



Fairbanks North Star Borough
Department of Community Planning
 907 Terminal Street/P.O. Box 71267
 Fairbanks, Alaska 99707-1267
 (907) 459-1260 Fax: (907) 205-5169
 platting@fnsb.us

For Office Use Only	
Received By:	_____
Receipt No.:	_____
Date Submitted:	_____

PRELIMINARY VACATION APPLICATION

File # _____

- FEES: \$500 Public ROW Vacation Plat (\$250 if part of preliminary plat/replat) *****FEES ARE NON-REFUNDABLE*****
- \$75 Public Utility Easement (PUE) Vacation (for each vacation)

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

ROW Vacation Information:

Mark applicable vacation requested:

- Dedicated public right-of-way _____ (street name)
- Section line easement _____ (width)
- Park or public area
- Alley
- Drainage
- Trail easement: Width _____ Designation in FNSB Comprehensive Trail Plan _____

Legal Description of Area to be Vacated:

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 narrative explaining:
 - How the area to be vacated is no longer practical for the uses intended; **and/or**
 - Other provisions that have been made which are more beneficial to the public (FNSBC 17.32.030.E.1)
- A petition (see page 3) signed by:
 - The owners of the majority of the land fronting the area to be vacated; **or**
 - A member of the assembly, the borough mayor, or their designee; **or**
 - An official representative of the state; **or**
 - An official representative of an affected utility (FNSBC 17.32.020.A)
- 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
 - 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 (to 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
- Written recommendations from affected agencies and municipality or evidence they received the preliminary plat 10 working days prior to application submittal (FNSBC 17.32.020.B).

- ___ Alaska Communication (ACS)
- ___ Alaska Railroad (ARR)
- ___ Alyeska (Pipeline)
- ___ Aurora Energy – steam
- ___ City of Fairbanks
- ___ City of North Pole
- ___ Fairbanks Natural Gas (FNG)
- ___ Fire Service Area Chief
- ___ GCI—cable/internet
- ___ GVEA--electricity
- ___ Interior Gas Utility (IGU)
- ___ Road Service Area

- ___ Utility Services of Alaska (USA, CUC, GHU)--water/sewer
- ___ Alaska Department of Fish & Game
- ___ Alaska Department of Natural Resources (DNR), including:
 - Mental Health Trust Land
 - Division of Agriculture
 - Division of Forestry
 - Division of Mining, Land & Water
- ___ Alaska Department of Transportation
- ___ US Army Corps of Engineers--wetlands
- ___ US EPA Region 10 – Storm Water
- ___ Valley Water

- Title report showing the legal and equitable owners of the land to be altered. Include copies of all documents referenced in the report (FNSBC 17.32.020.D).



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PUBLIC RIGHT-OF-WAY VACATION

SIGNATURE PAGE

File # _____

Signatures of owners of a majority of the parcels adjoining the proposed vacation must be submitted (does not apply to public utility easement vacations). Use additional pages if necessary.

Printed name:	E-mail:
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Signature:	Phone:
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Mailing address:

Property owned:

Printed name:	E-mail:
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Signature:	Phone:
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Mailing address:

Property owned:

Printed name:	E-mail:
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Signature:	Phone:
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Mailing address:

Property owned:

Printed name:	E-mail:
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Signature:	Phone:
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Signature:	Phone:
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Mailing address:

Property owned:

Printed name:	E-mail:
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Signature:	Phone:
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Mailing address:

Property owned:

Property owned: