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

REQUIRED	SUBMITTED	
3		Copies of plats (folded to 8½ X 11 or smaller)
X		Certificate to Plat (Prepared by a Title Company)
X		Notarized Owner's Statement (form available from staff or online)
X		Petition to Amend or Alter a Plat (form available from staff or online)
X		Abbreviated Plat Application (form available from staff or online)
X		Elimination of Common Lot line Fee $300.00

Due after hearing date is set:	X	Postage & Advertising Fees (letter sent after submittal)	$150.00±
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(G), 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, an engineer's soil report and legal and physical access are **not** required for this type of platting action, pursuant to MSB 43.15.025(B).

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). Flood Hazard Development Permits are required for any development within a FEMA designated Special Flood Hazard Area.

4. Submit a Certificate to 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 7 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 $150.00±) 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 attached permit application ($50.00 Permit Fee with $150.00 Refundable Deposit).

10. Taxes and special assessments must be paid in full, 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.

Matanuska-Susitna Borough
Telephone (907) 861-7874

350 East Dahlia Avenue
Palmer, Alaska 99645-6488

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:______________________

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:_____

Matanuska-Susitna Borough
Telephone (907) 861-7874

350 East Dahlia Avenue
Palmer, Alaska 99645-6488

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 OR OWNER
Name:_____Email:_____
Mailing Address:_____Zip:_____
Contact Person:_____Phone:_____

SURVEYOR
Name (FIRM):_____Email:_____
Mailing Address:_____Zip:_____
Contact Person:_____Phone:_____

ENGINEER
Name (FIRM):_____Email:_____
Mailing Address:_____Zip:_____
Contact Person:_____Phone:_____

Matanuska-Susitna Borough
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350 East Dahlia Avenue
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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 (PLAN & PROFILE) _____EXCEEDS 10%

SUPPORTIVE DATA REQUIRED AT TIME OF SUBMITTAL FOR PRELIMINARY PLATS

______FEE
______OWNER STATEMENTS
______BLUELINE PRINTS
______TOPOGRAPHIC MAPS (1" = 200' OR 1" = 100' SCALE)
______DRAINAGE PLAN
______PRELIMINARY CONSTRUCTION PLANS (as required by DPW)
______SOILS INFORMATION (provided by a professional engineer)
______LEGAL ACCESS DOCUMENTATION
(road/air/water/railroad/section line easement)
______CERTIFICATE TO PLAT (provided by a local title company)
______APPLICATIONS:
______Preliminary Plat/Abbreviated Plat (including petition, if applicable)
______Vacation of Public Area or R/O/W (including petition)
______Section Line Easement Vacation Plat (including petition)
______Variances

CERTIFICATION:

I HEREBY CERTIFY THAT {I am}{I have been authorized to act for} the owner of the property described above and that I desire to subdivide this property in conformance with the Matanuska-Susitna Borough code Title 43 and hereby depose and say that all of the above statements are true. I am familiar with the code requirements and certify that to the best of my knowledge, belief and professional ability that this plat meets them. I understand that payment of the subdivision fee is non-refundable and is to cover the costs associated with the processing of this application and that it does not assure approval of the plat.

____
DATE

______________________________ ______________________________
APPLICANTS NAME (PRINT) APPLICANTS SIGNATURE

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 PUBLIC HEARING ON:______________________________

MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department
Development Services Division
350 East Dahlia Avenue, Palmer, Alaska 99645
(907) 861-7822 Fax (907) 861-8158
E-mail: PermitCenter@matsugov.us

Driveway Permit Application

Permit Fee $50 Refundable Deposit $150 PERMIT NO. _____

Property Owner: (Name)			Applicant/Agent: (Name)		
Mailing Address			Mailing Address		
City	State	Zip Code	City	State	Zip Code
Phone	Cell (*optional*)	Fax (*optional*)	Phone	Cell (*optional*)	Fax (*optional*)
E-mail (*optional*)			E-mail (*optional*)		
Site Address:			Driveway Location Will Be Marked With:		
Property Tax ID #:			Expected Completion Date	Driveway Surface Type	
Applying for Access Onto:			**IF ACCESS IS ONTO A PAVED ROAD, APRON LENGTH TO BE 2' MINIMUM**		

OFFICE USE ONLY			
Driveway Inspector Approval Date:		Tax Map: TRS	RSA
Right-of-Way Coordinator Approval Date:		/	/
Is Culvert Needed? ☐ Yes ☐ No		Distances:	
Culvert Length:	Size:	Left:	Width: Right:
Culvert Type:	Ditch Depth:		

Special Provisions Upon Approval:	Inspection #'s

The Permittee certifies that he/she is the owner, lessee, or authorized agent of the property, that the conditions, restrictions and regulations of the borough will be complied with and that he/she will maintain the driveway in accordance with the provisions and standards attached to this permit, and any applicable code. I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the applicant or agent of the same as stated in the attached documentation. By signing this permit I acknowledge and agree to accept the Driveway Standards and Provisions attached to this permit..

PERMITEE: _____ DATE: _____
Signature of Permitee

PERMIT GRANTED BY: _____ DATE: _____
Borough Representative

Revised 6/29/2018

BOROUGH STANDARDS

A. Driveway width as measured at the property boundary or at the outside edge of the borough right-of-way should be a minimum of 10 feet wide and a maximum of 25 feet wide for a residential driveway. In addition, return curves with minimum 6 foot radii and maximum 20 foot radii for a residential driveway will complete the transition from borough maintained right-of-way to private access onto your property. Including the tangent length of the return curves, total driveway frontage intersecting the roadway will be from 22 feet to 65 feet.

B. Driveways to corner lots shall be located not less than 40 (forty) feet from the point of curvature of the radius return on the property line.

C. Driveways to corner lots or lots that border two roadways shall gain access from the street of lower classification when streets of two different classifications bound a lot.

D. Driveways shall not drain onto the roadway. The first 10 (ten) feet from road shoulder shall be -2% (negative two percent) slope away from roadway.

E. Unless otherwise specified, a minimum 12" (twelve inch) diameter corrugated metal pipe culvert shall be used, when needed, with at least one foot of culvert visible at the toe of the side slopes on each side of the driveway. Permittee shall be responsible for maintenance of the culvert, including thawing, to ensure proper drainage.

DRIVEWAY PROVISIONS

The Permittee on signing this permit hereby acknowledges and agrees to accept the following provisions:

1. A driveway constructed within the right-of-way of a public roadway is an encroachment into that right-of-way and requires a written permit. This permit shall not grant the Permittee exclusive right to use the area encroached upon. All driveways or road approaches shall be constructed to Borough Standards, referenced below.

2. The Permittee is responsible for removal of snow berms placed in driveway during road maintenance activities. Snow removed from driveway by Permittee shall not be placed in the roadway so as to cause interference with road maintenance activities.

3. All driveways or road approaches constructed under this permit within any Borough lands or rights-of-way shall be the property of the Borough. All costs and liability in their connection or in connection with their maintenance shall be at the sole expense of those lands served and/or persons served.

4. Such facilities shall be constructed and maintained in such a manner that the highway and all its appurtenances or facilities including, but not limited to, all drainage pipe, culverts, utilities and their safety shall not be impaired or endangered in any way by the construction or maintenance of this facility.

5. The Permittee shall adjust, relocate or remove this facility without cost or liability to the Borough, if, at any time, or from time to time the use or safety of the roadway requires this to be done.

6. The Permittee shall assume all liability or costs in connection with the facilities and shall hold the Borough or its officers, agents, employees and contractors harmless in matters pertaining to the facilities.

7. The Borough has the right to inspect and/or reject materials or workmanship, to stop work until corrections are made or to require removal of the facility and to charge time and equipment to the Permittee to correct the facility if it is not installed to Borough Standards.

8. The Permittee certifies that the minimum clearance between the proposed finished driveway grade and the lowest aerial utility conductor is in accordance with the requirements of the National Electrical Safety Code (Sec. 23), but in no case is less than 18 (eighteen) feet.

9. This Driveway Permit shall belong to the property it serves and the terms and conditions shall be binding upon the Permittee, owner of the property, all new owners, and/lessee. It is the Permittee's responsibility to inform the property owner, new owner, or lessee of the Driveway Permit and conditions.

10. The Permittee agrees to post a surety bond, if required by the Borough, in the amount designated by the Borough. This assurance will be in the form of a check, which will be held by the Borough and released upon final acceptance and approval of the driveway. If the driveway is found unacceptable, the Permittee will forfeit the check, which will be used to correct any deficiencies of the driveway installation.

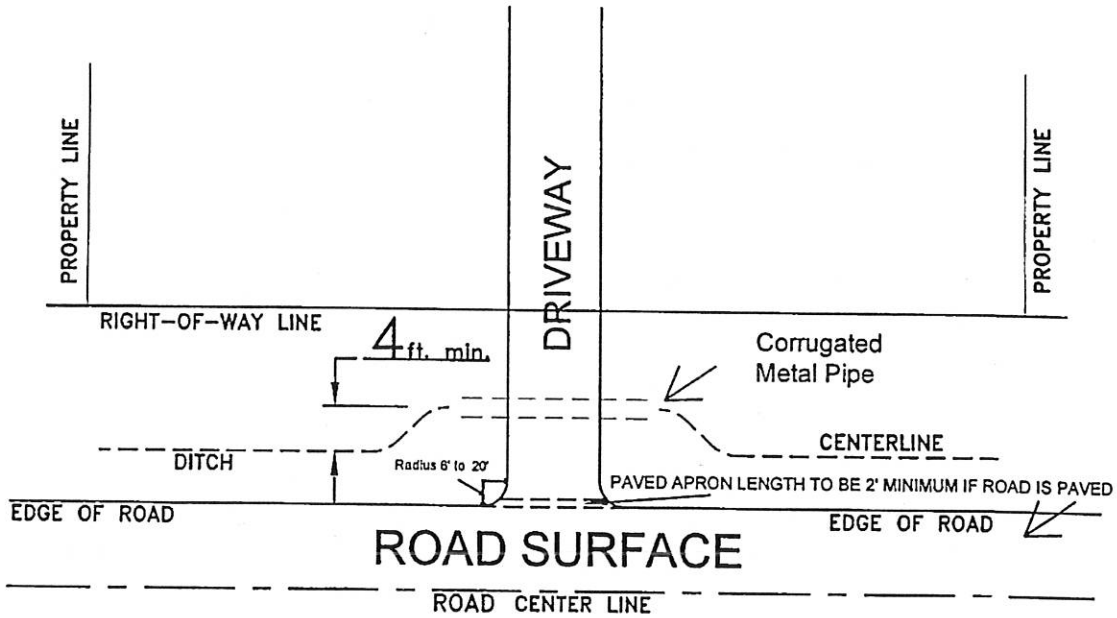
MATANUSKA-SUSITNA BOROUGH

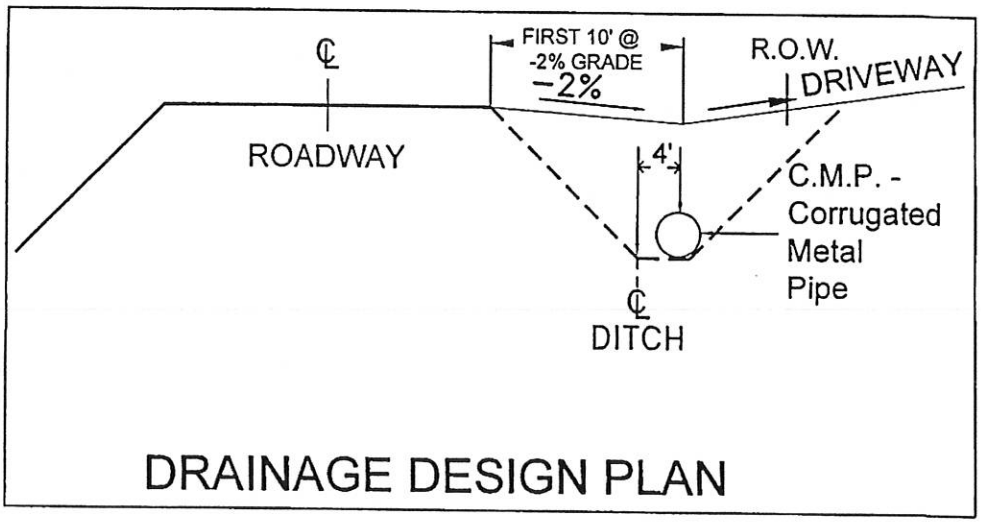
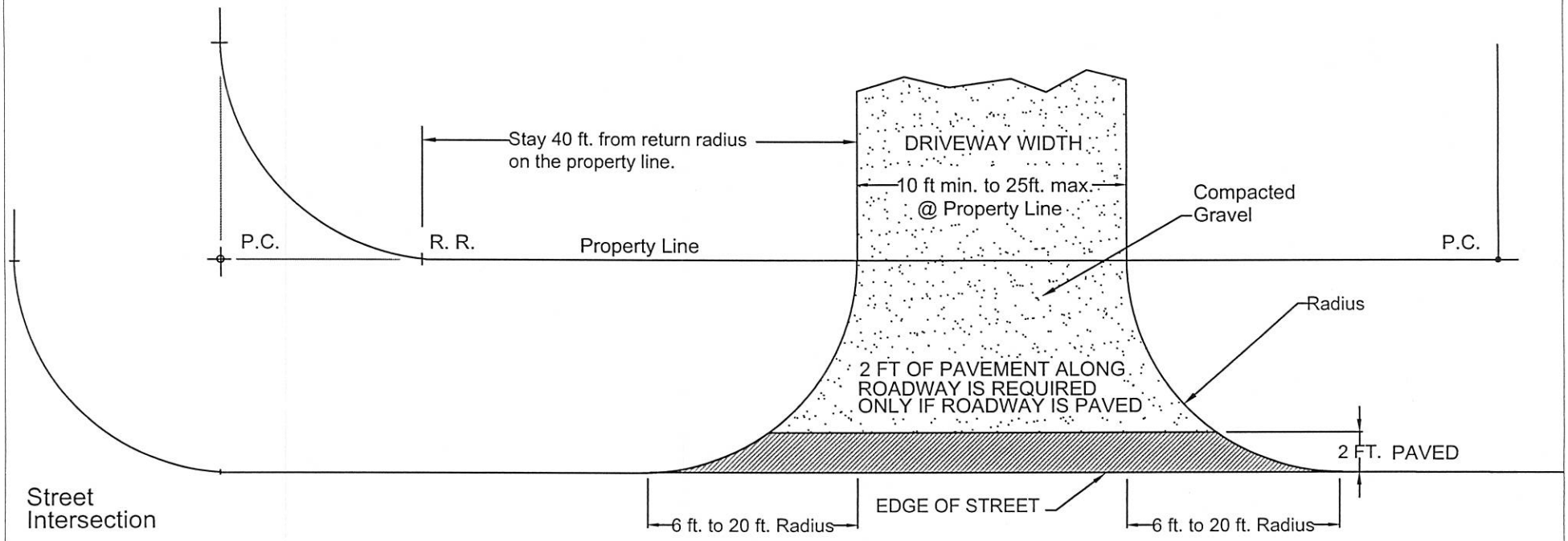
PERMIT CENTER
(907) 745-9822 FAX (907) 746-7407
E-mail: PermitCenter@matsugov.us

Driveway Design

Culvert Placement

Driveway must be installed in accordance with the below sketch and special conditions noted by the inspector.





Driveway Construction Example