



Community Development/ Planning & Zoning

410 Adams Street, Seward, Alaska 99664 • (907) 224-4049 • (907) 224-4020
or email: planning@cityofseward.net

PRELIMINARY PLAT SUBMITTAL FORM

- PRELIMINARY PLAT REVISED PRELIMINARY PLAT (no fee required)
- PHASED PRELIMINARY PLAT PRELIMINARY PLAT FOR PRIVATE STREETS / GATED SUBDIVISION

All requirements of Seward Code Title 16 apply and must be met.

SUBDIVISION PLAT NAME: must not include business names, contact staff for assistance if needed.

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PROPERTY INFORMATION:

legal description	
Section, Township, Range	
General area description	
City	Total Acreage

SURVEYOR

Company:	Contact Person:
Mailing Address:	City, State, Zip
Phone:	e-mail:

PROPOSED WASTEWATER AND WATER SUPPLY

WASTEWATER : on site City

WATER: on site City

SUBMITTAL REQUIREMENTS

A preliminary plat application will be scheduled for the next available Planning and Zoning meeting after a complete application has been received.

- Electronic file of Plat and
- Preliminary plat NON-REFUNDABLE submittal fee \$200.00-
- Certificate to plat for ALL parcels included in the subdivision
- Documentation showing proof of signatory authority (partnerships, corporations, estates, trusts, etc.)
- Public Notice Sign(s) Posted on property - *City staff will contact you to pick up sign*

EXCEPTIONS REQUESTED TO PLATTING CODE: A letter, to be presented to the Planning and Zoning commission, with substantial evidence justifying the requested exception and fully stating the grounds for the exception request, and the facts relied upon, MUST be attached to this submittal.

1.

2.

3.

APPLICANT: SIGNATURES OF ALL LEGAL PROPERTY OWNERS ARE REQUIRED. Additional signature sheets can be attached. When signing on behalf of another individual, estate, corporation, LLC, partnership, etc., documentation is required to show authority of the individual(s) signing. Contact KPZ staff for clarification if needed.

OWNER(s)

Name (printed):	Signature:
Phone:	e-mail:

Name (printed):	Signature:
Phone:	e-mail:

Name (printed):	Signature:
Phone:	e-mail:

FOR OFFICE USE ONLY

RECEIVED BY _____

DATE SUBMITTED _____

Receipt # _____

The preliminary plat shall be drawn to scale of sufficient size to be clearly legible and shall clearly show the following:

1.	Within the title block:	Not applicable to my plat.	The required information has been shown/noted.
	a. Name of the subdivision which shall not be the same as an existing city, town, tract, or subdivision of land in the borough, of which a plat has been previously recorded, or so nearly the same as to mislead the public or cause confusion;		
	b. Legal description, location, date, and total area in acres of the proposed subdivision; and		
	c. Name and address of owner(s), as shown on the KPB records and the certificate to plat, and registered land surveyor;		
	2. North point;		
	3. The location, width and name of existing or platted streets and public ways, railroad rights-of-way, and other important features such as section lines or political subdivisions or municipal corporation boundaries abutting the subdivision;		
	4. A vicinity map, drawn to scale showing location of proposed subdivision, north arrow if different from plat orientation, township and range, section lines, roads, political boundaries, and prominent natural and manmade features, such as shorelines or streams;		
	5. All parcels of land including those intended for private ownership and those to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purposes, conditions, or limitations of reservations that could affect the subdivision;		
	6. The names and widths of public streets and alleys and easements, existing and proposed, within the subdivision;		
	7. Status of adjacent lands, including names of subdivisions, lot lines, block numbers, lot numbers, rights-of-way; or an indication that the adjacent land is not subdivided;		
	8. Approximate locations of areas subject to inundation, flooding, or storm water overflow, the line of ordinary high water, wetlands when adjacent to lakes or non-tidal streams, and the appropriate study which identifies a floodplain, if applicable;		
	9. Approximate locations of areas subject to tidal inundation and the mean high water line;		
	10. Block and lot numbering approximate dimensions and total numbers of proposed lots;		
	11. The approximate location of known existing municipal wastewater and water mains, and other utilities within the subdivision and immediately abutting thereto		
	12. Contours at suitable intervals when any roads are to be dedicated unless the planning director or commission finds evidence that road grades will not exceed 6 percent on arterial streets, and 10 percent on other streets;		
	13. Approximate locations of slopes over 20 percent in grade and if contours are shown, the areas of the contours that exceed 20 percent grade shall be clearly labeled as such;		
	14. Apparent encroachments, with a statement indicating how the encroachments will be resolved prior to final plat approval		

Subdivision Name: _____ Date _____