



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

For Office Use Only

Received By: _____

Receipt No.: _____

Date Submitted: _____

FINAL PLAT APPLICATION

File No. _____

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

- FEES:** ☐ \$450 Final Plat Application (plus per lot fee)* ☐ \$100 Per Lot / Tract
☐ \$275 Final Plat Additional Review (3rd attempt & every time after)
☐ \$275 Improvement Re-Inspection (on 3rd attempt & every time after) (2 hr min. Public Works Engineer)

*If a trail easement is required to be dedicated as a condition of plat approval, the final plat fee is waived and there is no fee for any lot through which the trail easement passes.

Property Information:

Preliminary Approval Date:

Legal Description of the Property:

Total Acreage:

Lots Resulting:

New Subdivision Name:

Surveyor:

Business Name:

Contact Person:

Mailing Address:

Phone:

E-Mail:

Property Owner:

Name:

Mailing Address:

Phone:

E-Mail:

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

Final Plat Submittal Requirements for Borough or City Engineer

If the final subdivision action requires construction of road improvements or conditions have been imposed that require review of the final plat by the Borough or City Engineer, the following steps must be completed **PRIOR TO** submittal of the Final Plat Application (FNSBC 17.52.010).

1. Submit the following to the Borough Engineer and, if applicable, the City Engineer:

- ☐ One copy of the final plat.
- ☐ Copy of FNSB action letter issued at preliminary approval, which states conditions.
- ☐ Copy of driveway permit from the State of Alaska Department of Transportation and Public Facilities for intersection of subdivision roads with State-maintained roads and/or copy of driveway permit from the FNSB Public Works Department for intersection of subdivision roads with borough service area maintained roads
- ☐ Surety for subdivision improvements, survey monumentation and/or road warranties.
- ☐ An inspection report prepared, signed and sealed by the developer's registered professional summarizing the registered professional's inspection findings for all required improvements and stating that to the best of the registered professional's knowledge and belief all required improvements meet the specifications of FNSBC Title 17 and the requirements of preliminary plat approval.
 - ☐ A centerline profile of those areas where centerline grade exceeds six percent and where approach, intersection and turnaround grades exceed two percent.
 - ☐ A typical roadway cross-section showing construction details and materials used.
- ☐ As-built drawings of culverts, drainage, and/or soil stabilization structures located in the subdivision, and any improvements within the right-of-way.
- ☐ Copies of compaction tests verifying that all new/reconstructed roads meet required compaction standards. A minimum of three compaction tests are required; see FNSBC 17.52.010.A.9 for more information.
- ☐ Copies of a material test report for each type of material used in the base and surface course of the road.

2. Once the above items have been submitted, an inspection can be scheduled with the Borough Engineer.

THE FINAL PLAT CAN BE SUBMITTED TO THE COMMUNITY PLANNING DEPARTMENT ONLY AFTER THE ABOVE ITEMS HAVE BEEN COMPLETED AND APPROVED.

Final Plat Submittal Requirements

- ☐ Three (3) copies of final plat (no mylar) *[After mark-up corrections have been made, one (1) mylar will be submitted].*
- ☐ Supporting documentation as required by platting officer to establish that all conditions have been met.
- ☐ If applicable (see above), letter of acceptance of required improvements from the borough or city engineer.
- ☐ Signed & notarized covenants, if applicable.
- ☐ Exterior boundary closure.
- ☐ Power of attorney or corporate resolution, if applicable.
- ☐ Current title report (no more than one year old).
- ☐ Notarized statement of non-objection from each party with a secured interest in the property to be subdivided or dedicated.
- ☐ Copy of FNSB action letter issued at preliminary approval, which states conditions.
- ☐ Copy of flood plain permit if road construction is required within a special flood hazard area.
- ☐ Additional requirements can be found in FNSBC 17.52, Final Plats.

FINAL PLAT SUBMITTAL CHECKLIST

- ____ Streets (in or adjacent to subdivision)
 - ____ width
 - ____ name
 - ____ centerline data
- ____ Sheet size 18" x 24" minimum
- ____ Lot and block numbers/misc tracts properly identified
- ____ Lot acreages (0.000 Ac or 10 SF)
- ____ Acreage summary
- ____ Monuments at all lot corners (correspond to legend)
- ____ Bearing and distances on lot lines
- ____ Bar scale (3" min; 1" = 200' or larger)
- ____ Adjacent properties labeled w / TL 3s or subd, lots, blks, and plat 3s
- ____ Match lines (if more than one sheet)
- ____ Temporary cul-de-sac
- ____ Trails
- ____ Vacations noted
- ____ Subdivision access road
- ____ Tic marks complete
- ____ Plat is legible
- ____ Boundary closure matches plat
- ____ Totals of subordinate distances are correct
- ____ Basis of bearing, reference cited
- ____ Controlling monuments identified
- ____ WCs & RMs noted
- ____ Current vicinity map (1"=1 mile or larger, major streets, section lines)
- ____ North arrow
- ____ Legend (all found and set) LS #s
- ____ Curve data complete
- ____ Details identified
- ____ Section line easement shown (w/in & adjacent) & research submitted
- ____ Easements of record identified and labeled (see title report)
- ____ Easements – new (type, width, exact location) – different line style for different type easements
- ____ High water line identified / WCMC

- ____ Bench mark
- ____ Subdivision base flood elevation

TITLE BLOCK

- ____ Date
- ____ Subdivision name
- ____ Surveyor
- ____ Draftsperson's initials
- ____ Checker's initials
- ____ Legal description
- ____ Owner's names
- ____ FNSB file #
- ____ Aliquot parts
- ____ Sec – Twn – Rng
- ____ Prior plat #
- ____ Vacation noted
- ____ Scale

CERTIFICATES

- ____ Standard O & D w/standard notary
- ____ Corporate O & D w/corporate notary
- ____ Platting authority
- ____ Taxes
- ____ Surveyors

NOTES

- ____ Purpose
- ____ Access
- ____ Wastewater disposal
- ____ Utility easement
- ____ USDA soils
- ____ FIRM flood / Flood Zone
- ____ Covenants
- ____ Variance cited with PB date
- ____ Wetlands
- ____ Other

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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 _____, 202_, 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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