

Items Necessary for an Elimination of a Common Lot Line on a Subdivision Plat of Record

Any Questions? Call the Platting Division 861-7874 Website: www.matsugov.us

<u>REQUIRED</u>	<u>SUBMITTED</u>	
<u>3</u>	<u> </u>	Copies of plats (folded to 8½ X 11 or smaller)
<u>X</u>	<u> </u>	Certificate to Plat (Prepared by a Title Company)
<u>X</u>	<u> </u>	Notarized Owner’s Statement (form available from staff or online)
<u>X</u>	<u> </u>	Petition to Amend or Alter a Plat (form available from staff or online)
<u>X</u>	<u> </u>	Abbreviated Plat Application (form available from staff or online)
<u>X</u>	<u> </u>	Abbreviated Plat Fee \$300.00

Due after hearing date is set: X Postage & Advertising Fees (letter sent after submittal) \$125.00±

Due prior to final plat recording: X Recording Fees \$ 20.00+

1. Hire a registered land surveyor to prepare a plat to be reviewed under the Abbreviated Plat process. The surveyor may use record boundary information from the recorded plat per MSB 43.15.054(H), which states: “a plat, the sole purpose of which is to eliminate lot lines under common ownership, shall be exempt from the survey and monumentation requirements of this section.
2. An as-built survey, topographical mapping, and an engineer’s soil report are **not** required for this type of platting action.
3. If the property is within a mapped Special Flood Hazard Area, the Flood Hazard Area shall be shown and Flood Hazard Area labeled on the plat in one-inch-high letters per MSB 43.15.052(B).
4. Submit a Certificate of Plat title report with the preliminary plat submittal, which may be obtained from a local title company. Per MSB 43.05.050(B) the report must be current within 120 days of submittal. The report will need to be updated within 90 calendar days of recording the final plat, per MSB 43.15.053(E).
5. Submit a notarized Owner’s Statement, completed Petition to Amend or Alter a Plat and Abbreviated Plat Application forms along with the applicable fee of \$300.00.
6. Once accepted by staff, public hearing date will be set approximately 30 days from acceptance.
7. Postage & advertising cost for the public hearing notices are billed once a hearing date is set. (estimated at \$125.00±) Per MSB 43.10.065, all property owners within 600’ of the parcel will be notified of the public hearing. Notice of public hearing is also advertised in the local paper.
8. A signed affidavit from all holders of a beneficial interest is required to be recorded with the plat.
9. Any existing driveways onto a borough road will require driveway permits. Please see the permit center for an application. (\$50.00)
10. Taxes and special assessments must be current, per MSB 43.15.053(F) and AS 40.15.020 prior to recording.
11. Recording fees are payable to the State of Alaska, DNR. (estimated at \$20.00+)

Per Matanuska-Susitna Borough 43.15.010(E): No proceeding under this section binds the platting board or the platting officer in their review of any plat, or relieves a subdivider of the responsibility of independently becoming familiar with the procedures and standards for approval of an application under this title. NOTE: Borough Code is subject to change.

OWNER'S STATEMENT

This information is required for submission per MSB 43.05.050. Please **type** or **print** all non-signature items in ink.

PROPOSED SUBMITTAL NAME: _____

I submit the enclosed items concerning the above-referenced submittal for review. By my signature I certify that the property is (check one):

- Privately owned and that I am the owner.
- Owned by a sole proprietorship and I am the proprietor.
- Owned by a partnership of which I am a general partner.
- Owned by a corporation of which I am a principal executive officer of at least the level of vice-president, or a duly authorized representative responsible for the overall management of this subdivision. (Submit copy of authorization).
- Owned by a municipal, state, federal or other public agency, of which I am a principal executive officer, ranking elected official, or other duly authorized employee.

Original Signature (please sign in ink)

Date

Mailing Address

Phone

Name & Official Title (print)

Company or Agency (if applicable)

NOTARY ACKNOWLEDGEMENT:

Subscribed and sworn to before me this _____ day _____, 20_____

NOTARY PUBLIC in & for Alaska

My Commission Expires: _____

PETITION TO AMEND OR ALTER A PLAT _____
VACATION OF A SUBDIVISION _____

Comes now the undersigned, _____ and petitions the Matanuska-Susitna Borough to amend a plat lying within the following described property, to-wit:

Proposed change requested: (OR see attached sheets)

The action sought by this petition is for the following reasons: (OR see attached sheets)

APPLICANT Name: _____ Email: _____

OR Mailing Address: _____ Zip: _____

OWNER Contact Person: _____ Phone: _____

SURVEYOR Name (FIRM): _____ Email: _____

Mailing Address: _____ Zip: _____

Contact Person: _____ Phone: _____

SIGNATURES OF PETITIONER(S):



THIS AREA TO BE COMPLETED BY THE MATANUSKA-SUSITNA BOROUGH

THE APPLICATION HAS BEEN REVIEWED AND FOUND TO MEET SUBMITTAL STANDARDS AS NOTED ABOVE.

DATE

PLATTING DIVISION REPRESENTATIVE

SCHEDULED FOR PLATTING BOARD/ABBREVIATED PLAT MEETING OF: _____

APPLICATION FOR APPROVAL OF:

PRELIMINARY PLAT ABBREVIATED PLAT MASTER PLAN

The undersigned hereby applies to the Matanuska-Susitna Borough Platting Authority for approval to plat lands as follows:

PRESENT DESIGNATION OF PROPERTY SUBDIVISION _____
BLOCK(s) _____ LOT(s) _____

OR

ALIQUOT PART OR METES and BOUNDS DESCRIPTION _____

LOCATED IN THE (aliquot part) _____ of

Section(s) _____ Township(s) _____ Range(s) _____ Meridian, Alaska.

FUTURE DESIGNATION OF PROPERTY SUBDIVISION _____
BLOCK(s) _____ LOT(s) _____
CONTAINING _____ ACRES _____ LOTS & _____ TRACTS

SUPPLEMENTAL INFORMATION

1. Is there any related vacation activity? YES NO
Sec. Line Easement _____ ROW Vacation _____ Sub. Vacation _____

2. The plat boundary includes all land under contiguous ownership? YES NO

3. Are there any existing access, historical or cultural features existing within this proposed subdivision? YES NO

4. The existing access road meets the minimum access requirements? YES NO

APPLICANT Name: _____ Email: _____
OR Mailing Address: _____ Zip: _____
OWNER Contact Person: _____ Phone: _____

SURVEYOR Name (FIRM): _____ Email: _____
Mailing Address: _____ Zip: _____
Contact Person: _____ Phone: _____

ENGINEER Name (FIRM): _____ Email: _____
Mailing Address: _____ Zip: _____
Contact Person: _____ Phone: _____

PLAT CHECKLIST

1. SIZE OF PLAT _____ 18X24 _____ 24X36 _____ OVER SIZE

2. TITLE BLOCK _____
 _____ SUBDIVISION NAME _____ TOTAL AREA
 _____ SCALE _____ DESCRIPTION of PARCEL BEING DIVIDED
 _____ DATE _____ NAME, ADDRESS & ZIP OF SURVEYOR
 _____ SHEET NUMBER _____ FIELD BOOK REF (if necessary)

3. _____ NORTH ARROW

4. VICINITY MAP _____ 1" = 300' - 1/16 SQUARE MILE MIN. (URBAN)
 _____ 1" = 1 MILE - 20 SQUARE MILE AREA MIN. (RURAL)

5. _____ NAME & ADDRESS OF OWNER with ZIP CODE

6. WITHIN THE SUBDIVISION: _____
 _____ EASEMENTS--DEDICATED R/O/W _____ ADJACENT PROPERTY LINES
 _____ LOT/TRACT LINES _____ SECTION LINE EASEMENTS
 _____ PATENT RESERVATIONS _____ 100-YEAR FLOOD PLAIN (if applicable)
 _____ PROPOSED PUBLIC AREA _____ FLOOD HAZARD INFORMATION
 _____ LOT & TRACT AREAS _____ BASE FLOOD ELEVATION
 _____ APPROXIMATE DISTANCES _____ LOTS _____ TRACTS _____ TOPO
 _____ R/O/W EASEMENTS DASHED LINES

7. TOPOGRAPHIC MAPS
 _____ 100' FROM PROPOSED BOUNDARIES _____ 1" = 200' _____ 1" = 100'
 _____ LOT LINES _____ LOCATION OF STREETS
 _____ CONTOUR INTERVALS: _____ 5' SLOPE LESS THAN 10% _____ 10' SLOPE MORE THAN 10%

8. PROPOSED COMMUNITY WATER/SEWER SYSTEMS
 _____ ENGINEERING PLANS _____ CONCEPTUAL DRAWINGS

9. _____ STREET GRADIENTS _____ EXCEEDS 10%
 (PLAN & PROFILE)

