

CITY OF BETHEL PLANNING OFFICE
 Po Box 1388
 Bethel, AK 99559

(907) 543-5306
 (907) 543-4168 (facsimile)



**APPLICATION FOR PRELIMINARY PLAT
 BETHEL MUNICIPAL CODE 17.12**

17.12.010 Preliminary consultation.

The subdivider may, and is encouraged to, at any time prior to submitting a preliminary plat, request a meeting with the platting officer or the planning commission for the purposes of an informal preliminary consultation to identify land that may not be suitable for subdivision and development in its natural state, special design and other possible problems. A preliminary plat may be submitted at any time for review and action by the planning commission under this chapter.

17.12.020 Preliminary plat required.

Prior to submitting a final plat of a subdivision, a subdivider shall submit a preliminary plat in order that general agreement may be reached and specific requirements established on layout and arrangement of streets, lots, drainages, access, dedications, required improvements and other features before a final plat is prepared.

Carefully read instructions and applicable City code. Fill out forms completely. Attach information as needed. Incomplete applications will create a delay in the review process.

DATE _____

SUBDIVISION NAME _____

Application Fee must be attached:	\$300.00 PLUS \$15 PER LOT	Preliminary Plat
Payment Type:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash	

1. General Information

NAME OF PROPERTY OWNER	
Physical Address:	
Mailing Address:	
Home Phone Number:	
Work Phone Number:	
Cell Phone Number:	
Email Address:	

Please note:

The City of Bethel will not communicate regarding the application with anyone other than the applicant or his/her designated agent. If applicant will be represented by an agent or attorney, proof of consent for representation must be submitted with the application.

NAME OF SURVEYOR FIRM	
NAME OF SUVEYOR	
Physical Address:	
Mailing Address:	
Home Phone Number:	
Work Phone Number:	
Cell Phone Number:	
Email Address:	

2. Property Information / Legal Description

Township:	Range:
Section:	Meridian:
Subdivision:	Block(s):
Lot(s):	US Survey or Plat No.:
Street Address:	

3. Plat Description

a. Please provide a detailed description of the proposed Plat in order to provide a thorough understanding of the project. Include number of lots, planned development, existing and/or planned zoning, public improvements, etc.

For the following, please place a checkmark in the underlined space for complying with the Preliminary Plat data request. Add comments if necessary.

17.12.030 Submittal, form and contents.

A . _____ Twenty (20) paper copies of the preliminary plat and one electronic copy (11” x 17”), and all information, certifications and material required under this section shall be submitted to the platting officer at least thirty (30) calendar days prior to the planning commission meeting at which consideration of the preliminary plat is desired.

The submission shall also include:

- A1. _____ Preliminary Plat Fee.
- A2. _____ A certificate of ownership indicating the date the land proposed to be subdivided was acquired, together with the book and page of each conveyance to the present owner or owners as recorded in the Bethel district recorder's office.
- A3. _____ A statement that all taxes and special assessments pertaining to the property have been paid or that a payment schedule satisfactory to the city has been arranged;
- A4. _____ A list of the names and addresses of the owners of record of all property contiguous to and across a public right-of-way from the proposed subdivision.
- A5. _____ Completed applications for all waivers, variances or other special permissions required under this chapter before the preliminary plat may be approved, including the fee required for each such additional special permission.

B. Preliminary Plat

_____ The preliminary plat shall show the land to be subdivided and the entire tract, plat, parcel, or survey in which the land proposed to be subdivided is located, including all subdivided lands within that tract, plat, parcel, or survey.

_____ The plat shall be prepared in black permanent ink and drawn on twenty-four- (24-) inch by thirty-six- (36-) inch sheets, except, if the subdivision creates or changes five (5) or fewer lots, the plat may be drawn on eleven-inch (11-) inch by seventeen- (17-) inch sheets.

_____ All sheets of a plat shall be the same size and the first (1st) sheet of a multisheet plat shall contain an index to all the sheets. The plat shall be drawn to a scale of one (1) inch equals one hundred (100) feet if more than five (5) lots are created or changed by the proposed subdivision, otherwise to a scale of one (1) inch equals fifty (50) feet.

The following information shall be placed on the plat:

- B1. _____ Notation that the plat is preliminary;
- B2. _____ Date, scale and northpoint;
- B3. _____ Name of the proposed subdivision;

- B4. _____ Location of the property by U.S. Survey, section, township and range;
- B5. _____ The names and addresses of subdivider(s) and the surveyor preparing the plat;
- B6. _____ Citation of existing covenants, reservations, deed restrictions, trails and easements on the property, if any;
- B7. _____ Zoning on and adjacent to the proposed subdivision and any other land use designation of this area as established under BMC Title [18](#);
- B8. _____ The approximate acreage, dimensions and size of each lot of the proposed subdivision, including rights-of-way and easements, and the number of lots contained therein;
- B9. _____ Location and size of existing and proposed utility systems or other improvements including but not limited to water, sewer, telephone, cable and electrical in and within two hundred (200) feet of the proposed subdivision;
- B10. _____ The general location of streams, lakes, other bodies of water, and waterways, swamps, muskeg or marshy areas, drainage and erosion patterns including culverts and other **drainage facilities** in and within two hundred (200) feet of the proposed subdivision including proposed drainageways and drainageway modifications both within and outside the subdivision;
- B11. _____ If any portion of the proposed subdivision is located in an area identified as a flood hazard area, a delineation of the one-hundred- (100-) year floodplain, every floodway and drainageway that is delineated within the floodplain, and the information required under BMC [15.08.170](#);
- B12. _____ A statement concerning responsibility for construction, operation and maintenance of water supply and sewage collection, treatment and disposal facilities in the proposed subdivision;
- B13. _____ Recommended or proposed type and location of water sources and sewage treatment or disposal systems on a typical lot diagram in relation to water sources and sewage collection, treatment and disposal systems on adjacent lots or and in relation to present or future city and community systems;
- B14. _____ A statement concerning future community water and sewage systems derived from the Bethel Water and Sewer Master Plan including an appropriate timetable for their development and the proposed layout of service lines;

B15. _____ Representative soil testing, logs and borings prepared by a professional engineer registered in the state in an area and number sufficient to determine whether soils are suitable for surface and storm water drainage, street construction and on-site sewage disposal and to determine street construction and drainage system standards to be applied and the area required for soil absorption systems. If a method of sewage treatment and disposal other than soil absorption systems is proposed, soils borings shall be required only for street and drainage construction engineering purposes. The city engineer may require additional soil testing, logs and borings;

B16. _____ Contours sufficient to show topography but in no event greater than five- (5-) foot intervals. If the contour mapping of the subdivision is not available in the digital mapping base of the city, the drawings showing the contours shall also be submitted on disc media meeting the same standards as are required for the disc submission of the final plat. The contour drawing disc may be submitted with the final plat or at any time prior to the submission of the final plat;

B17. _____ A surveyor's certificate in substantially the following form:

Surveyor's Certificate

I, (surveyor's name and land surveyor number), on this _____ day of _____, 20___, hereby certify that I am a registered professional land surveyor in the state of Alaska and that this preliminary plat represents a survey made by me or under my direct supervision, and that all dimensional and other details are true and correct to the best of my knowledge.

(Seal and signature)

C. _____ The names of proposed and existing streets in and adjacent to the proposed subdivision.

D. _____ A vicinity map showing streets and other general development of the surrounding area at a scale of no less than one (1) inch equals one thousand five hundred (1,500) feet.

E. _____ A copy of the current plat or U.S. Survey that creates the parcels subject to the proposed subdivision.

F. _____ A copy of the current plats and U.S. Surveys of the land that abuts the boundaries of the proposed subdivision.

4. Owner's Statement

<p>1. I hereby apply for approval for a Preliminary Plat on the above property as described in this application.</p> <p>2. I understand all activity must be conducted in compliance with all applicable standards of the Bethel Municipal Code, Title 17 and with all other applicable State or Federal laws.</p> <p>3. The information submitted in this application is accurate and complete to the best of my knowledge.</p>	
Applicant's or Representative Signature:	
Printed Name:	
Date:	

FOR OFFICIAL USE ONLY

17.12.050 Transmittal to Concerned Agencies

The platting officer shall, within 3 working days after determining the plat submittal meets the submittal requirements of this chapter, transmit a copy of the plat and all accompanying materials to:

1. _____ City Public Works
2. _____ City Engineer
3. _____ City Fire Dept.
4. _____ Electric Utility
5. _____ Cable and Telephone companies
6. _____ Phone
7. _____ Federal agencies that are affected of have jurisdiction
8. _____ State agencies that are affected of have jurisdiction
9. _____ Other _____