



**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  
 planning@fnsb.us

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

**PRELIMINARY QUICK PLAT APPLICATION**  
 File No. \_\_\_\_\_

FEES:  \$350 Preliminary Quick Plat Application  
 \$75 Per Lot (Plats that do not create additional lots are waived from the per lot fee)

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:				No. of Lots Resulting:			
Proposed Subdivision Name(if applicable):							

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:	

**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.**

**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.

**SUBMITTAL REQUIRMENTS FOR ALL QUICK PLAT APPLICATIONS**

**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 )	___ Road Service Area, if applicable
___ Alaska Railroad (ARR)	___ Utility Services of Alaska (USA, CUC, GHU) water / sewer
___ Alyeska (Pipeline)	___ Valley Water
___ Aurora Energy - steam	___ Alaska Dept of Fish & Game (ADF&G)
___ City of North Pole	___ Alaska Dept 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



**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: platting@fnsb.us**





