

**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
* Plus current sales tax *		

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.
8. EXISTING AND PROPOSED UTILITY LINES MUST BE PROTECTED BY EASEMENTS. THE APPLICANT IS REQUIRED TO HAVE A SURVEYOR LOCATE EXISTING LINES AND SHOW THE PROPOSED EASEMENTS.

Applicants are encouraged to obtain a Plat Certificate from a title company prior to having the subdivision plat prepared. The certificate verifies ownership, easements, and other recorded documents that affect the property. Obtaining a plat certificate and providing it to the surveyor and the municipality may prevent future title problems.

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

Applicant's Signature: _____ **Date:** _____

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