

**SUBDIVISION - ZONING APPLICATION
CITY OF CORDOVA**

INSTRUCTIONS

*Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.*

TYPE OF REQUEST		FEE
Subdivisions		varies
Preliminary Plat **plus \$20 per lot		\$150**
Final Plat	1/2 of Prelim Plat	
Plat Amendment **plus \$15 per lot		\$75**

APPLICANT INFORMATION

Name	
Address	
Telephone [home]	
Business Name	
Business Address	
Telephone [business]	
Business FAX	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	

PROPERTY/PROJECT INFORMATION

Address of subject property	
Parcel identification number	
Property owner [name/address]	
Current zoning	
Proposed use	
Construction start date	

ZONING APPLICATION

Owner of property (if different than applicant).
 If multiple owners, list names and addresses
 of each and indicate ownership interest.
 Attach additional sheet if necessary.

Real Estate Firm/Broker handling sale of
 property. Provide name and address. **Note** :
*If you do not own the property, you must
 provide a copy of a Purchase Agreement or
 instrument acceptable to the city indicating
 the owner is fully aware of, and in agreement
 with, the requested action.*

APPLICANT CERTIFICATION

By the signature(s) attached hereto, I (we) certify that the information provided within this application
 and accompanying documentation is, to the best of my (our) knowledge, true and accurate.
 Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated
 with this application for purposes of conducting necessary site inspections.

By: _____ By: _____
 (Signature) (Signature)

Name: _____ Name: _____
 (Type/Print) (Type/Print)

Date: _____ Date: _____

Appeal Procedures: A decision of the Planning Commission may be appealed to the Board of
 Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision.
 In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION

ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing?	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

TYPE OF SUBDIVISION OR PLATTING APPROVAL REQUESTED	
(Please see submittal requirements below)	
<p style="text-align: center;"><u>MINOR SUBDIVISION</u></p> <p style="text-align: center;">(Changing or creating 3 or fewer lots)</p> <input type="checkbox"/> Zero lot line (Common wall) <input type="checkbox"/> "Panhandle" Subdivision <input type="checkbox"/> Townhouse Development <input type="checkbox"/> Lot Consolidation <input type="checkbox"/> Boundary Adjustment <input type="checkbox"/> Accretion Survey <input type="checkbox"/> Subdivision resulting in 3 or fewer lots <input type="checkbox"/> Other: _____	<p style="text-align: center;"><u>MAJOR SUBDIVISION</u></p> <p style="text-align: center;">(Changing or creating greater than 3 lots)</p> <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Plat Amendment <input type="checkbox"/> Zero Lot line <input type="checkbox"/> Townhouse Development Planned Unit Development: <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other: _____
UTILITIES AVAILABLE WATER: { } Public { } On Site SEWER: { } Public { } On Site	

PRELIMINARY PLAT REQUIREMENTS
 The following information and material must be submitted by the applicant.
 Other information may be required in some cases.

- PRE-APPLICATION CONFERENCE:** Prior to application submission for major and minor subdivisions, the applicant shall meet with the City Planner to discuss the proposed development activity and the Preliminary/Final Plat procedure. Please call (907) 424-6220 for an appointment.
- Application.** The application must be signed by the owner(s) and include all information requested on the application form.
- Application fee.**
- Submit one (1) 24" x 36" print of the preliminary plat and ten (10) 11" x 17" reduced copies.**
Scale not less than 1" = 20'

The preliminary plat must include:

- A topographical map of area to be subdivided
- The location of present property and section lines, streets, buildings, lakes and watercourses;
- Any existing water mains and culverts within the tract or immediately adjacent thereto. The location and size of the nearest water main are to be indicated in a general way upon the plat;
- The proposed location and width of streets, alleys, lots, building and setback lines and easements;
- The title under which the proposed subdivision is to be recorded and the name of the subdivider platting the tract;
- The names and adjoining boundaries of all adjoining subdivision and the names of recorded owners of adjoining parcels of unsubdivided land and vicinity sketch at a legible scale;
- A north arrow, scale and date of map;

FINAL PLAT REQUIREMENTS

- Application. The application must be signed by the owner(s) and include all information requested on the application form.
- Application fee.
- Submit two (2) 24" x 36" reproducible Mylar copies of the plat.
Four (4) 24" x 36" paper prints of the final plat.
Ten (10) 11" x 17" reduced copies of the final plat.
- Six (6) copies of any covenants where such restrictions are too lengthy to be shown on the plat.
- Scale not more than 1" = 100'
If more than two sheets are required an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet and the areas shown on the other sheets.

The final plat shall show:

- The boundary lines of the area being subdivided with accurate distances and bearings. The correct legal description of the property being subdivided shall be shown on the plat.
- The lines of all proposed streets and alleys with their widths and names.
- The accurate outline of any portions of the property intended to be dedicated or granted for public use.
- The lines of adjoining streets and alleys with their widths and names.
- All lot lines together with an identification system for all lots and blocks.
- The location of all building lines and easements provided for public use, services or utilities.
- All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.
Linear dimensions are to be given to the nearest 1/100 of a foot.
- The radii, arcs, chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners;
- The location of all survey monuments and bench marks together with their descriptions. There shall be a minimum of four (4) permanent markers in each subdivision located at or near the outer corners. Such monuments shall be a minimum of twenty-four inches in length and contain a cap bearing the name and registration number of the licensed surveyor who is responsible for the survey.
- Include Survey Notes and a Monumentation Legend.
- The name of the subdivision, the scale of the plat, points of the compass, and name and address of owner(s) or subdivider.
- The certificate of the registered surveyor, licensed and registered in the state of Alaska, attesting

to the accuracy of the survey, and the correct location of all monuments shown in a form approved by the city planner.

- Any private restrictions and trusteeships and their periods of existence.
- Acknowledgement of the owner(s) of the plat and restrictions including dedication to public use of all streets, alleys, parks or other open spaces shown thereon and granting of easements required.
- Engineered cross section of the Road Way to be dedicated with the location of utilities to the property, and the layers and size of all materials used to construct the road bed.
- Statement dedicating all easements including snow dumps, in a form approved by the city planner.
- Statement dedicating all streets, alleys and other public areas not previously dedicated, in a form approved by the city planner.
- A receipt showing that all legally due taxes have been paid for in a form approved by the city planner.
- Space for certificates of approval to be filled in by the signatures of the Planning Commission Chairman, City planner, City manager, and City clerk (Tax Certification).
- Space for Ownership Dedication to be filled in by the signature of the owner(s) and Notary's Acknowledgement.

FINAL PLAT APPROVAL

- Signatures required. The final plat must be signed by the City Manager, City Planner, City Clerk and Planning Commission Chairman.
- Recording the Final Plat. Following City approval of the final plat, the subdivision shall be recorded within one (1) year unless an extension request is filed by the applicant and approved by the City Planner. If a phased subdivision, the first phase shall be recorded within one year. Phased developments can be processed and recorded over a five (5) year period of time or as approved.
- Building permits. Building permits can only be issued after the plat is recorded and improvements have been completed, bonded, or guaranteed.
- Occupancy permit. Occupancy permits can only be issued after any required Public improvements have been accepted by Public Works.

