



Ketchikan Gateway Borough

1900 First Ave. STE 126, Ketchikan, Alaska 99901 907.228.6610 office : 907.228.6698 fax

PLATTING ACTION APPLICATION

Date Received

Type of Platting Action:

Applicant (Firm) Preparing Plat:

Contact Info.

Subdivision Name/Title of Plat:

Additional explanation as needed

Application Complete

Property Owner Consent

I certify that I am the legal owner or otherwise authorized to sign on behalf of the legal owner, as demonstrated by the attached document of this property. I authorize the Borough the limited right of entry to the subject property for the purpose of conducting investigations related to this application.

Legal Description of Property

Owner's Signature

Date

Print Owner's Name

contact email (optional)

Legal Description of Property:

Owner's Signature

Date

Print Owner's Name

contact email (optional)

Legal Description of Property:

Owner's Signature

Date

Print Owner's Name

contact email (optional)

Legal Description of Property:

Owner's Signature

Date

Print Owner's Name

contact email (optional)

See reverse side for important notes.

IMPORTANT NOTES:

The standards and procedures for all Platting Actions are in the KGB code *Title 17*.

~Abbreviated plats and Plat Alterations standards and procedures are listed in *Chapter 17.05*.

~Preliminary Plat standards and procedures are listed in *Chapter 17.15* and Final Plats in *Chapter 17.20*.

~Vacation of a Right-of-Way Plat standards and procedures are listed in *Chapter 17.40*.

Please be advised that the issuance of a platting action in no way precludes the owner's / applicant's responsibilities to comply with all other Local, State, and / or Federal laws or regulations.

A copy of an updated Title Report or Certificate to Plat must be submitted 10 (ten) days prior to recording any plat.

For Preliminary, Final, and Right-of-Way platting actions, Planning Commission approval must be obtained. Abbreviated Plats and Plat Alterations may be subject to Planning Commission approval if the Planning Director deems it necessary.

ALL Property Owners, Lienholders, or Parties with Interest in the property must sign the approved plat prior to recordation.

Plat Alteration and Abbreviated Plat Appeal Procedures: A platting decision may be appealed to the Ketchikan Gateway Borough Planning Commission. An appeal must be filed in writing with the Planning Department within fifteen (15) days after a Director's decision. In accordance with the procedures outlined in Section 17.05.130(c) of the Ketchikan Gateway Borough Code. Please contact the Planning Department for additional information by writing to 1900 First Ave, STE 126 Ketchikan, AK 99901 or by phone at 907-228-6610 or email at planning@borough.ketchikan.ak.us.