@fnsb.gov**

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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 they acknowledged to me that they signed the same freely and voluntarily for the uses and purposes therein specified.

If a **corporation** is involved, add the following statement:

In their capacity as _____ of said corporate owner and that at the time they presented this authorization they were 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 _____

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