



Fairbanks North Star Borough  
 Department of Community Planning  
 907 Terminal Street/ P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260 Fax: (907) 459-1255  
 planning@fnsb.us

For Office Use Only	
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Date Submitted:	_____

## PRELIMINARY QUICK PLAT APPLICATION

File # \_\_\_\_\_

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

- FEES:**  \$400 Preliminary Quick Plat Application (plus per lot fee)  
 \$100 Per Lot / Tract

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 <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:	

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

**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.

**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 )
  - Alaska Railroad (ARR)
  - Alyeska (Pipeline)
  - Aurora Energy - steam
  - City of North Pole
  - City of Fairbanks
  - Fairbanks Natural Gas (FNG)
  - Fire Service Area Chief
  - General Communications, Inc (GCI)--cable
  - Golden Valley Electric Association (GVEA)
  - Interior Gas Utility (IGU)
  - Road Service Area, if applicable
  - Utility Services of Alaska (USA, CUC, GHU) water/sewer
  - Valley Water
  - Alaska Department of Fish & Game (ADF&G)
  - Alaska Department of Natural Resources (DNR)
    - Mental Health Trust Land
    - Division of Agriculture
    - Division of Forestry
    - Division of Mining, Land & Water
  - Alaska Department of Transportation (DOT)
  - US Army Corps of Engineers
  - US EPA Reg 10 – Storm Water
  - Other

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**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 date

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

**FNSB Platting**  
**PO Box 71267**  
**Fairbanks AK 99707**  
**Fax: (907) 459-1255**  
**Email: [plattting@fnsb.us](mailto:plattting@fnsb.us)**

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# 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 (s)he acknowledged to me that (s)he signed the same freely and voluntarily for the uses and purposes therein specified.

If a **corporation** is involved, add the following statement:

In her/his capacity as \_\_\_\_\_ of said corporate owner and that at the time (s)he presented this authorization (s)he was 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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