



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

planning@cityofsitka.org

907-747-1814

Frequently Asked Questions for Subdivisions

What actions qualify as subdivisions?

Several types of actions are considered subdivision (platting) actions:

- A **minor subdivision** is a subdivision that creates no more than four additional lots or tracts.
- A **major subdivision** is a subdivision of more than four lots or tracts.
- A **replat** is a modification of an existing subdivision, such as combining two or more lots into one lot.

Other subdivision actions include boundary line adjustments, zero lot line subdivisions, planned unit developments, and hybrid subdivisions.

How long does the subdivision process take?

Timelines for subdivision processes vary, but often take at least three months. After materials are received, applications are routed for internal review by other CBS departments. After review, the request appears before the Planning Commission. Subdivision requests require at least two Planning Commission hearings for approval, and can include an additional, “conceptual” review prior to submission of surveyor-prepared plats. Major subdivisions and planned unit developments also require Assembly approval.

What kind of supporting materials do I need to submit with my application?

Applications for subdivisions require a general application, a supplemental application for a subdivision (plat), a survey for preliminary and final subdivision requests, and a site plan that includes proposed utilities and easements drawn by the applicant for a conceptual plat.

When do I need to have my application submitted?

Staff requires that all materials are complete and submitted at least three weeks prior to the next scheduled Planning Commission meeting. Regular meetings are scheduled for the first and third Wednesday of each month. Due to the internal review process for subdivision requests, hearings of subdivision requests are sometimes scheduled out more than three weeks.

Are there any fees associated with my subdivision request?

Most subdivision requests have a \$50, non-refundable filing fee, plus sales tax. The fee for lot mergers is \$35 (non-refundable, plus sales tax). Applicants will also need to pay for surveying services and the fee for recording the plat with the state, if finalized.

If the subdivision request is approved, when does it take effect?

Following Planning Commission final approval of a plat, a ten-day appeal period must lapse before the subdivision can be recorded. After the lapse of the appeal period, the applicant or surveyor will drop off a Mylar of the final, Planning Commission- or Assembly-approved plat at city hall to be routed for signatures. The Planning Office will then mail the signed plat for recording by the state. **Subdivision requests do not take effect until the signed and approved plat (Mylar) is recorded with the State of Alaska Department of Natural Resources (DNR) Recorder's Office.**

Do I need to be present at the Planning Commission meeting?

Yes, you must be present at the Planning Commission meeting at which your permit request is heard. The Planning Commission often has specific questions pertaining to subdivision requests, and your presence ensures those questions are answered.

Do I need to speak with my neighbors beforehand and will they be notified of my project?

As a general courtesy to your neighbors, the Planning Office recommends you inform surrounding neighbors of your project plans.

The Planning Office mails notification of subdivision hearings to all property owners within 300 feet of the project, in addition to publishing public notice in the newspaper twice prior to the meeting (SGC 21.10.040).

Where can I read more about regulations for subdivisions?

Information regarding subdivisions is available under Title 21 of the Sitka General Code, available at sitka.municipal.codes/SGC/21. If you have further questions, please speak with a member of the Planning Office staff.

Information regarding development standards is available under SGC 22.20.030, at sitka.municipal.codes/SGC/22.20.030.