

## Pre-Application Request Form

Name of Requestor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Owner's name (if different)

\_\_\_\_\_

*The pre-application conference requires preparation by both parties to maximize the benefits to everyone. The more information you provide, the better staff can assist you in achieving your goals.*

### Required Items:

1.  Fee of \$50.00. Payable to MSB.  TAX MAP # \_\_\_\_\_
2.  Location of land (Township, Range, Section; Tax Account #; Subdivision Name and Lot & Block, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
3.  Provide ***Basic dimensions*** of the lots to be created, the road to be built, the area to be vacated, etc.
4.  Show existing rights of way with road names.
5.  ***If eliminating lot lines or vacating easements or right-of-ways:*** show the area of vacation or the lot line to be eliminated.
6.  ***If creating a street or road:*** show proposed rights of way.
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.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Optional: Provide development plans to better assist borough departments with providing appropriate comments:* \_\_\_\_\_  
\_\_\_\_\_

*For Industrial, Commercial, or multi-family development, the Subdivision standards may not meet International Fire Code requirements for access. Contact Fire Code Official at 907-861-8030 for more info.*

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

Provide if available:  
Easement Documentation  
As-Built Survey

### PRE-APPLICATION CONFERENCE DATE & TIME:

\_\_\_\_\_

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

*For Office Use Only*

Date Rcvd: \_\_\_\_\_

How Paid: \_\_\_\_\_

Initials: \_\_\_\_\_