

Pre-Application Conference Request

Name, phone # and address of requestor(s):

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

Required Items:

1. Fee of \$50.00. 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.:

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:

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