

## Subdivision Application Overview

Prepared December 3, 2003

*For more information contact Sara Russell, Planning Assistant, at 747-1814.*

Planning Commission meetings are normally held the first and third Mondays of each month.

Complete applications and all supporting materials must be submitted by *noon on Tuesday* two weeks prior to the Planning Commission meeting of when the request will be considered. For example, materials for the January 19<sup>th</sup> meeting need to be submitted by noon on Tuesday January 6<sup>th</sup>.

January 2004						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

This deadline allows the municipality to review the applications, send out notifications to the applicant and adjacent property owners, and run the required advertisements in a timely fashion.

In the past, applications have been submitted for subdivisions that required additional background information causing delays in our process. If the applications are not submitted with the required supporting materials, they may not be considered at the Planning Commission meeting.

The amount of time it takes for a subdivision to be processed depends upon whether it is a Minor or a Major Subdivision. A Minor takes at least two meetings with the Planning Commission while a Major Subdivision is much more detailed and involves both the Planning Commission and the Assembly. The following pages of this packet will explain the processes in greater detail and the Planning Office will certainly help guide you through the process.

Thank you for working with the City and Borough of Sitka, we sincerely appreciate your cooperation. Since meeting dates are subject to change, applicants are encouraged to call the Planning Office at 747-1814 to confirm meeting dates. Thank you.

***\*\*Individuals may wish to go over their requests with Planning Office staff prior to submitting applications\*\****

## THE SUBDIVISION PROCESS

The City and Borough of Sitka has two basic subdivision processes. They are 1) the Minor Subdivision process involving the creation of four lots or less, and, 2) the Major Subdivision process involving the creation of five lots or more. An administrative boundary line adjustment process is also available. The City and Borough reserves the right to deny subdivisions if there are problems with the proposal. There is an appeal process if this event occurs.

### THE MINOR SUBDIVISION PROCESS

The minor subdivision process is simply the shorter of the two subdivision approaches. The plat is reviewed by the Planning Commission and Assembly approval is not required. The applicant needs to file a \$50 (plus tax) application fee, fill out the appropriate paperwork, submit a copy of the Deed of Trust, and submit a plat that meets all the Final Plat requirements. The plat must be prepared by a licensed surveyor. The document needs to be completed, along with general topographic information, prior to consideration by the Planning Commission.

Staff will advertise a public hearing after receiving the documents. You will be notified of the hearing date and one of your representative's is encouraged to attend. A minor subdivision is required to go to the Planning Commission twice. The first meeting the subdivision is placed on the agenda as a "concept" plat and then at the second meeting it is referred to as a "final" plat. If there are any concerns by the Planning Commission or other parties, action may be delayed. This delay would allow time for the applicant to provide more information or time for the parties to work together on the concerns.

After Planning Commission approval, monuments must be installed on the site that allows the lot corners to be located. This monumentation will appear on the reproducible version of the plat. The City will collect the necessary signatures and record the plat after the reproducible is provided.

### THE MAJOR SUBDIVISION PROCESS

As the name suggests, a Major Subdivision involves a much more detailed process. The basic elements are: a pre-application review, a submission of a preliminary plat with a hearing by the Planning Commission, submission of a Final Plat with a hearing by the Commission, and review by the Assembly with a third public hearing. The Preliminary and the Final Plat requirements are very similar. The bulk of the survey work is done up front and the firms will be happy to walk through the process with you.

The applicant is encouraged to have a pre-application conference with the Planning Director to uncover potential problems. In the case of complex major subdivisions, pre-application advice from the Planning Commission is also advisable.

The fee for the entire process is also \$50 plus the current city sales tax.

NOTES:

1. There are detailed design requirements for subdivisions that you may wish to familiarize yourself with before proceeding.
2. Plat notes are automatically required on the maintenance of private access roads and the purpose of the plat.
3. The Planning Commission meets on the first and third Monday of each month. Complete plats with all the information required by the subdivision code, must be submitted at least 13 days before the meeting date with the application form and fees.
4. Applicants who are unfamiliar with the subdivision process may wish to request a complete set of those regulations, which are available at the Planning Office.

BOUNDARY LINE ADJUSTMENTS

An administrative process has been created for minor boundary line adjustments. This process can be followed in cases where a lot line is simply being moved a few feet. The applicant must fill out the attached form and file a \$25 (plus tax) application fee. A regular plat prepared by a surveyor that shows the old and new lot line must also be provided. The dimensions and locations of all structures must also be shown on one copy of the plat to verify setbacks. These structures may be shown in pencil and are not to appear on the mylar of the plat prepared for recording. Detailed monumentation, as required on page 33 of the Subdivision Code, must also be shown on the plat. While the plat looks like a regular final subdivision plat, the applicant does not have to go through the Planning Commission to obtain approval. As in the case with any subdivision, all current zoning regulations must be followed.

Copies of the current deeds of both parcels must be submitted to the Planning Office to insure that the plat is signed correctly. Copies of these deeds can be obtained from the Recorder's Office for a nominal fee if the applicants do not have them readily available.

Thank you for working with us on your subdivision process. If you have any questions, please feel free to contact the Planning Director, Wells Williams at 747-1824 or 747-1814.

**CITY AND BOROUGH OF SITKA  
PLANNING DEPARTMENT  
SUBDIVISION PLAT APPLICATION**

	Boundary Line Adjustment	\$25.00
	Major Subdivision	\$50.00
	Minor Subdivision	\$50.00
	Planned Unit Development Subdivision	\$50.00
	Subdivision Replat	\$50.00
<b>* Plus current sales tax *</b>		

**Applicant's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
*(If different from applicant)*  
**Address:** \_\_\_\_\_

**Legal Description:** Lot \_\_\_\_\_ Block \_\_\_\_\_ U.S. Survey No. \_\_\_\_\_  
Existing Subdivision \_\_\_\_\_  
Project Address \_\_\_\_\_  
Number of Lots Created \_\_\_\_\_ Smallest \_\_\_\_\_ sq.ft. Largest \_\_\_\_\_ sq.ft.

**\*\*\*IMPORTANT - PLEASE READ AND REVIEW\*\*\***

- Check if there are any **easements** on the property and show them on all concept and preliminary plats.
- Check if there are any **drainage or storm water facilities** on the property and show them on all concept and preliminary plats.
- Check if there are any **encroachments on current or proposed easements** and show them on all concept and preliminary plats.
- Check if there are any **public or private utilities on the property** and show them on all concept and preliminary plats.

**ITEMS TO REMEMBER:**

1. Application and two copies of plat are to be submitted at least 13 days prior to the next Planning Commission meeting.
2. Taxes must be current before an application is processed. All L.I.D.'s (if any) must be paid in full prior to the recording of any final plat.
3. Minor subdivisions and boundary line adjustments require submittal of owner's Deed of Trust.
4. Review your subdivision with both the Electrical and Engineering Departments to avoid unnecessary delays.
5. A filing fee of \$50.00 plus current sales tax is required for replats, planned unit developments, and minor and major subdivisions which covers recording as well as notice and postage costs. A fee of \$25.00 plus current sales tax is required for boundary line adjustments.
6. Plats shall contain the information above and all other information required in the Sitka General Code, Title 21 Subdivisions.
7. Lot areas are net of access easements.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after the Planning Commission's review for the purposes of inspecting the proposed and/or approved parcels.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(If different from applicant)*