Pre-Application Conference Request

Name, phone # and address of requestor(s): Name, phone #, address of owner(s) *(if different)*:

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Required Items:

1. ☐ Fee of $25.00. Exact cash amount or check made out to MSB. ☐ **TAX MAP #**_____
2. ☐ Location of land (Township, Range, Section; Tax Account #; Subdivision Name and Lot & Block, etc.):
   _____
   _____
3. ☐ ***Basic dimensions*** of the lots to be created, the road to be built, the area to be vacated, etc.
4. ☐ Existing rights of way shown with names.
5. ☐ ***If*** *eliminating lot lines* ***or*** *easement/right-of-way vacations:* provide copy of map showing the area of vacation or the lot line to be eliminated.
6. ☐ ***If*** *creating a street or road:* proposed rights of way shown.
7. ☐ Please explain the purpose of the proposed action. For lot line eliminations or easement/right-of-way vacations, please explain the reason, i.e., setback violation, encroachment, topography, etc.:
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____

Pre-application conferences are scheduled ten to 21 days after acceptance of fees.

Provide if available:
Documentation of any easements
Topography
As-Built Survey

PRE-APPLICATION CONFERENCE DATE & TIME:

_____

The pre-application conference is a meeting between petitioner and Platting staff where staff reviews with the petitioner the MSB platting procedures, development policies, public improvement ordinance requirements, and other requirements affecting the proposed plan. ***The Pre-Application conference requires preparation by both parties to maximize the benefits to both parties. In order to give our customers the best possible service, we need to know specifically what is wanted. Vague ideas do not give us enough information to provide the customer a full picture of what may or may not be required to process this request.***

Return to: Matanuska-Susitna Borough
Attention: Platting Division
350 E. Dahlia Ave
Palmer AK 99645