

MINOR SUBDIVISION OR PLATTING APPLICATION

(CHANGING OR CREATING 4 OR FEWER LOTS)

Project Number	Project Name (15 characters)	Case Number	Date Received
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TYPE OF MINOR SUBDIVISION OR PLATTING APPROVAL REQUESTED

(please see submittal requirements on reverse)

<input type="checkbox"/> Zero Lot Line (Common Wall) (SMN)	<input type="checkbox"/> "Panhandle" Subdivision (SMN)
<input type="checkbox"/> Accretion Survey (SMN)	<input type="checkbox"/> Boundary Adjustment (SMN)
<input type="checkbox"/> Lot Consolidation (SLC)	<input type="checkbox"/> Subdivisions resulting in 4 or fewer lots (SMN)
<input type="checkbox"/> Bungalow Lot Subdivision (SMN)	<input type="checkbox"/> Other _____

Please attach a cover letter to fully explain the project if there is not adequate space on this form.

LEGAL DESCRIPTION(S) OF PROPERTY TO BE SUBDIVIDED OR PLATTED:

Number of Existing Parcels _____ Total Land Area _____ Number of Resulting Lots or Parcels _____

HAS THE PARCEL BEEN CREATED BY A MINOR SUBDIVISION IN THE PRECEDING 24 MONTHS: NO YES If Yes, provide the Case Number _____

EXISTING BUILDING(S) OR STRUCTURES ON THE LAND: YES NO

CURRENT USE OF LAND OR BUILDING(S): _____

PROPOSED USE OF LAND OR BUILDING(S): _____

UTILITIES AVAILABLE: WATER: Public On Site SEWER: Public On Site

UNIQUE CHARACTERISTICS OF LAND OR BUILDING(S): _____

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

SUBDIVISION/PLATTING FEES

	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Admin. of Guarantee	\$ _____	_____	_____	_____
Adjustment	\$ _____	_____	_____	_____
Total Fee	\$ _____	_____	_____	_____

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT

MINOR SUBDIVISION SUBMITTAL REQUIREMENTS

Each application for a Minor Subdivision is reviewed under the Community Development Department, Planning Division approval process.

Application: An application for a Minor Subdivision will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

Forms: A completed Minor Subdivision Or Platting Application form and Development Permit Application form. The "land owner or lessee consent" signature and initials are mandatory on the Development Permit Application form.

Fees: The fee is dependent upon the type of subdivision and the number of parcels involved. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.

Project Description: A detailed letter or narrative describing the project.

Submittals: The Minor Subdivision shall be prepared by a professional land surveyor licensed to practice in the state of Alaska

- A. Plat
- B. Closure Report
- C. As-built Survey (May be required if there are existing structures on the lot)

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

- A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xml, .rtf or other formats pre-approved by the Community Development Department.
- B. 5 Paper copies may not be larger than 24" X 36" in size (Unless an alternate paper size is preapproved by the Community Development Department).

Please consult with the Community Development Department to discuss whether additional information may be required for your application. The "Planner-On-Call" can be reached by contacting the Permit Center at 586-0770 or via e-mail at Permits@ci.juneau.ak.us.

Application Review & Recording Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and eventual recording of the final document. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department will coordinate the review of this application by other agencies, as necessary. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Recording: Once the plat and as-built survey have been reviewed and approved by Community Development Department, the applicant will need to submit two (2) mylar copies of the approved plat with the appropriate signatures (If necessary, the Community Development Department has Notary Publics available to witness the signing of the plat). Prior to recording, it will be the responsibility of the applicant to make sure all taxes, assessments, and/or improvement bonds have been paid. The Community Development Department will then record that plat the Alaska Department of Natural Resources Juneau District Recorder's Office.

MINOR LOT CONSOLIDATION SUBMITTAL REQUIREMENTS

In the case of a Minor Lot Consolidation application, the Community Development Department will determine whether the applicant will be required to follow the platting submittal requirements above or be able to utilize the "Notice of Minor Lot Consolidation" form.

PLEASE NOTE: An Authorization to Subdivide form will be required between the dates of January 1 and June 30 for any subdivision activity. The Authorization to Subdivide form allows for the appropriate property tax billing to occur when a parcel is subdivided between January 1 and June 30.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED