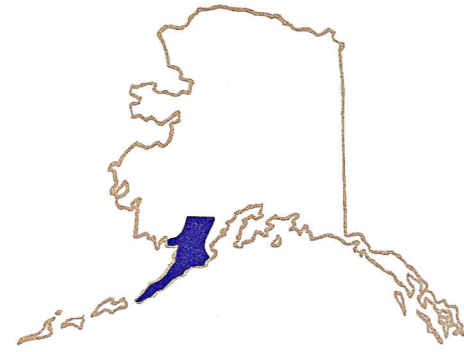


Lake and Peninsula Borough

*P.O. Box 495
King Salmon, Alaska 99613*

*Telephone: (907) 246-3421
Fax: (907) 246-6602*



SUBDIVISION APPLICATION

Subdivisions within the Lake and Peninsula Borough are regulated by Title 9 of the Lake and Peninsula Borough Municipal Code. This document can be found on the Lake and Peninsula Borough website at <http://lakeandpen.com/>.

9.06.120 Definitions

“Subdivision” means the division of a tract or parcel of land into two or more pieces or other divisions irrespective of their size before or after division and further includes the dedication to public use of a street or other specified area in or through a tract of land. “Subdivision” is not limited to the conveyance of title but includes contracts to convey title, leases of land for ten or more years, and conveyance by metes and bounds description.

1. A **major** subdivision is the creation of more than four lots.
2. A **minor** subdivision is the creation of four lots or less or meeting the four other requirements of 9.06.260.

9.06.250 Acceptance for Review

If the preliminary plat of a subdivision meets the requirements of this chapter, the Manager shall accept or reject the preliminary plat for review within five working days of submittal by the subdivider. Any rejection must be in writing and state the reasons for rejection under this chapter. Following acceptance by the Manager of the preliminary plat of a subdivision, the plat shall be forwarded to review agencies and commission members for review. The Manager shall retain one copy in the official file and make available copies to the public.

9.06.260 Minor Subdivision Plat

The minor subdivision plat process provides a mechanism by which preliminary and final approval may be granted by the Manager. A proposed subdivision qualifies for the minor subdivision plat procedures if it does not require the dedication of a public right-of-way, and

1. It results in the creation of not more than four lots, or
2. It involves the movement or elimination of lot lines which does not result in the creation of a new lot, or
3. It is the subdivision of a communication site or utility site, or
4. It is a boundary survey of an existing deeded parcel.

9.06.270 Preliminary Plat Approval

- A. Approval by the Manager. The Manager shall, within thirty (30) days of the acceptance, approve, approve conditionally, or reject the preliminary plat of a minor subdivision. The subdivider shall be notified, in writing, of any conditions of approval or the reasons for rejection.
- B. Approval by the Commission. The Commission shall, within sixty (60) days of the acceptance by the Manager, approve, approve conditionally, or reject the preliminary plat of a major subdivision. The subdivider shall be notified, in writing, of any conditions of approval or the reasons for rejection. No action to approve, approve conditionally or reject a preliminary plat shall be taken until after a public hearing has been held.
- C. General. 1. Approval of the preliminary plat is the approval of the layout of such plat. If the final plat conforms substantially to such layout and conditions of approval have been met, final plat approval can be sought pursuant to Article III. Application for final plat approval must be completed and filed within 12 months of preliminary plat approval. The Manager may grant one 12-month extension to this deadline after a written request and justification is submitted by the subdivider.

Preliminary Consultation

The subdivider shall, before submitting the preliminary plat of a subdivision for review, contact the Manager for preliminary consultation to ensure that the plat is acceptable for processing.

NOTE:

Extra care needs to be taken in preparing documents. Staff can only schedule applications for Planning Commission review after all materials are submitted with the appropriate detail and deemed complete according to the Lake and Peninsula Borough Code.

APPLICATION FOR SUBDIVISION

9.06.230 Form and Content

The preliminary plat of a subdivision shall be clearly and legibly drawn. The subdivider shall submit one reproducible copy and additional copies as determined by the Manager for distribution. The size of the map shall not be less than eighteen inches by twenty-four inches.

The map of a subdivision containing six acres or less shall be drawn at a scale of one-inch equals fifty feet. All other subdivisions shall be drawn at a scale of one-inch equals one hundred feet, unless otherwise required or authorized by the Manager.

The preliminary plat shall contain the following information unless otherwise authorized by the Manager after preliminary consultation:

PROPERTY INFORMATION

Proposed Subdivision Name: _____

Legal Description: _____

Total Number of Proposed Lots: _____ Approximate Acreage: _____

THIS SUBDIVISION IS A:

Minor Subdivision

Major Subdivision

See description of Minor and Major subdivisions on Page 1 of this application

PROPERTY OWNER(S):

Name: _____

Address: _____

City/State: _____

Zip Code: _____

Phone: _____

Email (optional): _____

Name: _____

Address: _____

City/State: _____

Zip Code: _____

Phone: _____

Email (optional): _____

SURVEYOR:

Company: _____

Name of Primary Contact: _____

Address: _____
City/State: _____ Zip Code: _____
Phone: _____
Email: _____

Preliminary Plat Checklist

Required for Minor and Major plats

- | | |
|---|---|
| <input type="checkbox"/> Date | <input type="checkbox"/> Location of Subdivision (township and range, section and meridian) |
| <input type="checkbox"/> Scale | <input type="checkbox"/> Small Scale Vicinity Map |
| <input type="checkbox"/> North Point | <input type="checkbox"/> Exact Length and Bearing of Exterior Boundaries (based on a boundary survey) |
| <input type="checkbox"/> Proposed Subdivision Name | <input type="checkbox"/> Location and Names of Adjacent Subdivisions and Property Owners |
| <input type="checkbox"/> Name and Address of Owner(s) | <input type="checkbox"/> Zoning on and Adjacent to Subdivision (if applicable) |
| <input type="checkbox"/> Surveyor (name, address, and phone number of primary contact person) | |
| <input type="checkbox"/> Approximate Dimensions and Areas of Lots | |

Location, widths and names of all existing and platted streets or other public ways and easements, utility ROWs, parks, cemeteries, watercourses, drainage ditches, permanent buildings, bridges, and other pertinent data as determined.

- Complete N/A

Water elevation of adjoining bays, lakes, or streams at the date of the survey and the approximate mean high and mean low water elevations.

- Complete N/A

Are there any areas within the subdivision known to be susceptible to geophysical hazards including soil erosion, land slide, mud and earth flow, soil creep, soil liquification, avalanche chutes, or run-outs? Subdivisions which include areas within the tidal wave run-up zone shall have these areas identified and labeled as "tidal wave run-up area."

Yes

No

(If no, please include a note stating that no-known areas are susceptible to geophysical hazards.)

Please identify areas within the subdivision designated as wetlands by the U.S. Corps of Engineers or in adopted Borough plans or studies.

Complete

N/A

Layout, width and approximate grades of all new streets and ROWs, including easements for sewers, water mains, and other public utilities.

Complete

N/A

The direction and distance to the nearest water and sewer mains.

Complete

N/A

(Please include a note stating that each lot is to have individual water and sewer.)

Proposed building area for each lot.

Complete

Not known

(If the building area is not yet known, LPB will accept a note stating that each lot has a minimum of 20,000 square feet of useable building area, and 10,000 square feet of useable septic area.)

The approximate radii of all curves and length of the tangent between curves.

Complete

N/A

The approximate location and area of property proposed to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservation.

Complete

N/A

Utility easements along rear lot lines shall be at least 10 feet wide or a total of 20 feet wide along adjoining rear lots. Utility easements along side lot lines shall be 5 feet wide or a total of 10 feet wide along adjoining side lots. Where a front yard easement is needed to accommodate a utility, the easement shall generally be 10 feet wide. The Platting Authority may require wider utility easements along the rear lot lines of hillside lots. Whenever possible, utilities shall be placed in

dedicated ROWs except where that placement conflicts with a Borough or state transportation project.

Complete N/A

Contours at sufficiently close intervals to reasonably depict the important features of the area. The area for which contour data is to be shown shall extend beyond the boundaries of the actual property being platted at a distance which will adequately relate the plat to its surroundings.

Complete N/A

A certificate certifying that the subdivision has the approval of any and all mortgage holders and others holding an interest in the property.

Complete N/A

Any recorded covenants or restrictions on the property.

Complete N/A

I affirm that the above information and all attachments are true to the best of my knowledge.

Signature of Property Owner or Authorized Agent

Date

Plat Fees:

Subdivision Application Fee \$300

Major Plat Fee \$400

1. Plus \$25 per lot for all lots over 6.

Amount Enclosed: _____

Received by: _____

Date