

Municipality of Skagway Application for Subdivision

Legal Description of Property: _____

- | | | |
|--|---|---|
| <input type="checkbox"/> Business General | <input type="checkbox"/> Residential General | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Business Historic | <input type="checkbox"/> Residential Conservation | <input type="checkbox"/> Industrial Light |
| | <input type="checkbox"/> Residential Low Density | <input type="checkbox"/> Waterfront |

Application Fee: \$50.00

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

YOUR APPLICATION MUST INCLUDE THE FOLLOWING MATERIALS TO BE COMPLETE:

- MULTIPLE COPIES OF THE PLAT; AS REQUIRED IN THE APPLICATION
- THE APPLICATION FEE; AND
- COPIES OF ALL OTHER REQUIRED DOCUMENTS LISTED IN THE APPLICATION.

THIS DATA MUST BE PREPARED BY APPROPRIATE PROFESSIONALS LICENSED TO PRACTICE IN THE STATE.

Applications will not be processed until all application fees have been submitted.

Applicant: Name

Phone & Fax.....

Mailing Address

Signature

Date

(If different from Applicant)

Property Owner: Name

Phone & Fax.....

Mailing Address

Signature

Date

SECTION 1: PRELIMINARY PLAT REQUIREMENTS:

Subdivider's Submittal:

The subdivider shall submit to the City, at least twenty (20) days prior to the next planning commission meeting:

1. Two (2) copies of the preliminary plat, which shall be a minimum size of 18" X 24";
2. One (1) copy shall be a reduced-scale plat with a sheet size of 11" X 17", suitable for mailing and need only show items 1, 2, 3, 5, 11, 16 and 18 listed below; and
3. If proposed, copies of protective covenants, deed restrictions and homeowner's association bylaws.

Preliminary Plat Requirements:

The preliminary plat shall include the following items:

1. Date of map preparation, north arrow and scale;
2. Total site acreage;
3. Subdivision name, which shall not be so similar to the name of any plat previously recorded as to cause confusion;
4. Approximate street grades;
5. Location of the subdivision by reference to survey and lot number, or section, township and range, or Townsite lot and block number;
6. Approximate dimensions of lots and blocks and approximate area of each lot;
7. Lot and block numbers;
8. Location of existing buildings and their setback from proposed lot lines;
9. Location of existing or proposed improvements within the proposed subdivision, such as sewer and water lines, power poles, drainage systems, streets, fire hydrants, etc.;
10. Proposed means of providing for water supply and sewage disposal and their location;
11. All existing and proposed easements (right-of-way, utility, etc.), patent reserves, and roadways and their width and purposes;
12. The location of streams, lakes, muskeg, marshy areas, flood-hazard areas, mean high water lines, etc.;
13. Location of any hazard areas;
14. Topographic contour lines at intervals of five (5) feet;
15. Drainage pattern of the plat area;
16. Location and names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land;
17. Location of any historic buildings or sites or any significant natural resources, and the mean high water line if applicable, within three hundred feet (300') of the proposed subdivision;
18. A vicinity map inset on the preliminary plat or drawn separately, showing the relationship of the proposed subdivision to existing major features; and
19. Names and addresses of the subdivider, the owners of the subdivision, and the surveyor who prepared the plat.

Note: The plat must represent an actual survey of the exterior boundary of the subdivision, including the recovery of any existing monumentation of the property corners and the survey of all features listed above. The survey must be conducted by a registered land surveyor authorized to practice land surveying in the state. All information must be indicated in sufficient detail to enable the planning commission to make a preliminary determination as to applicable city and state standards.

Supporting Mandatory Information:

N/A Attached

- 1. *When city sewer will not serve the subdivision*, the subdivider shall submit percolation and water-table depth data which provide for analysis of the feasibility of septic tanks or other proposed sanitary facilities, in accordance with the regulations and specifications of the Alaska Department of Environmental Conservation.
- 2. *If a community water system is not to be provided*, the developer shall submit a written hydrology report, including existing or test well data documenting the quality and quantity of water in the vicinity.
- 3. *If the subdivider proposes community sewer or water systems*, he shall submit documentation and plans which verify that proposed systems meet all applicable local, state and federal standards. Proposed systems shall be compatible with city systems in the event they are incorporated into the city systems in the future.

The following information may be required:

- 1. A drainage plan, showing detailed drainage and topographic information including culverts, drainage ditches, etc; the effect of increased drainage from the subdivision on other properties in the area; and proposed mitigative measures;
- 2. A soils report stating soils characteristics and possible geophysical hazards such as avalanches, slope stability, erosion, etc.;
- 3. Detailed building or construction plans, condition data, method, and design of proposed improvements, landscaping and grading; and
- 4. Other data the planning commission may require to protect the public health, safety or welfare.

PRELIMINARY PLAT – ACTION: THE PLANNING COMMISSION SHALL APPROVE, APPROVE WITH CONDITIONS, OR DISAPPROVE THE PRELIMINARY PLAT WITHIN SIXTY (60) DAYS OF ITS SUBMITTAL BY THE APPLICANT. THE PLANNING COMMISSION SHALL STATE ITS DECISION IN THE MINUTES, AND RETURN A WRITTEN COPY OF ITS DECISION AND COMMENTS AND ONE (1) COPY OF THE PRELIMINARY PLAT TO THE APPLICANT. IF THE PLANNING COMMISSION TAKES NO ACTION WITHIN SIXTY (60) DAYS, THE PRELIMINARY PLAT IS CONSIDERED APPROVED, AND A CERTIFICATE OF APPROVAL SHALL BE ISSUED ON DEMAND. THE SUBDIVIDER MAY CONSENT TO EXTENSION OF THE PERIOD FOR ACTION BY THE PLANNING COMMISSION.

SECTION 2 FINAL PLAT REQUIREMENTS:

Subdivider’s Submittal:

After approval of the preliminary plat and compliance with any and all conditions on the approval of the preliminary plat, the subdivider shall submit a final plat for approval.

Four (4) copies of the final plat shall be submitted. The final plat shall be drawn on high-quality reproducible material. All lines and printing shall be made with non-fading black ink, using a scale specified upon preliminary plat approval.

- One (1) Mylar and two (2) Reproducible copies; shall be a minimum size of 18” X 24”,
- One (1) copy shall be a reduced-scale plat with a sheet size of 11” X 17”

Information shown on the final plat shall include:

1. Items 1, 2, 3, 5, 7, 11, 16 and 18 of Section 1 Preliminary Plat Requirements, above;
2. Within the subdivision, the right-of-way of all streets; lengths, tangents, radii and central angles of all curves; the total width of each street, the width of the portion being dedicated and the width of the existing dedications; also, the width of rights-of-way of patent reserves, section-line easements, flood-control and drainage channels, and any other easements appearing on the plat;
3. The width, bearing, and other data necessary to delineate all easements to which the lots are subject. If the easement is not definitely located on record, a statement referring to the easement shall appear on the plat. Easements for storm drains, sewers, utilities and other purposes shall be denoted by broken lines;
4. The exact boundaries of all areas to be dedicated or reserved for public use or for the common use of property owners. The purpose of the dedication or reservation shall be set forth on the plat;
5. All lot and block numbers. Sufficient data shall be shown to determine readily the bearing and distance of each line;
6. The names and lot numbers of adjacent subdivisions. If the adjacent land is not subdivided, it should be so noted on the plat;
7. A legend showing symbols used to depict the type of corner or monument as used in the survey;
8. A table describing references and their bearing and distance from the monuments;
9. Bearings and distances to the nearest original or re-established monuments used for the basis of bearing of the plat shall be shown and accurately described on the plat;
10. Exterior boundary lines with accurate distance and bearings, and the exact location and width of all existing or recorded easements, rights-of-way, and adjacent property abutting or intersecting the boundary of the subdivision shall be shown on the plat;

Final Plat – Supporting Documentation:

The following shall accompany the final plat when submitted by the Subdivider for approval

On Plat Attached

1. A notarized certificate on the plat from the owners of the subdivision stating ownership, acknowledging all dedications, and describing all easements;
2. A certificate on the plat by the registered surveyor attesting to the survey and to the installation and correct location of all monuments or corners required;
3. A certificate from the tax collecting official on the plat stating that all taxes levied against the property at that date have been paid;
4. A certificate of plat approval on the plat, together with the city’s acceptance of lands dedicated thereon to public use, the date, and the signatures of the chairman and clerk of the planning commission;
5. A statement on the plat that its within the “Skagway Recording District”;
6. A guarantee of improvements if required public improvements have not been completed at the date of submittal of the final plat;
7. A certificate of approval of the Alaska Department of Environmental Conservation as to domestic water supply and sewer disposal; and
8. The Subdivider’s certification that all required state and federal permits for the project have been obtained.

Land Survey Requirements:

1. Monuments set this survey shall be shown on the plat and be stamped with the following data:
 - a. U.S. Survey number or public land designation and/or name of the subdivision;
 - b. Exterior monument or corner number;
 - c. Professional land surveyor's registration number; and
 - d. Date monument set in place.
2. Monuments shall consist of one and one-half inch (1-1/2") galvanized iron or aluminum pipe accepted by the Bureau of Land Management, thirty (30) or more inches long set into the ground. This pipe shall have a four-inch (4") flange across the bottom. Firmly placed in the pipe at the top shall be a brass or aluminum cap. The pipe shall be thoroughly tamped when set. The cap shall have a minimum of two-inch (2") diameter across the top and, if aluminum, be provided with a permanent magnet.
3. Where impractical to set the monument in the ground, one of the following methods may be substituted:
 - a. Utilize a tablet containing a minimum of one thousand (1,000) cubic inches of concrete marking the actual corner point; or
 - b. Drill a hole and cement the monument cap in bedrock, or into a boulder or block of concrete with a size a minimum of three (3) cubic feet.
4. Should the point for a corner be in place which would be impracticable to monument, witness corners shall be set in a safe place on the survey boundary line or have two (2) reference monuments set.

Monuments – Additional Field Requirements:

1. The exterior monuments of a subdivision shall be referenced to two bearing objects, such as trees, rocks, buildings, etc., or have two (2) reference monuments marking the corner.
2. Every subdivision shall contain at least three (3) monuments at consecutive exterior angle points set this survey. The distance and bearing between monuments shall be shown. The distance and bearings between adjacent monuments shall not exceed one thousand three hundred twenty (1,320') feet. All monuments shall be tied to the subdivision lines. The exact transit point shall be shown on the monument by a punch mark. Prior to sale, all lot corners and exterior angle points not monumented shall be marked with minimum one-half inch (1/2") diameter by two-foot (2') long metal rod extending one to two inches (1 – 2") above finished grade, or other approved method as determined by the surveyor or engineer on site. It is recommended that a white painted two-inch (2") by four-inch (4") stake denoting the lot and block numbers be placed beside the corner as a witness post. The corners shall have plastic or aluminum caps stamped with the corner numbers. If impractical to place a two-foot (2') rod, a shorter one may be drilled and grouted into rock, boulder, or a block of concrete.

FINAL PLAT – PROCEDURE. THE FINAL PLAT MUST BE SUBMITTED FOR APPROVAL WITHIN ONE (1) YEAR FOLLOWING APPROVAL OF THE PRELIMINARY PLAT. THE PLANNING COMMISSION SHALL REVIEW THE FINAL PLAT AND ACCOMPANYING DOCUMENTATION FOR CONFORMANCE WITH THIS TITLE, CONDITIONS PLACED UPON APPROVAL OF THE PRELIMINARY PLAT, AND ANY OTHER PERTINENT PROVISIONS OF CITY OR STATE LAW. THE COMMISSION MAY SEEK AND CONSIDER COMMENTS FROM ANY CITY DEPARTMENT OR AFFECTED UTILITY COMPANY. THE PLANNING COMMISSION SHALL APPROVE THE PLAT, RETURN IT TO THE APPLICANT FOR MODIFICATION, OR DISAPPROVAL THE PLAT WITHIN SIXTY (60) DAYS OF ITS SUBMITTAL. WHEN THE FINAL PLAT IS APPROVED, APPROVAL WILL BE STATED IN WRITING ON THE FINAL PLAT, TOGETHER WITH THE CITY’S ACCEPTANCE OF LANDS DEDICATED THEREON TO PUBLIC USE, THE DATE, AND THE SIGNATURES OF THE CHAIRMAN AND CLERK OF THE PLANNING COMMISSION. THE CITY CLERK SHALL RECORD THE ORIGINAL OF THE FINAL PLAT WITH THE DISTRICT RECORDING OFFICE PURSUANT TO AS 40.15, AND RETAIN THE REPRODUCIBLE AND ONE (1) COPY OF THE APPROVED FINAL PLAT IN THE CITY’S RECORDS.

Have all state and federal permits for this project been obtained? Yes No

Property Owner/Contractor/Agent Signature:

Date:

Official Use Only

	Planning Commission	Public Hearing	Second Hearing	Plat Filed
	Approval		(if Requested)	Date: _____
Granted	<input type="checkbox"/>	_____	_____	File #: _____
Denied	<input type="checkbox"/>			

Conditions, Instructions, Notes:.....

Application Fee: \$ _____ Date Paid: _____ Receipt # _____

THIS APPLICATION IS NOT YOUR APPROVAL, FOLLOWING APPROVAL BY THE APPROPRIATE COMMISSION, DEVELOPMENT MAY BEGIN AND THE SIGNED PLAT WILL BE SUBMITTED TO THE STATE RECORDER’S OFFICE FOR FILING.