



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

For Office Use Only

Received By: _____

Receipt No.: _____

Date Submitted: _____

PRELIMINARY PLAT APPLICATION

File # _____

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

- FEES:**
- ☐ \$1,000 preliminary plat application (plus per lot fee)
 - ☐ \$100 per resultant lot / tract (for preliminary plats)
 - ☐ \$900 Subdivision Waiver (plus per lot fee)
 - ☐ \$100 per lot / tract (for waivers)

Applicant:		Surveyor:
Name:		Business Name:
		Contact person:
Mailing Address:		Mailing Address
City, State, Zip		City, State, Zip
Phone:		Phone:
E-mail:		E-mail:
Property Information:		
Lot, Block & Subdivision (or Tax Lot / Gov't Lot):		
Section, Township & Range		Parcel Account Numbers (PAN):
Proposed change:		
Road Service Area:		Fire Service Area
Total Acreage:	# Lots Resulting:	New Subdivision name:
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 in necessary.		
Printed Name:		E-mail:
Signature:		Phone:
		Contact person:
Mailing Address:		
Property owned:		
Printed Name:		E-mail:
Signature:		Phone:
		Contact person:
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

A preliminary application will not be scheduled a hearing date until a complete application has been received.

- ☐ 12 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.
- ☐ Road design data (prepared and signed by a registered professional, if applicable), to include:
 - Traffic control plan
 - Roadway cross section
 - Plan & profile
 - Drainage plan
- ☐ If any portion of the property is within a special flood hazard area as described by FNSBC 15.04.130, a drainage plan showing the expected drainage route (via contours/arrows showing flow direction, ditches or culverts) that will carry floodwaters away from each lot.
- ☐ 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) water/sewer
___ Alaska Railroad (ARR)	___ Valley Water
___ Alyeska (Pipeline)	___ Alaska Department of Fish & Game
___ Aurora Energy – steam	___ Alaska Department of Natural Resources (DNR), including:
___ City of Fairbanks	___ Mental Health Trust Land
___ City of North Pole	___ Division of Agriculture
___ Fairbanks Natural Gas (FNG)	___ Division of Forestry
___ Fire Service Area Chief	___ Division of Mining, Land & Water
___ GCI—cable/internet	___ Alaska Department of Transportation
___ GVEA--electricity	___ US Army Corps of Engineers--wetlands
___ Interior Gas Utility (IGU)	___ US EPA Region 10 – Storm Water
	___ Other

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PRELIMINARY PLAT SIGNATURE PAGE

File # _____

Signatures of all 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:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	

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Attn: Fire Service Area Chiefs

Date: _____

Dear 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

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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CONSENT TO THE EXERCISE OF ROAD POWERS BY THE FAIRBANKS NORTH STAR BOROUGH

Lots or roads proposed on the preliminary plat of _____

Subdivision will access roads maintained by the Fairbanks North Star Borough's

_____ Road Service Area(s).

By signature(s) below, we, all the owners of the real property in this subdivision plan, consent to the exercise of road construction and maintenance powers by incorporation into a Road Service Area.

We understand the Fairbanks North Star Borough Assembly's consideration of the road construction and maintenance powers consented to herein shall proceed separately from the Platting Board's consideration of the subdivision application.

Property owners will be required to sign a formal petition to process the request through the Rural Services Department, 459-1223.

Name (print) Signature _____ Date _____

Mailing Address _____ ZIP _____

Contact Phone _____ e-mail address: _____

Name (print) Signature _____ Date _____

Mailing Address _____ ZIP _____

Contact Phone _____ e-mail address: _____

Name (print) Signature _____ Date _____

Mailing Address _____ ZIP _____

Contact Phone _____ e-mail address: _____

Name (print) Signature _____ Date _____

Mailing Address _____ ZIP _____

Contact Phone _____ e-mail address: _____

Name (print) Signature _____ Date _____

Mailing Address _____ ZIP _____

Contact Phone _____ e-mail address: _____

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.