

A completed checklist must accompany your application.

**Incomplete submittals cause a delay in processing. This checklist will help you spot deficiencies before making your submittal.

Preliminary Submittal Checklist For

_____ Subdivision

DMC 17.07.040

A. The **PRELIMINARY PLAT** submittal must meet the following criteria:

- _____ 1. ***Clear*** and ***legible***
- _____ 2. Scale appropriate to the size of the lots to be created
- _____ 3. Sheet size of 8 ½" X 11" or larger; all sheets must be the same size
- _____ 4. Twelve (12) copies of the preliminary plat, folded to 8" X 12", with subdivision name and legal description showing

B. The following **INFORMATION** must be shown on the **PRELIMINARY PLAT** or in the supporting documents submitted with the application:

- _____ 1. Proposed subdivision name
- _____ 2. Legal description of property proposed for subdivision
- _____ 3. Approximate acreage of the total property proposed for subdivision
- _____ 4. Names and addresses of owners
- _____ 5. Name of surveyor, if any
- _____ 6. Date, scale, graphic scale, and north arrow
- _____ 7. Basis of bearing for subdivision
- _____ 8. Any existing or platted streets, public or private ***rights-of-way*** that may affect this subdivision

_____ a. Location _____ b. Width _____ c. Name

_____ 9. Proposed ***streets*** and all ***easements*** within the subdivision, showing the following:

- _____ a. Location
- _____ b. Width
- _____ c. Name
- _____ d. Type or purpose of easement
- _____ e. Street category (DMC 17.19.050)

_____ 10. Platted or recorded easements shown as follows:

_____ a. Location _____ b. Width _____ c. Purpose

_____ 11. Flood Zone designation

_____ 12. Approximate ***dimensions*** and ***area*** of each lot in the proposed subdivision

_____ 13. Location of all the following features existing on this property or the adjacent property:

- _____ a. Permanent buildings
- _____ b. Power facilities
- _____ c. Telephone facilities
- _____ d. Sewer facilities
- _____ e. Water facilities
- _____ f. Culverts
- _____ g. Dedicated trails
- _____ h. Other physical improvements

B. PRELIMINARY PLAT INFORMATION CONTINUED

- ____ 14. Location of the following:
- ____ a. Streams
 - ____ b. Lakes
 - ____ c. Swamps and drainage courses
 - ____ d. Areas designated by the U.S. Army Corps of Engineers to be wetlands.
- ____ 15. The location and identification of the adjacent properties including the names and addresses of the current owner(s)
- ____ 16. The subsurface ownership of land adjacent to and within the subdivision
- ____ 17. Location of the following if proposed by the applicant:
- ____ a. Parks
 - ____ b. Trails
 - ____ c. Playgrounds
 - ____ d. School sites
 - ____ e. Other public use areas
- ____ 18. A **vicinity** sketch or **map**, scale not less than 1" / mile, indicating the relative location of the following:
- ____ a. Proposed subdivision
 - ____ b. Principal road systems
 - ____ c. Access route
 - ____ d. Section lines
- ____ 19. Topography sufficient to show general drainage and specific broken features. Where slopes exceeds 10%, contour lines at a maximum of 20-foot intervals
- ____ 20. Typical roadway design, giving a general plan and intended construction including the grades and slopes.
- ____ 21. Location and details of the following improvements:
- ____ a. Culverts
 - ____ b. Drainage
 - ____ c. Soil stabilization structures
- ____ 22. If subdivision is in **phases**, the sequence of development must be shown on the preliminary plat.
- ____ 23. Any area to be subdivided within **special flood hazard areas** as determined by the most recent FIRM.
- ____ a. A reference datum to mean sea level if flood elevation data is available
 - ____ b. Spot elevations for each lot or contour mapping at two-foot intervals for all portions within the subdivision

C. APPLICATION

- _____ 1. Owner Signatures
- _____ 2. Secured interest party signature
- _____ 3. Agency Copies (12)
- _____ 4. Fee
- _____ 5. Title report
- _____ 6. Covenants
- _____ 7. Variance forms
- _____ 8. Section line easement research



Preliminary Platting Application

Date Received _____
 Received By _____
 Application Fee _____ paid
 Date Completed _____

City of Dillingham Planning PO Box 889, Dillingham, AK 99576 (907) 842-3785

Note: An informal pre-application conference by appointment with Planning Department staff prior to the submission of this application is encouraged.

Applicant: _____

Mailing Address: _____

Telephone: (Home) _____ (Work) _____

Email: _____

Surveyor: _____

Property Information

Legal description of property involved in this request (as shown on attached title report):

Please include Section: _____ T _____ R _____

Total Acreage: _____ No. of Lots Resulting: _____ Size each lot: _____

Describe the proposed change: _____

Proposed name (non-duplicate/unique) for new subdivision: _____

For VACATION, Complete This Section

Legal description of area to be vacated: _____

_____ Dedicated public right-of-way—*street name* _____

_____ Section line easement—*width of easement* _____

_____ Type of easement (Federal) _____ (State) _____ (Other) _____

_____ Park or public area _____

_____ Trail easement—*width of easement* _____

The Planning Commission deems the area for which vacation is requested to be of value to the public. The applicant must show that the area proposed for vacation is no longer practical for the uses or purposes authorized or that other provisions have been made which are more beneficial to the public.

Justification for requested vacation (attach separate page if necessary): _____

Attachments Required (all applications)

1. Twelve (12) copies of a clean, legible, accurate, to scale, preliminary plat with proposed subdivision name and legal description in the Title Block. See Preliminary Submittal Checklist for platting details.
2. Planning Director will provide notification of subdivision application to and solicit comments from affected agencies and adjacent landowners. Agencies to be contacted are as follows:

<input type="checkbox"/> ADF&G	<input type="checkbox"/> BBNA	<input type="checkbox"/> BBNC
<input type="checkbox"/> BIA	<input type="checkbox"/> Choggiung	<input type="checkbox"/> City of Dillingham
<input type="checkbox"/> Corps of Engineers	<input type="checkbox"/> DNR	<input type="checkbox"/> DOT
<input type="checkbox"/> GCI	<input type="checkbox"/> Land Owners	<input type="checkbox"/> Nushagak Cooperative
3. Appropriate fee. Preliminary Plat Application \$100 + \$10 per lot
4. Current certificate to plat (or title report) for all properties involved in the plat with legible copy of all documents identified within that report.
5. Any property owner agreements, such as restrictive covenants or easements.
6. 8 1/2" x 11" transparency of preliminary sketch suitable for overhead projection of the proposed plat and all previous plats if applicable (check with planning dept).
7. Owner signatures on attached form.
8. Variance form if needed.
9. Section line easement research.
10. Completed Preliminary Submittal Checklist.

*Note that within twelve (12) months after Planning Commission approval, a suitable plat or final document(s) meeting the conditions of the Planning Commission and requirements of the Dillingham Municipal Code must be prepared and submitted to the Planning Department by a Registered Land Surveyor. Taxes may **NOT** be delinquent.*

Ownership

Signatures of all legal owners are required on this application. If signing for a corporation or partnership, provide proof of authority to sign.

For vacations, signatures of owners of a majority of the land adjoining the proposed vacation must be submitted. *This does not apply to public utility easement vacations.*

By this signature, owners authorize processing of this application and site inspection of land involved.

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Name: (print) _____ Phone: _____

Signature: _____

Mailing Address: _____

Property Owned: _____

Platting Procedure

Dedication – Replat – Subdivision – Waiver – Vacation

- This document describes the Preliminary Plat procedure for standard and abbreviated plats.

Because each subdivision proposal has unique characteristics, it is impossible to outline the Requirements relevant to all applications. For that reason, we strongly urge anyone considering subdividing property in the Dillingham area to meet with the Planning Director for a Pre-application Conference. Call Monday through Friday 8:00 a.m. – 5:00 p.m. for an appointment.

In general, however, the process is as follows:

PRELIMINARY PLAT / WAIVER APPLICATION REQUIREMENTS

1. A completed application form is submitted to the City of Dillingham, Planning Department. Owners of record must sign the application in the appropriate spaces.
2. A preliminary plat drawing must show the required information as listed on the application. The preliminary plat drawing should be prepared by a registered land surveyor.
3. Copies of the preliminary plat are submitted to the City of Dillingham, Planning Department with the application.
4. The appropriate preliminary application fee (\$100.00 plus \$10.00 per lot) must be submitted with the application.
5. A certificate to plat (or a current title report) for all property included in this platting action must be obtained from a title company and be submitted with the application.
6. Any covenants intended to be recorded with the subdivision must be submitted with the application.
7. If a variance to any requirement of the subdivision ordinance is being requested, a variance form must be filled out and submitted with the application.



Secured Interest Party Authorization

City of Dillingham Planning PO Box 889, Dillingham, AK 99576 (907) 842-3785

*Please Note: The City of Dillingham 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 provided that if the secured party does not respond within 30 days of receiving the request, it will be deemed that the secured party has no objection, and recording may occur.*

The undersigned, owner(s) of a secured interest in the real property legally describes as _____

by the valid instrument recorded (date) _____ Bk/Vol _____, Pg _____ hereby authorize(s) the action taken by the applicant/owner to subdivide, vacate, or dedicate portions of said real property as delineated the City of Dillingham Planning Department Subdivision 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)

)ss.

State of Alaska)

This is to certify that on this _____ day of _____, 20_____, before me, a Notary Public for the State of Alaska, duly commissioned and sworn, personally appeared _____, to me know 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 used and purposes therein specified.

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

In her/his capacity as _____ of said corporation 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 Alaska

My commission expires _____



Variance Application

Date Received _____
 Received By _____
 Application Fee \$50 _____ paid
 Date Completed _____

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Name: _____

Mailing Address: _____

Telephone: (Home) _____ L-_____

Property Owner Representative Other: _____

Property Information

Legal description: _____

Request to Vary: Lot size/setback/parking/other _____

Existing Use: _____

Existing Facilities: water/sewer _____ electric _____

Acres/Square Feet: _____ Existing Units: _____

Flood Zone: _____ Comprehensive Plan Designation _____

Submittals Which May Be Required

- Site Plan Include
 - Lot Dimensions
 - Proposed & Existing Structures
 - Setbacks
 - Parking Spaces
 - Fencing
 - Ingress/Egress/Traffic Pattern
 - Floor Area (square footage)
 - Signs
 - Exterior Lighting

- Action Sheet
- Narrative
- Survey
- Soils Report
- Covenants
- Deeds
- Other: _____
- _____
- _____
- _____

I affirm that the above information is true and correct. I also affirm that I am the legal property owner or authorized agent (documentation required) of the subject property.

Applicant's Signature _____

Date _____

