



Fairbanks North Star Borough  
 Department of Community Planning  
 907 Terminal Street/P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260 Fax: (907) 459-1255  
 planning@fnsb.gov

For Office Use Only	
Received By:	_____
Receipt No.:	_____
Date Submitted:	_____

# FINAL PLAT APPLICATION

File # \_\_\_\_\_

\*\*\*\*\*FEES ARE NON-REFUNDABLE\*\*\*\*\*

- FEES:**
- \$400 Final Plat Application (plus per lot fee)
  - \$100 Per Lot / Tract
  - \$250 Final Plat Additional Review (3<sup>rd</sup> attempt & every time after)
  - \$240 Improvement Re-Inspection (on 3<sup>rd</sup> attempt & every time after) (2 hr min. Public Works Engineer)

## Property Information:

Preliminary Approval Date:		
Legal Description of the Property:		
Total Acreage:	# Lots Resulting:	New Subdivision Name:

## Surveyor:

Business Name:
Contact Person:
Mailing Address:
Phone:
E-Mail:

## Property Owner:

Name:
Mailing Address:
Phone:
E-Mail:

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

# Final Plat Submittal Requirements for Borough or City Engineer

If the final subdivision action requires construction of road improvements or conditions have been imposed that require review of the final plat by the Borough or City Engineer, the following steps must be completed **PRIOR TO** submittal of the Final Plat Application (FNSBC 17.52.010).

## 1. **Submit the following to the Borough Engineer and, if applicable, the City Engineer:**

- One copy of the final plat.
- Copy of FNSB action letter issued at preliminary approval, which states conditions.
- Copy of driveway permit from the State of Alaska Department of Transportation and Public Facilities for intersection of subdivision roads with State-maintained roads and/or copy of driveway permit from the FNSB Public Works Department for intersection of subdivision roads with borough service area maintained roads
- Surety for subdivision improvements, survey monumentation and/or road warranties.
- An inspection report prepared, signed and sealed by the developer's registered professional summarizing the registered professional's inspection findings for all required improvements and stating that to the best of the registered professional's knowledge and belief all required improvements meet the specifications of FNSBC Title 17 and the requirements of preliminary plat approval.
- A centerline profile of those areas where centerline grade exceeds six percent and where approach, intersection and turnaround grades exceed two percent.
- A typical roadway cross-section showing construction details and materials used.
- As-built drawings of culverts, drainage, and/or soil stabilization structures located in the subdivision, and any improvements within the right-of-way.
- Copies of compaction tests verifying that all new/reconstructed roads meet required compaction standards. A minimum of three compaction tests are required; see FNSBC 17.52.010.A.9 for more information.
- Copies of a material test report for each type of material used in the base and surface course of the road.

## 2. **Once the above items have been submitted, an inspection can be scheduled with the Borough Engineer.**

**THE FINAL PLAT CAN BE SUBMITTED TO THE COMMUNITY PLANNING DEPARTMENT ONLY AFTER THE ABOVE ITEMS HAVE BEEN COMPLETED AND APPROVED.**

### Final Plat Submittal Requirements

- Three (3) copies of final plat (no mylar) [*After mark-up corrections have been made, one (1) mylar will be submitted*].
- Supporting documentation as required by platting officer to establish that all conditions have been met.
- If applicable (see above), letter of acceptance of required improvements from the borough or city engineer.
- Signed & notarized covenants, if applicable.
- Exterior boundary closure.
- Power of attorney or corporate resolution, if applicable.
- Current title report (no more than one year old).
- Notarized statement of non-objection from each party with a secured interest in the property that is to be subdivided or dedicated.
- Copy of FNSB action letter issued at preliminary approval, which states conditions.
- Copy of flood plain permit if road construction is required within a special flood hazard area.
- Additional requirements can be found in FNSBC 17.52, Final Plats.

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## FINAL PLAT SUBMITTAL CHECKLIST

- Streets (in or adjacent to subdivision)
  - width
  - name
  - centerline data
- Sheet size 18" x 24" minimum
- Lot and block numbers/misc tracts properly identified
- Lot acreages (0.000 Ac or 10 SF)
- Acreage summary
- Monuments at all lot corners (correspond to legend)
- Bearing and distances on lot lines
- Bar scale (3" min; 1" = 200' or larger)
- Adjacent properties labeled w / TL 3s or subd, lots, blks, and plat 3s
- Match lines (if more than one sheet)
- Temporary cul-de-sac
- Trails
- Vacations noted
- Subdivision access road
- Tic marks complete
- Plat is legible
- Boundary closure matches plat
- Totals of subordinate distances are correct
- Basis of bearing, reference cited
- Controlling monuments identified
- WCs & RMs noted
- Current vicinity map (1"=1 mile or larger, major streets, section lines)
- North arrow
- Legend (all found and set) LS #s
- Curve data complete
- Details identified
- Section line easement shown (w/in & adjacent) & research submitted
- Easements of record identified and labeled (see title report)
- Easements – new (type, width, exact location) – different line style for different type easements
- High water line identified / WCMC
- Bench mark
- Subdivision base flood elevation

### TITLE BLOCK

- Date
- Subdivision name
- Surveyor
- Draftsperson's initials
- Checker's initials
- Legal description
- Owner's names
- FNSB file #
- Aliquot parts
- Sec – Twn – Rng
- Prior plat #
- Vacation noted
- Scale

### CERTIFICATES

- Standard O & D w/standard notary
- Corporate O & D w/corporate notary
- Platting authority
- Taxes
- Surveyors

### NOTES

- Purpose
- Access
- Wastewater disposal
- Utility easement
- USDA soils
- FIRM flood / Flood Zone
- Covenants
- Variance cited with PB date
- Wetlands
- Other

## SECURED INTEREST PARTY AUTHORIZATION

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

**Please note:** The FNSB Subdivision Ordinance requires that prior to the recording of any subdivision plat/document, the notarized signatures of all persons holding a secured interest in a property being subdivided or dedicated are required. **This form is provided for that purpose.** The ordinance also provides that if the secured party does not respond to the Platting Officer's attempt to secure a response within 30 days of receiving the request, it will be deemed that the secured party has no objection, and recording may occur. FNSB 17.52.040 E.2.c.

The undersigned, owner(s) of a secured interest in the real property legally described as

\_\_\_\_\_ on the **deed of trust** or other valid instrument recorded (date)\_\_\_\_\_

Bk/Pg/Instr# \_\_\_\_\_

hereby authorize(s) the action taken by the applicant/owner to subdivide, vacate, or dedicate portions of said real property as delineated in FNSB Case File\_\_\_\_\_.

Execution of this authorization is not in any way a release from any contractual obligation presently secured by a valid instrument of record.

Secured Party: \_\_\_\_\_  
**(PRINTED: firm or individual name)**

Signature \_\_\_\_\_

Date

Signature \_\_\_\_\_

Date

**The Notary's Acknowledgement:**

United States of America )  
 )  
State of \_\_\_\_\_ )

This is to certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public for the state of \_\_\_\_\_, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known to be the identical individual mentioned and who executed the within authorization, and (s)he acknowledged to me that (s)he signed the same freely and voluntarily for the uses and purposes therein specified.

If a **corporation** is involved, add the following statement:

In her/his capacity as \_\_\_\_\_ of said corporate owner and that at the time (s)he presented this authorization (s)he was cloaked with the power and authority to execute same on behalf of said corporation.

Witness my hand and notarial seal the day and year in this certificate first herein written.

\_\_\_\_\_  
Notary Public in and for the State of

My commission expires \_\_\_\_\_

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## FAIRBANKS NORTH STAR BOROUGH

Lots or roads proposed on the preliminary plat of \_\_\_\_\_  
 Subdivision will access roads maintained by the Fairbanks North Star Borough's \_\_\_\_\_ Road Service Area(s).

By signature(s) below, we, all the owners of the real property in this subdivision plan, consent to the exercise of road construction and maintenance powers by incorporation into a Road Service Area.

We understand the Fairbanks North Star Borough Assembly's consideration of the road construction and maintenance powers consented to herein shall proceed separately from the Platting Board's consideration of the subdivision application.

Property owners will be required to sign a formal petition to process the request through the Rural Services Department, 459-1223.

Printed Name:	E-mail:
Signature:	Phone:
Mailing Address:	Zip:
<hr/>	
Printed Name:	E-mail:
Signature:	Phone:
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Mailing Address:	Zip:

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