



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 PLAT APPLICATION

File # _____

- FEES: \$750 preliminary plat application
 \$75 Per lot (N/A if no additional lots created)

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

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 if necessary.		
Printed name:		E-mail:
Signature:		Phone:
Mailing address:		
Property owned:		
Printed name:		E-mail:
Signature:		Phone:
Mailing address:		
Property owned:		

Submittal Requirements

NOTE: A preliminary application will not be scheduled for 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
___ Road Service Area	



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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:	

Attn: Fire Service Area Chiefs/Road Service Area Commissions

Date: _____

Dear Service Area Commissioner/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.

_____ Soil conditions in this area hinder the construction of an adequately drained and stable roadway. We request that the Borough Engineer consider special construction techniques to preserve the integrity of the proposed road construction. Please explain in detail:

_____ The condition and/or configuration of the roads presently maintained by this service area will be adversely impacted by the magnitude of this proposed subdivision and the resulting increase in vehicle traffic. Please explain in detail:

_____ Other: _____



Commissioner /Chief Signature Date

Road Service/Fire Service Area

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

**FNSB Platting
PO Box 71267
Fairbanks AK 99707
Fax: (907) 205-5169
Email: plattting@fnsb.us**

