





# SUBDIVISION AND DEVELOPMENT PLAN APPLICATION

See subdivision hand-outs for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

**PROJECT SUMMARY**

Subdivide a 10 acre parcel into 10 lots which include a private shared access subdivision with four lots fronting the private shared access.

Number of Existing Parcels 1 Total Land Area 10 acres Number of Resulting Parcels 10

**HAS THE PARCEL BEEN CREATED BY A MINOR SUBDIVISION IN THE PRECEDING 24 MONTHS**

NO  YES Case Number \_\_\_\_\_

**TYPE OF SUBDIVISION OR PLATTING APPROVAL REQUESTED**

**MINOR DEVELOPMENT**

(changing or creating 13 or fewer lots)

**MAJOR DEVELOPMENT**

(changing or creating 14 or more lots)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Preliminary Plat (MIP)</li> <li><input type="radio"/> Final Plat (MIF)</li> <li><input type="radio"/> Panhandle Subdivision</li> <li><input type="radio"/> Accretion Survey</li> <li><input type="radio"/> Boundary Adjustment</li> <li><input type="radio"/> Lot Consolidation (SLC)</li> <li><input type="radio"/> Bungalow Lot Subdivision</li> <li><input type="radio"/> Common Wall/Zero Lot Subdivision</li> <li><input type="radio"/> Other _____</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Preliminary Plat (SMP)</li> <li><input type="radio"/> Final Plat (SMF)</li> <li><input type="radio"/> Preliminary Development Plan – PUD (PDP)</li> <li><input type="radio"/> Final Development Plan – PUD (PDF) Preliminary</li> <li><input type="radio"/> Development Plan – ARS (ARP) Final</li> <li><input type="radio"/> Development Plan – ARS (ARF)</li> <li><input type="radio"/> Bungalow Lot Subdivision</li> <li><input type="radio"/> Common Wall/Zero Lot Subdivision</li> <li><input type="radio"/> Other _____</li> </ul> |
|--|--|

**ALL REQUIRED DOCUMENTS ATTACHED**

- Pre-application conference notes
- Narrative including:
  - Legal description(s) of property to be subdivided
  - Existing structures on the land
  - Zoning district
  - Density
  - Access
  - Current and proposed use of any structures
  - Utilities available
  - Unique characteristics of the land or structure(s)

Preliminary Plat checklist

To be completed by Applicant

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SUBDIVISION/PLATTING FEES	Fees	Check No.	Receipt	Date
Application Fees	\$1,250.00			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
<b>Total Fee</b>	<b>\$ 1,250.00</b>			

For assistance filling out this form, contact the Permit Center at 586-0770.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Case Number	Date Received
SMP24-02	3/19/2024

CBJ Permit Department

03/13/2024

Preliminary Plat Application for a Major Subdivision:

I am the owner of the property located at NHN Silver St. parcel #4B2601020043. Legal description: lot 3, Black Bear Subdivision. The site is currently vacant with no improvements (except the drainage and sewer easement shown in the plat). The property is zoned D-3 and is currently accessed by the Silver St. stub. With this subdivision I am proposing to bring the stub street up to city standards, and build a small public ROW cul-de-sac onto this lot. The proposed subdivision would result in a total of ten lots (four of them would be accessed via a private shared access). Lots 9 & 10 are large enough to potentially later subdivided into Private Shared access subdivisions.

There are public water and sewer available at Wren Dr/Silver St. and I would extend both onto this parcel and provide services to each of the proposed lots.

Please let me know if there are any questions or if there is any additional information needed.

Shawn Kantola

907-209-3900

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# PRELIMINARY PLAT CHECK LIST

Name of Proposed Subdivision: Silver Acres Subdivision

The following items must be included with the initial submittal of a Preliminary Plat:

- Application, filled out completely
- Application fee (see fee schedule)
- Project Narrative
- Five (5) – 24" by 36" Copies
- Pre-application Conference Report
- Lot Closure Report
- Disclosure of all known environmental hazards and any proposed mitigation measures recommended in the applicable environmental document.
- Preliminary Plat Checklist: I have reviewed the checklist and all submittals for completeness and accuracy.

*Shawn Kantola*

3-13-24

Applicant or Surveyor - Signature

Date

Shawn Kantola

Applicant or Surveyor - Print Name

### GENERAL REQUIREMENTS

- The preliminary plat shall be prepared by a professional land surveyor, registered in the State of Alaska
- The preliminary plat shall be submitted on 22 by 34 inch sheets. The director of engineering and public works may approve alternate sheet sizes
- The preliminary plat shall be drawn with black ink to a scale of one-inch to 100 feet or less, or other suitable scale approved by the director of engineering and public works
- The preliminary plat shall be oriented with north toward the top of the sheet.
- A vicinity map shall be located in the upper right-hand corner of the sheet
- The vicinity map shall be oriented in the same direction as the plat
- A suitable north arrow shall be shown for the plat and vicinity map
- All line work and lettering must be of professional quality, and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion

### GRAPHIC REQUIREMENTS - A preliminary plat shall contain the following information:

**Title block** - An enclosed title block in the lower right-hand corner containing the following information:

- The proposed name of the subdivision
- The legal description of the parcel to be subdivided including U.S. Survey, U.S. Mineral Survey, A.T.S. number or section, township, and range number, as applicable
- "City and Borough of Juneau, Alaska"
- "State Recorder's Office at Juneau"
- The date the preliminary plat was prepared and revised
- The horizontal scale
- The name and address of the owner of record
- The name, address, and telephone number of the surveyor preparing the preliminary plat

**Lot, block, and street information:**

- The area of each lot
- The dimensions in feet and hundredths of a foot
- An identifying number and letter for lots and blocks
- Lots numbered consecutively, commencing with the number "1," with no omissions or duplications
- If the remainder of an original parcel being subdivided is relatively large, it shall be designated as a "tract" with an identifying number
- All parcels of land intended to be dedicated for public use or reserved for the use of all of the property owners in the proposed subdivision shall be shown as lots, and consecutively numbered. The purpose and any conditions or limitations on the use of the parcel shall be noted on the plat
- Abutting properties shall be shown with dashed lines, numbers, and/or letters
- For resubdivisions or public way vacations, the lines and legal description of the previous lots shall be shown with light dashed lines, numbers, and/or letters, or by a separate plat on the same sheet showing the previous lot lines
  - The minimum data shown for each curve shall be as follows:
    - Length
    - Central angle
    - Radius
    - Bearing and distance of long chord
  - Setbacks shall be shown on all corner lots and any lots with multiple frontage. Setbacks shall be shown on typical lots

**Boundary lines:**

- All boundary lines of the subdivision with bearings and distances described
- All retraced boundary lines shall show record and measured bearings and distances where they differ. Record dimension information shall be shown within parentheses and include a record source identification
- The exterior boundary lines of the subdivision shall be a solid black opaque line that is of a width that distinguishes it from all other property lines shown on the plat
- If phasing is proposed, then the boundaries and number of each phase, sequential lot numbering, and a subdivision name consistent with previous phases shall be shown

**Monumentation:**

- The monuments used to establish the basis of bearing
- Each monument found or set shall be identified on the plat by a symbol
- A complete description of the monument, including type and all information printed on the cap. A typical drawing shall be shown for each type of monument cap set
- A legend showing the symbols for all the types of monuments
- The identification, description location, elevation, and datum of the benchmark used to establish vertical control

**Site access, circulation, and utilities:**

- The widths and names of existing rights-of-way within the subdivision and within 100 feet of the subdivision boundary
- Proposed rights-of-way, including their widths and proposed names
- The grades of existing and proposed streets within these rights-of-way
- The width, ownership, use, and record reference of all proposed and existing easements within the subdivision and within 100 feet of the subdivision boundary
- The width, ownership, and use of all proposed easements

- All proposed and existing easements shall have sufficient dimensions shown to determine their location on the ground
- Existing trails or pathways within the subdivision and within 100 feet of the subdivision boundary, including the width of any associated rights-of way or easements
- Proposed trails or pathways and widths of their rights-of-way
- If the plat submitted covers only a part of the tract under the control of the applicant, a sketch plat of the prospective street system of the unplatted part shall be submitted
- The location of any existing or proposed driveways/curb cuts that access or are proposed to access any existing or proposed street

**Topographic Information:**

- For slopes of less than five percent, show one foot contour lines and include spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions
- For slopes between five percent and ten percent, show two foot contour lines
- For slopes greater than ten percent, show five foot contour lines
- Every fifth elevation contour shall be distinctive and clearly labeled
- Dashed lines shall represent existing contours
- Mapping shall include any significant features which can materially affect the design of the subdivision, including, but not limited to, structures, fences, walls, and utility poles
- If irregular slopes or special features are present, additional contour information may be required by the director of engineering and public works for planning or construction purposes. Additional required information may include projecting the topography of the site after grading has taken place, showing such items as:
  - Pad elevations and drainage patterns for each lot
  - Tops and toes of all manufactured slopes, including daylight lines
  - Existing and proposed retaining wall locations and heights
- For subdivisions located in hillside areas with slopes greater than eighteen percent, additional requirements apply in accordance with CBJ 49.70, Article II

**Sewer and water:**

- Existing sewer and water mains within the tract with pipe sizes and grades
- A draft plan for proposed water and sewer lines showing the size, approximate slope, and connection points with elevations for the purpose of determining the feasibility of construction

**Multisheet plats:**

- When a plat requires more than one sheet, exclusive of a certificate sheet, an index sheet shall be included. When a plat requires more than three sheets, a cover sheet shall also be included, showing the subdivision title, a key map, and all certificates. Each additional sheet shall include the following data:
  - North arrow
  - Legend
  - Surveyor's seal and signature
  - Title block
  - Sheet \_\_\_\_\_ of \_\_\_\_\_
  - Scale
  - All plat notes
  - Vicinity map

## Preliminary Plat Checklist

Updated 1/2018

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**ADDITIONAL MAPPING OR REPORTS-** *At the pre-application meeting, it will be determined if any of the following additional mapping or reports are required to be submitted with the preliminary plat. If required, the following additional mapping or reports shall be submitted:*

### Hazard and Special Habitat Areas:

- Any portion of a special flood hazard area, landslide or avalanche area, habitat area as defined by CBJ 49.70.310, or watersheds, either existing at the proposed subdivision site or shown on the overlay maps, adopted pursuant to this title, to exist at the proposed subdivision site, must be depicted on the preliminary plat
- The boundaries of any wetland areas must be depicted on the preliminary plat. Boundaries must be determined by a person qualified to perform wetland delineations

### Soils report:

- A soils report prepared by an engineer licensed by the State of Alaska shall be required if the proposed subdivision is located farther from the existing public sewer system than specified in CBJ 49.35, and the applicant chooses to provide on-lot waste disposal rather than to connect to the public system. A soils report shall include the following:
  - Certification that the proposed lots are large enough and have soil of sufficient permeability to permit the construction of approved waste treatment systems for on-lot waste disposal
  - The location and size of drain fields for each lot
  - The locations and logs of test borings, percolation test results, and a hydrological evaluation of on-site sewage disposal
  - If the soils report indicates that the soils found on the site are not of sufficient permeability or the lots are not large enough to permit the construction of systems for on-lot waste disposal, the size of the proposed lots must be increased or alternate methods for waste disposal proposed
  - The soils report shall describe the nature of the subsurface soils and any soil conditions that would affect the design of the proposed development. The soils report shall state whether the proposed subdivision plan is feasible and provide general solutions for all known geotechnical conditions or problems

### Drainage report:

- A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the subdivision and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary drainage report does not need to be prepared by a licensed engineer. The report must address the following:
  - A calculation of the increase in stormwater runoff resulting from the proposed development as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed subdivision and a 25-year storm event
  - How drainage from the proposed subdivision will join an established drainage channel or channels, unless the director of engineering and public works approves use of an alternative drainage way
  - An evaluation of existing drainage ways and structures located between the subdivision and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem
  - All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, Article V, and that will be constructed as part of the subdivision

### Water:

- For subdivisions of five or more lots, including major subdivisions, the following shall be included, where applicable, in accordance with CBJ 49.15.412:
  - If a proposed subdivision is located at greater distance from the existing public water system than specified in CBJ 49.35, Article III, and the applicant chooses not to connect to the public system, a statement that the applicant will provide a community water system or that individual wells will be used

**Preliminary Plat Checklist**  
**Updated 1/2018**  
**Page 5 of 5**

- A report by a registered engineer or geologist that clearly supports the legal and physical availability of adequate water. Methods for proof of water availability and the standards for quantity are listed in CBJ 49.35, Article III
- A copy of the State application for a permit to appropriate water in the quantity required to meet the subdivisions demands
- This does not apply to remote subdivisions unless: the subdivider of the remote subdivision chooses to provide potable water, a public water system is available and the subdivision falls within the criteria outlined in CBJ 49.35.310(a), or the subdivision has four or fewer lots.
- The director for minor subdivisions, and the planning commission for major subdivisions, may, for good cause, temporarily waive the requirement to provide a water report and proof of water, and condition the approval of the preliminary plat upon the provision of both documents as part of the final plat application and approval process.

**Erosion control:**

- A report explaining the method by which the applicant proposes to control erosion and manage runoff, and potential impacts to adjacent properties or water bodies. The report shall include a plan for preservation of ground cover in areas where runoff and resulting erosion need to be minimized.

**Traffic study:**

- A traffic impact analysis may be required with the preliminary plat in accordance with CBJ 49.40.300.

**Shadow plats:**

- For subdivisions of five or more lots in transition areas, a shadow plat shall be submitted according to CBJ 49.70.710. The shadow plat shall consist of a sketch superimposed on the proposed subdivision layout. This sketch shall reflect any future resubdivision of the parcels into smaller lots consistent with the higher density and the lot size allowed under the transition zoning.





**NORTH 57\***  
**LAND SURVEYING LLC**  
 1007 24<sup>TH</sup> AVENUE, SUITE 201, SITKA, AK 99801  
 PHONE: 907-546-1111  
 FAX: 907-546-1112  
 EMAIL: north57@north57.com

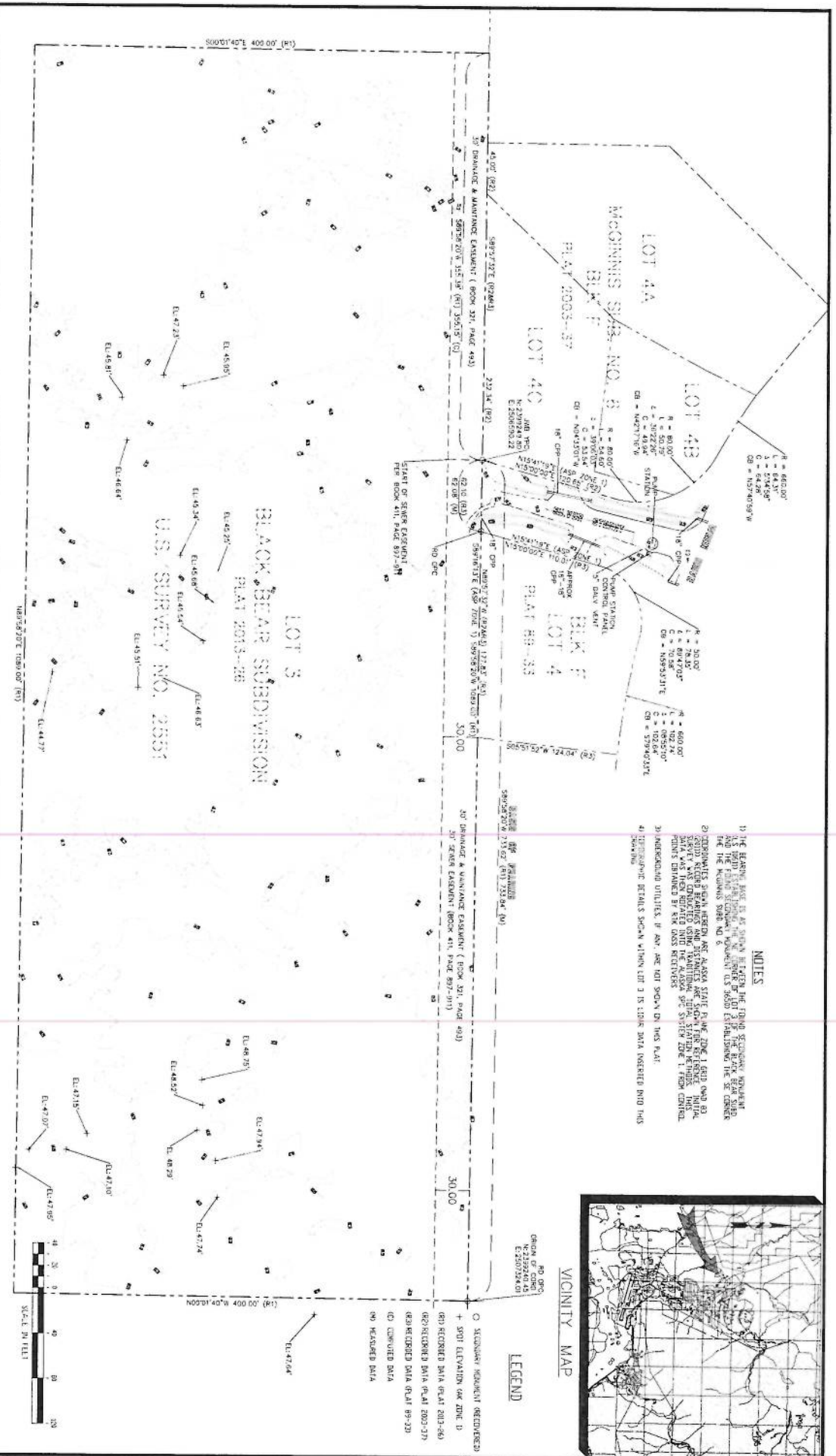
NO.	DATE	DESCRIPTION
1	06/24/14	REVISION OF PLANS AND ELEVATION POINTS
2	07/15/14	REVISION OF PLANS
3	07/15/14	REVISION OF PLANS
4	07/15/14	REVISION OF PLANS
5	07/15/14	REVISION OF PLANS
6	07/15/14	REVISION OF PLANS
7	07/15/14	REVISION OF PLANS
8	07/15/14	REVISION OF PLANS
9	07/15/14	REVISION OF PLANS
10	07/15/14	REVISION OF PLANS



RECORD NO. 41497-01-00  
 DATE RECORDED: 07/15/14  
 COUNTY: SITKA

**SURVEYOR'S CERTIFICATE**  
 I, THE SURVEYOR, HAVE MADE A PERSONAL AND CAREFUL EXAMINATION OF THE ORIGINAL RECORDS OF THE SURVEY AND THE FIELD NOTES AND HAVE FOUND THEM TO BE TRUE AND CORRECT AND TO CONFORM WITH THE REQUIREMENTS OF THE ALASKA SURVEYING ACT AND THE REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING. I HEREBY CERTIFY THAT THE SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF ALASKA.  
 DATE: 07/15/14  
 SIGNATURE: [Signature]  
 TITLE: SURVEYOR

**AS-BUILT / TOPO SURVEY**  
 LOT 3 OF THE BLACK BEAR SUBDIVISION AND PART OF THE SILVER STREET ROW, JUNEAU, AK 99801



Silver Acres Preliminary Plat Lot Closure Reports

Lot 1 Polyline Report

Northing Easting Bearing Distance

6493.837 3697.606

S 00°00'40" E 100.000

6393.837 3697.625

N 89°58'20" E 175.000

6393.922 3872.625

N 00°00'40" W 80.000

6473.922 3872.610

N 89°58'20" E 173.918

6474.006 4046.528

N 15°04'08" E 20.714

6494.008 4051.913

S 89°58'20" W 354.307

6493.837 3697.606

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Closure Error Distance > 0.00000

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Total Distance > 903.940

Polyline Area: 21032 sq ft, 0.48 acres

Lot 2 Polyline Report

Northing Easting Bearing Distance

6382.416 3993.219

Radius: 60.000 Chord: 77.481 Degree: 95°29'35" Dir: Right

Length: 84.228 Delta: 80°25'55" Tangent: 50.733

Chord BRG: N 35°59'17" E Rad-In: N 85°46'20" E Rad-Out: S 13°47'45" E

Radius Point: 6386.840,4053.056

6445.109 4038.748

N 15°04'08" E 29.926

6474.006 4046.528

S 89°58'20" W 173.918

6473.922 3872.610

S 00°00'40" E 80.000

6393.922 3872.625

S 00°00'40" E 77.225

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6316.697 3872.640

N 61°24'29" E 137.325

6382.416 3993.219

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Closure Error Distance> 0.00000

Total Distance> 582.623

Polyline Area: 17104 sq ft, 0.39 acres

lot 3 Polyline Report

Northing Easting Bearing Distance

6362.388 3998.264

Radius: 60.000 Chord: 20.654 Degree: 95°29'35" Dir: Right

Length: 20.757 Delta: 19°49'17" Tangent: 10.483

Chord BRG: N 14°08'19" W Rad-In: N 65°57'02" E Rad-Out: N 85°46'20" E

Radius Point: 6386.840,4053.056

6382.416 3993.219

N 90°00'00" E 0.000

6382.416 3993.219

S 61°24'29" W 137.325

6316.697 3872.640

N 00°00'40" W 77.225

6393.922 3872.625

S 89°58'20" W 175.000

6393.837 3697.625

S 00°00'40" E 100.000

6293.837 3697.645

N 89°58'20" E 175.000

6293.922 3872.645

N 61°24'29" E 143.066

6362.388 3998.264

Closure Error Distance> 0.00000

Total Distance> 828.373

Polyline Area: 20292 sq ft, 0.47 acres

Lot 4 Polyline Report

Northing	Easting	Bearing	Distance
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6293.837	3697.645		
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S 00°00'40" E 100.000

6193.837	3697.664		
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N 89°58'20" E 175.000

6193.922	3872.664		
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N 00°00'40" W 100.000

6293.922	3872.645		
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S 89°58'20" W 175.000

6293.837	3697.645		
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Closure Error Distance> 0.00000

Total Distance> 550.000

Polyline Area: 17500 sq ft, 0.40 acres

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Lot 5 Polyline Report

Northing	Easting	Bearing	Distance
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6327.751	4042.638		
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Radius: 60.000 Chord: 56.292 Degree: 95°29'35" Dir: Right

Length: 58.593 Delta: 55°57'07" Tangent: 31.870

Chord BRG: N 52°01'31" W Rad-In: N 09°59'55" E Rad-Out: N 65°57'02" E

Radius Point: 6386.840,4053.056

6362.388	3998.264		
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S 61°24'29" W 143.066

6293.922	3872.645		
----------	----------	--	--

S 00°00'40" E 100.000

6193.922	3872.664		
----------	----------	--	--

N 89°58'20" E 170.000

6194.004	4042.664		
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N 00°00'40" W 133.747

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6327.751	4042.638		
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Closure Error Distance > 0.00000

Total Distance > 605.406

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Polyline Area: 23297 sq ft, 0.53 acres

Lot 6 Polyline Report

Northing	Easting	Bearing	Distance
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6193.837	3697.664		
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S 00°00'40" E 100.000

6093.837	3697.684		
----------	----------	--	--

N 89°58'20" E 175.000

6093.922	3872.684		
----------	----------	--	--

N 00°00'40" W 100.000

6193.922	3872.664		
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S 89°58'20" W 175.000

6193.837	3697.664		
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Closure Error Distance > 0.00000

Total Distance > 550.000

Polyline Area: 17500 sq ft, 0.40 acres

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Lot 7 Polyline Report

Northing	Easting	Bearing	Distance
6193.922	3872.664		
		S 00°00'40" E	100.000
6093.922	3872.684		
		N 89°58'20" E	170.000
6094.004	4042.684		
		N 00°00'40" W	100.000
6194.004	4042.664		
		S 89°58'20" W	170.000
6193.922	3872.664		

Closure Error Distance > 0.00000

Total Distance > 540.000

Polyline Area: 17000 sq ft, 0.39 acres

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Lot 8 Polyline Report

Northing Easting Bearing Distance

6327.610 4062.638

Radius: 60.000 Chord: 20.001 Degree: 95°29'35" Dir: Right

Length: 20.094 Delta: 19°11'19" Tangent: 10.142

Chord BRG: N 89°35'44" W Rad-In: N 09°11'24" W Rad-Out: N 09°59'55" E

Radius Point: 6386.840,4053.056

6327.751 4042.638

N 90°00'00" E 0.000

6327.751 4042.638

S 00°00'40" E 233.747

6094.004 4042.684

S 89°58'52" E 192.000

6093.941 4234.684

N 00°00'40" W 129.000

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6222.941 4234.659

N 75°45'17" W 177.465

6266.610 4062.650

N 00°00'40" W 61.000

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6327.610 4062.638

Closure Error Distance> 0.00000

Total Distance> 813.307

Polyline Area: 30601 sq ft, 0.70 acres

Lot 9 Polyline Report

Northing Easting Bearing Distance

6374.037 4111.674

Radius: 60.000 Chord: 67.528 Degree: 95°29'35" Dir: Right

Length: 71.722 Delta: 68°29'24" Tangent: 40.845

Chord BRG: S 46°33'54" W Rad-In: N 77°40'47" W Rad-Out: N 09°11'24" W

Radius Point: 6386.840,4053.056

6327.610 4062.638

S 00°00'40" E 61.000

6266.610 4062.650

S 75°45'17" E 177.465

6222.941 4234.659

S 00°00'40" E 129.000

6093.941 4234.684

N 89°56'12" E 252.000

6094.219 4486.683

N 00°00'40" W 255.000

6349.219 4486.634

S 89°58'20" W 273.461

6349.087 4213.173

N 76°11'21" W 104.521

6374.037 4111.674

Closure Error Distance> 0.00000

Total Distance> 1324.170

Polyline Area: 83096 sq ft, 1.91 acres

Lot 10 Polyline Report

Northing Easting Bearing Distance

6428.355 4096.374

Radius: 60.000 Chord: 56.432 Degree: 95°29'35" Dir: Right

Length: 58.751 Delta: 56°06'10" Tangent: 31.972

Chord BRG: S 15°43'53" E Rad-In: S 46°13'02" W Rad-Out: N 77°40'47" W

Radius Point: 6386.840,4053.056

6374.037 4111.674

N 90°00'00" E 0.000

6374.037 4111.674

S 76°11'21" E 104.521

6349.087 4213.173

N 89°58'20" E 273.461

6349.219 4486.634

S 00°00'40" E 255.000

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6094.219 4486.683

N 89°58'20" E 300.000

6094.365 4786.683

N 00°00'40" W 399.999

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6494.363 4786.606

S 89°58'20" W 672.548

6494.039 4114.058

S 15°04'08" W 68.022

6428.355 4096.374

Closure Error Distance> 0.00000

Total Distance> 2132.301

Polyline Area: 173669 sq ft, 3.99 acres

Silver Street right-of-way Polyline Report

Northing Easting Bearing Distance

6445.109 4038.748

Radius: 60.000 Chord: 60.012 Degree: 95°29'35" Dir: Left

Length: 314.146 Delta: 299°59'13" Tangent: 34.650

Chord BRG: S 73°47'21" E Rad-In: S 13°47'45" E Rad-Out: S 46°13'02" W

Radius Point: 6386.840,4053.056

6428.355 4096.374

N 15°04'08" E 68.022

6494.039 4114.058

S 89°58'18" W 62.145

6494.008 4051.913

S 15°04'08" W 50.640

6445.109 4038.748

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Closure Error Distance > 0.00000

Total Distance > 494.953

Polyline Area: 14543 sq ft, 0.33 acres

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(907) 586-0715  
 CDD\_Admin@juneau.gov  
 www.juneau.org/community-development  
 155 Heritage Way • Juneau, AK 99801

## Silver St. Subdivision

Case Number: PAC2024 0006  
 Applicant: Shawn Kantola  
 Property Owner: Shawn Kantola  
 Property Address: TBD/Silver Street  
 Parcel Code Number: 4B2601020043  
 Site Size: 435,000 square feet/10.00 acres  
 Zoning: D3 – Single Family/Duplex  
 Existing Land Use: Vacant

Conference Date: January 31, 2024  
 Report Issued: February 28, 2024

**DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.**

## List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Shawn Kantola	Applicant	<a href="mailto:ShawnKantola@yahoo.com">ShawnKantola@yahoo.com</a>
David Peterson	Planning	<a href="mailto:David.Peterson@juneau.gov">David.Peterson@juneau.gov</a>
Sydney Hawkins	Permitting	<a href="mailto:Sydney.Hawkins@juneau.gov">Sydney.Hawkins@juneau.gov</a>
Bridget LaPenter	General Engineering	<a href="mailto:Bridget.LaPenter@juneau.gov">Bridget.LaPenter@juneau.gov</a>
Jill Lawhorne	CDD Director	<a href="mailto:Jill.Lawhorne@juneau.gov">Jill.Lawhorne@juneau.gov</a>

## Conference Summary

What will the improvement requirements be? i.e. Sidewalks, water/sewer, etc...

What type of development would this be considered?

Would the director approve the substandard lot width for the Lots on the cul-de-sac based on the wetness of the lot?

## Project Overview

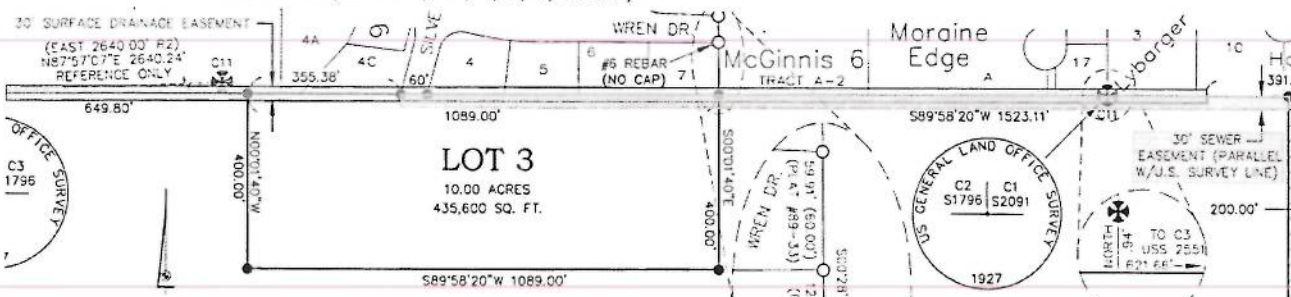
The owner of the property located at NHN Silver Street, Parcel #4B2601020043 is proposing changes to the original proposal outlined in PAC2023-0039. The proposal includes finishing the stub street (Silver Street) and creating a public Right of Way (ROW) complete with cul-de-sac. The plan involves eight lots in total, with future plans to subdivide lots 7 and 8 into Private Shared access subdivisions.

Per 49.15.220(1) - Unless otherwise specified in this title, minor development shall require department approval. If the director determines that a series of applications for minor developments, taken together, constitute a major development, the applications shall be subject to the appropriate major development permit procedures and standards.

Per 49.15.402(a) – A major subdivision permit is required for subdivisions resulting in 14 or more lots.

The Director is classifying this as a major subdivision as the endgame of the subdivision would be a potential phased development of 14 lots, or more depending on the future requirements of Division 2, 49.35.260 - Private Shared Access code.

NOTE: There is a Surface Drainage Easement that was incorrectly platted per Book 321 page 493 which refers to the easement as being south of the common boundary. Plat 2013-26 shows it straddling the property line, in error. Per plat 2013-26, a 30' surface drainage easement was recorded on the plat, but the property owners did not authorize the easement (Lots 4A, 4C, 4, 5, 6, and 7).



## Planning Division

### 1. Zoning – Lot 3 is zoned D3.

- a. Per Title 49, Table of Dimensional Standards: 49.25.400 - D3 zoning requirements include:
  - i. Standard lot size = 12,000 square feet; Bungalow lot size = 6,000 square feet.  
Duplex lot size = 18,000 square feet.
  - ii. Lot Width = Standard = 100 feet; Bungalow = 50 feet.
  - iii. Maximum Lot Coverage: Permissible/Conditional = 35%.

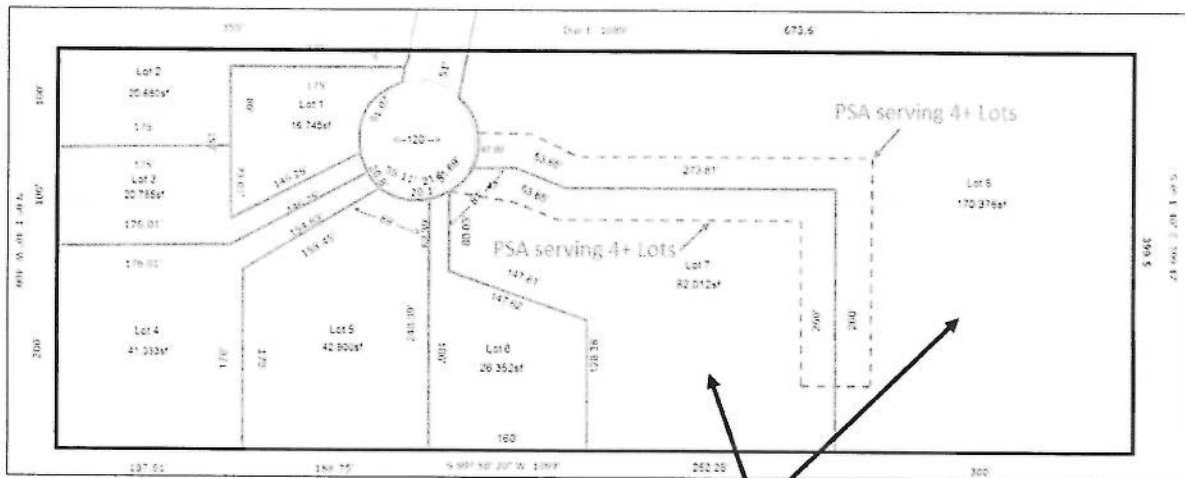
### 2. Table of Permissible Uses –

- a. Per Title 49, Table of Permissible Uses, 49.25.300, and the Table of Dimensional Standards, 49.25.400, a D3 Zoned area is allowed:
  - i. Up to two (2) dwellings per lot with a 1,000 square foot (or 50% of the primary dwelling

unit's net floor area) accessory apartments are permitted when lot is 250% of the minimum required lot size (30,000 square feet).

- ii. Up to two (2) dwellings per lot without accessory apartments are permitted when lot is 200% of the minimum required lot size (24,000 square feet).
- iii. A single-family detached dwelling with a 1,000 square foot apartment (or 50% of the primary dwelling unit's net floor area) accessory apartment when lot is 125% of the minimum lot size (15,000 square feet).
- iv. A single-family detached dwelling with an accessory apartment of with a net square footage of 600 square feet will need to be 100% of the minimum lot size (12,000 square feet).

**3. Subdivision –**



**Lots to be subdivided into 4 (or more) lots**

- 4. Setbacks –** Per 49.25.400, Note 3, of the Table of Dimensional Standards: Where one district abuts another, the greater of the two setbacks is required for both uses on the common property line. The lot is bound by another lot that is zoned D1, and the D1 setbacks apply along these shared lot lines.

Standard		Requirement D3 Zoning	Requirement D1 Zoning
Setbacks	Front	25 ft.	25 ft.
	Rear	25 ft.	25 ft.
	Side	10 ft.	15 ft.
	Side	10 ft.	15 ft.
	Street Side	17 ft.	17 t.

- 5. Height –** Permissible uses 35 feet: Accessory/Bungalow uses 25 feet.

**6. Access –**

- a. Per T49 section 49.35.250(a) – Access – Principal access to the subdivision. The department shall designate one right-of-way as principal access to the entire subdivision. Such Access, if not already accepted for public maintenance, shall be improved to the applicable standards for public acceptance and maintenance. It shall be the responsibility of the Subdivider to pay the cost of the right-of-way improvements.



- b. 49.35.250(b) – Access – All Lots must satisfy the minimum frontage requirement and have direct and practical access to the right-of-way through the frontage. The minimum frontage requirement on a right-of-way is 30 feet or the minimum lot width for the zoning district or use as provided in CBJ T49 49.25.400.
  - (1) Dedication of a new right-of-way with construction of the street to public standards. This street must connect to an existing publicly maintained street;
  - (2) Use of an existing publicly maintained street;
  - (3) Upgrading the roadway within an existing right-of-way to public street standards. This existing right-of-way must be connected to another publicly maintained street; or
  - (4) A combination of the above.
  
- b. Silver Street stub is not a maintained CBJ ROW and will need to be improved to CBJ right-of-way Standards. It will then need to be accepted as a CBJ ROW in order to be considered acceptable direct and practical access that is required for the subdivision per 49.35.250(b).

Per the table in T49 49.35.240, improvements would require a paved 22-foot travel way and **streetlights** in order to be considered a publicly maintained ROW.

**Per the 2016 LID-62, was formed by the Assembly in June of 2015 through Ordinance 2015-28 to waive the installation of street lighting in the McGinnis Subdivision.**

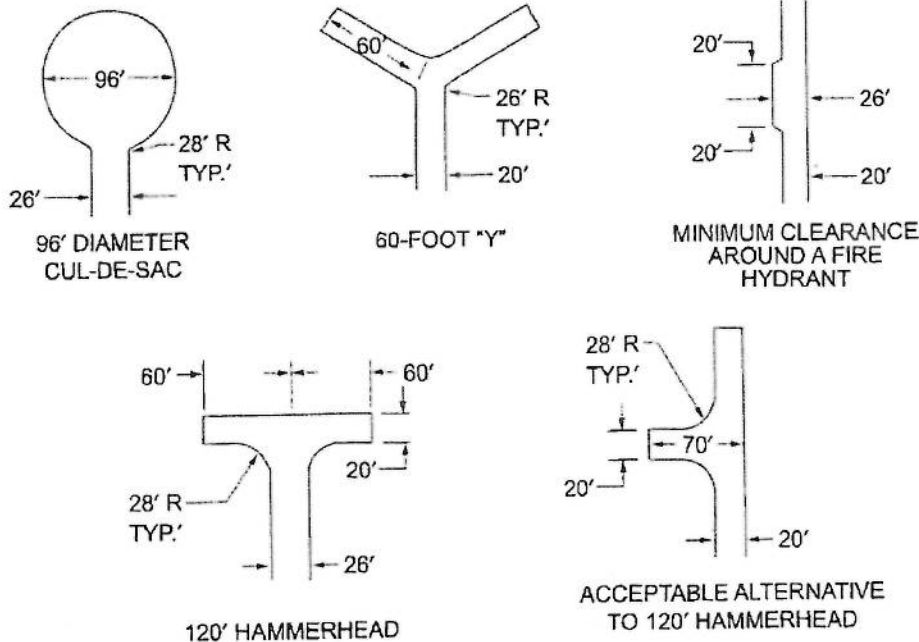
Per 49.35.240(b)(2) – The Director may reduce minimum right-of-way width requirements for streets with fewer than 500 average daily trips may reduce the platted ROW width by up to 25 feet.

Per 49.35.240(i)(2) – *Street waivers* may apply if criteria are met.

**7. Parking & Circulation – Reference T49 - 49.40.210**

- a. Single family / duplex – two (2) off-street parking spaces per dwelling unit.
- b. Accessory apartments – one (1) off-street parking space per unit.

Reference D103.4 Dead Ends. Dead-end fire apparatus access roads in excess of 150 feet shall be provided with width and turn around provisions in accordance with Table D103.4.



8. **Lot Coverage** – Permissible/Conditional = 35%
9. **Vegetative Coverage** – Per 49.50.300, Minimum Vegetative cover for D3 = 20%
10. **Lighting** – N/A
11. **Noise** – 49.20.095(c): Disturbing the Peace: *Construction of buildings and projects.* It is unlawful to operate any pile driver, power shovel, pneumatic hammer, derrick, power hoist, or similar heavy construction equipment, before 7:00 a.m. or after 10:00 p.m., Monday through Friday, or before 9:00 a.m. or after 10:00 p.m., Saturday and Sunday, unless a permit shall first be obtained from the City and Borough building official. Such a permit shall be issued by the building official only upon a determination that such operation during hours not otherwise permitted under this section is necessary and will not result in unreasonable disturbance to surrounding residents. The building official may revoke any noise permit after making written findings that the construction activity has resulted in unreasonable disturbance to surrounding residents or that operation during hours not otherwise permitted is not necessary.
12. **Flood** – Per panel 02110C1238E eff. 9/18/2020 – N/A
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – No recorded hazards in CBJ record.
14. **Wetlands** – Per panel 02110C1238E eff. 9/18/2020. If wetlands are discovered on parts of the proposed development, special regulations may apply. Please include a plat note that states: THIS SITE CONTAINS MAPPED WETLANDS.
15. **Habitat** – Check with the U.S. Fish and Wildlife on the presence of eagle nests in the area. The presence of eagle nests may impact construction scheduling. No known anadromous waterbodies are on the subject parcel, or within 50 feet.
16. **Plat or Covenant Restrictions** – There is a Surface Drainage Easement that was improperly conveyed in the 2013 plat (plat 2013-26). The easement was established in Book 321, Page 493, and refers to the easement as being south of the common boundary. The easement will need to be shown as completely on the Lot 3 subdivision area.

Should the Surface Drainage easement, or Sewer easement on the northern boundary of Lot 3 need to be relocated/rerouted, the Developer would need to address all concerns of CBJ General Engineering department.

- 17. **Traffic** – No traffic impact analysis required.
- 18. **Nonconforming situations** – No nonconforming situations known at the time of Pre-Application Conference (PAC)

**Building Division**

- 19. **Building** – N/A
- 20. **Outstanding Permits** – None.

**General Engineering/Public Works**

- 21. **Engineering** – Utility and access easements must be identified on preliminary plat.
- 22. **Drainage** – An engineered drainage plan must be submitted with preliminary plat application.
- 23. **Utilities** – (water, power, sewer, etc.) A detailed utility plan is required at time of preliminary plat.

CBJ Wastewater Utility offers two options for tie-in to the city sewer:

- Option 1 (preferred). Run the “new mainline” from the subdivision to the manhole on Wren Dr. If that proves feasible, it would be the easiest option.
- Option 2. Add a manhole just outside the lift station and make a penetration into the lift station wet well. This method would require an additional manhole installed plus a bar screen added to the interior of the wet well to catch large debris from going into the pumps. (see photos, below) If this is engineered properly, going straight into the wet well may be acceptable in this case.



Image 1. Proposed Options 1 and 2

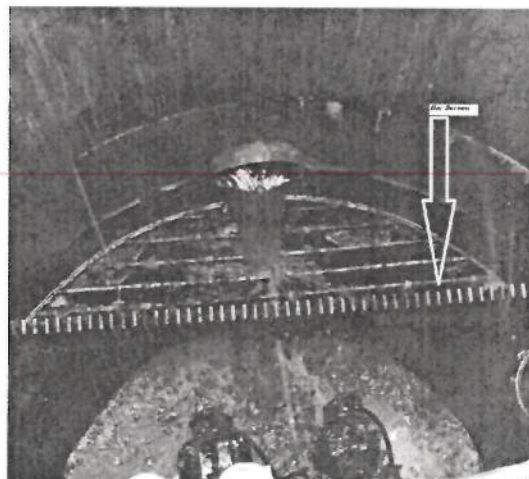


Image 2. Typical Bar Screen

## Fire Marshal

24. Fire Items/Access – No comments at this time.

## Other Applicable Agency Review

25. N/A

## List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Development Permit Application – (DPA)
2. Subdivision Application (Major)

## Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the application to be determined Counter Complete.

1. Required applications (DPA/Subdivision App.)
2. Project Narrative
3. A copy of this pre-application conference report.
4. A 24x36 pdf. of the preliminary plat submitted individually
5. Closure Report
6. As-built/Construction Drawing

## Exceptions to Submittal Requirements

Submittal requirements that staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

1. N/A

## Fee Estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

1. 49.85.100(2)(A) Subdivision creating additional lots, \$400.00 plus \$25 for each resulting lot.
2. 49.15.401(f)(2) The applicant has constructed all required improvements or provided a financial guarantee in accordance with CBJ 49.55.010.

For informational handouts with submittal requirements for development applications, please visit our website at [www.juneau.org/community-development](http://www.juneau.org/community-development).

## Submit your Completed Application

You may submit your application(s) online via email to [permits@juneau.gov](mailto:permits@juneau.gov)  
OR in person with payment made to:

Pre-Application Conference Final Report

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City & Borough of Juneau, Permit Center  
230 South Franklin Street  
Fourth Floor Marine View Center  
Juneau, AK 99801

Phone: (907) 586-0715

Web: [www.juneau.org/community-development](http://www.juneau.org/community-development)

Attachments:

Development Permit Application

Subdivision Application

Subdivision Preliminary Plat Checklist



# DEVELOPMENT PERMIT APPLICATION

**NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.**

To be completed by Applicant	<b>PROPERTY LOCATION</b>		
	Physical Address _____		
	Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) _____		
	Parcel Number(s) _____		
	<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____		
	<b>LANDOWNER/ LESSEE</b>		
	Property Owner _____		Contact Person _____
	Mailing Address _____		Phone Number(s) _____
	E-mail Address _____		
	<b>LANDOWNER/ LESSEE CONSENT</b>		
	Required for Planning Permits, not needed on Building/ Engineering Permits.		
	Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.		
	I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows:		
	A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.		
	_____		_____
Landowner/Lessee (Printed Name)		Title (e.g.: Landowner, Lessee)	
X _____	_____	_____	
Landowner/Lessee (Signature)		Date	
_____		_____	
Landowner/Lessee (Printed Name)		Title (e.g.: Landowner, Lessee)	
X _____	_____	_____	
Landowner/Lessee (Signature)		Date	
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.			
<b>APPLICANT</b> <span style="float: right;">If same as LANDOWNER, write "SAME"</span>			
Applicant (Printed Name) _____		Contact Person _____	
Mailing Address _____		Phone Number(s) _____	
E-mail Address _____			
X _____	_____	_____	
Applicant's Signature		Date of Application	

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

Intake Initials	
Case Number	
Date Received	

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.



# SUBDIVISION AND DEVELOPMENT PLAN APPLICATION

See subdivision hand-outs for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

**PROJECT SUMMARY**

Number of Existing Parcels \_\_\_\_\_ Total Land Area \_\_\_\_\_ Number of Resulting Parcels \_\_\_\_\_

**HAS THE PARCEL BEEN CREATED BY A MINOR SUBDIVISION IN THE PRECEDING 24 MONTHS**

NO                       YES Case Number \_\_\_\_\_

**TYPE OF SUBDIVISION OR PLATTING APPROVAL REQUESTED**

<p style="text-align: center;"><b><u>MINOR DEVELOPMENT</u></b> (changing or creating 13 or fewer lots)</p> <p><input type="radio"/> Preliminary Plat (MIP)</p> <p><input type="radio"/> Final Plat (MIF)</p> <p><input type="radio"/> Panhandle Subdivision</p> <p><input type="radio"/> Accretion Survey</p> <p><input type="radio"/> Boundary Adjustment</p> <p><input type="radio"/> Lot Consolidation (SLC)</p> <p><input type="radio"/> Bungalow Lot Subdivision</p> <p><input type="radio"/> Common Wall/Zero Lot Subdivision</p> <p><input type="radio"/> Other _____</p>	<p style="text-align: center;"><b><u>MAJOR DEVELOPMENT</u></b> (changing or creating 14 or more lots)</p> <p><input type="radio"/> Preliminary Plat (SMP)</p> <p><input type="radio"/> Final Plat (SMF)</p> <p><input type="radio"/> Preliminary Development Plan – PUD (PDP)</p> <p><input type="radio"/> Final Development Plan – PUD (PDF) Preliminary</p> <p><input type="radio"/> Development Plan – ARS (ARP) Final</p> <p><input type="radio"/> Development Plan – ARS (ARF)</p> <p><input type="radio"/> Bungalow Lot Subdivision</p> <p><input type="radio"/> Common Wall/Zero Lot Subdivision</p> <p><input type="radio"/> Other _____</p>
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**ALL REQUIRED DOCUMENTS ATTACHED**

Pre-application conference notes

Narrative including:

- Legal description(s) of property to be subdivided
- Existing structures on the land
- Zoning district
- Density
- Access
- Current and proposed use of any structures
- Utilities available
- Unique characteristics of the land or structure(s)

Preliminary Plat checklist

To be completed by Applicant

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SUBDIVISION/PLATTING FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
<b>Total Fee</b>	<b>\$ _____</b>			

For assistance filling out this form, contact the Permit Center at 586-0770.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Case Number	Date Received
-------------	---------------



## PRELIMINARY PLAT CHECK LIST

Name of Proposed Subdivision: \_\_\_\_\_

The following items must be included with the initial submittal of a Preliminary Plat:

- Application, filled out completely
- Project Narrative
- Pre-application Conference Report
- Disclosure of all known environmental hazards and any proposed mitigation measures recommended in the applicable environmental document.
- Preliminary Plat Checklist: I have reviewed the checklist and all submittals for completeness and accuracy.
- Application fee (see fee schedule)
- Five (5) – 24" by 36" Copies
- Lot Closure Report

\_\_\_\_\_  
Applicant or Surveyor - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant or Surveyor - Print Name

### GENERAL REQUIREMENTS

- The preliminary plat shall be prepared by a professional land surveyor, registered in the State of Alaska
- The preliminary plat shall be submitted on 22 by 34 inch sheets. The director of engineering and public works may approve alternate sheet sizes
- The preliminary plat shall be drawn with black ink to a scale of one-inch to 400 feet or less, or other suitable scale approved by the director of engineering and public works
- The preliminary plat shall be oriented with north toward the top of the sheet.
- A vicinity map shall be located in the upper right-hand corner of the sheet
- The vicinity map shall be oriented in the same direction as the plat
- A suitable north arrow shall be shown for the plat and vicinity map
- All line work and lettering must be of professional quality, and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion

**GRAPHIC REQUIREMENTS** - A preliminary plat shall contain the following information:

**Title block** - An enclosed title block in the lower right-hand corner containing the following information:

- The proposed name of the subdivision
- The legal description of the parcel to be subdivided including U.S. Survey, U.S. Mineral Survey, A.T.S. number or section, township, and range number, as applicable
- "City and Borough of Juneau, Alaska"
- "State Recorder's Office at Juneau"
- The date the preliminary plat was prepared and revised
- The horizontal scale
- The name and address of the owner of record
- The name, address, and telephone number of the surveyor preparing the preliminary plat



**Lot, block, and street information:**

- The area of each lot
- The dimensions in feet and hundredths of a foot
- An identifying number and letter for lots and blocks
- Lots numbered consecutively, commencing with the number "1," with no omissions or duplications
- If the remainder of an original parcel being subdivided is relatively large, it shall be designated as a "tract" with an identifying number
- All parcels of land intended to be dedicated for public use or reserved for the use of all of the property owners in the proposed subdivision shall be shown as lots, and consecutively numbered. The purpose and any conditions or limitations on the use of the parcel shall be noted on the plat
- Abutting properties shall be shown with dashed lines, numbers, and/or letters
- For resubdivisions or public way vacations, the lines and legal description of the previous lots shall be shown with light dashed lines, numbers, and/or letters, or by a separate plat on the same sheet showing the previous lot lines
  - The minimum data shown for each curve shall be as follows:
    - Length
    - Central angle
    - Radius
    - Bearing and distance of long chord
  - Setbacks shall be shown on all corner lots and any lots with multiple frontage. Setbacks shall be shown on typical lots

**Boundary lines:**

- All boundary lines of the subdivision with bearings and distances described
- All retraced boundary lines shall show record and measured bearings and distances where they differ. Record dimension information shall be shown within parentheses and include a record source identification
- The exterior boundary lines of the subdivision shall be a solid black opaque line that is of a width that distinguishes it from all other property lines shown on the plat.
- If phasing is proposed, then the boundaries and number of each phase, sequential lot numbering, and a subdivision name consistent with previous phases shall be shown

**Monumentation:**

- The monuments used to establish the basis of bearing
- Each monument found or set shall be identified on the plat by a symbol
- A complete description of the monument, including type and all information printed on the cap. A typical drawing shall be shown for each type of monument cap set
- A legend showing the symbols for all the types of monuments
- The identification, description location, elevation, and datum of the benchmark used to establish vertical control

**Site access, circulation, and utilities:**

- The widths and names of existing rights-of-way within the subdivision and within 100 feet of the subdivision boundary
- Proposed rights-of-way, including their widths and proposed names
- The grades of existing and proposed streets within these rights-of-way
- The width, ownership, use, and record reference of all proposed and existing easements within the subdivision and within 100 feet of the subdivision boundary
- The width, ownership, and use of all proposed easements

## Preliminary Plat Checklist

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- All proposed and existing easements shall have sufficient dimensions shown to determine their location on the ground
- Existing trails or pathways within the subdivision and within 100 feet of the subdivision boundary, including the width of any associated rights-of way or easements
- Proposed trails or pathways and widths of their rights-of-way
- If the plat submitted covers only a part of the tract under the control of the applicant, a sketch plat of the prospective street system of the unplatted part shall be submitted
- The location of any existing or proposed driveways/curb cuts that access or are proposed to access any existing or proposed street

### Topographic information:

- For slopes of less than five percent, show one foot contour lines and include spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions
- For slopes between five percent and ten percent, show two foot contour lines
- For slopes greater than ten percent, show five foot contour lines
- Every fifth elevation contour shall be distinctive and clearly labeled
- Dashed lines shall represent existing contours
- Mapping shall include any significant features which can materially affect the design of the subdivision, including, but not limited to, structures, fences, walls, and utility poles
- If irregular slopes or special features are present, additional contour information may be required by the director of engineering and public works for planning or construction purposes. Additional required information may include projecting the topography of the site after grading has taken place, showing such items as:
  - Pad elevations and drainage patterns for each lot
  - Tops and toes of all manufactured slopes, including daylight lines
  - Existing and proposed retaining wall locations and heights
- For subdivisions located in hillside areas with slopes greater than eighteen percent, additional requirements apply in accordance with CBJ 49.70, Article II

### Sewer and water:

- Existing sewer and water mains within the tract with pipe sizes and grades
- A draft plan for proposed water and sewer lines showing the size, approximate slope, and connection points with elevations for the purpose of determining the feasibility of construction

### Multisheet plats:

- When a plat requires more than one sheet, exclusive of a certificate sheet, an index sheet shall be included. When a plat requires more than three sheets, a cover sheet shall also be included, showing the subdivision title, a key map, and all certificates. Each additional sheet shall include the following data:
  - North arrow
  - Legend
  - Surveyor's seal and signature
  - Title block
  - Sheet \_\_\_\_\_ of \_\_\_\_\_
  - Scale
  - All plat notes
  - Vicinity map

**ADDITIONAL MAPPING OR REPORTS-** *At the pre-application meeting, it will be determined if any of the following additional mapping or reports are required to be submitted with the preliminary plat. If required, the following additional mapping or reports shall be submitted:*

**Hazard and Special Habitat Areas:**

- Any portion of a special flood hazard area, landslide or avalanche area, habitat area as defined by CBJ 49.70.310, or watersheds, either existing at the proposed subdivision site or shown on the overlay maps, adopted pursuant to this title, to exist at the proposed subdivision site, must be depicted on the preliminary plat.
- The boundaries of any wetland areas must be depicted on the preliminary plat. Boundaries must be determined by a person qualified to perform wetland delineations

**Soils report:**

- A soils report prepared by an engineer licensed by the State of Alaska shall be required if the proposed subdivision is located farther from the existing public sewer system than specified in CBJ 49.35, and the applicant chooses to provide on-lot waste disposal rather than to connect to the public system. A soils report shall include the following:
  - Certification that the proposed lots are large enough and have soil of sufficient permeability to permit the construction of approved waste treatment systems for on-lot waste disposal
  - The location and size of drain fields for each lot
  - The locations and logs of test borings, percolation test results, and a hydrological evaluation of on-site sewage disposal
  - If the soils report indicates that the soils found on the site are not of sufficient permeability or the lots are not large enough to permit the construction of systems for on-lot waste disposal, the size of the proposed lots must be increased or alternate methods for waste disposal proposed
  - The soils report shall describe the nature of the subsurface soils and any soil conditions that would affect the design of the proposed development. The soils report shall state whether the proposed subdivision plan is feasible and provide general solutions for all known geotechnical conditions or problems

**Drainage report:**

- A preliminary report specifying the method by which the applicant proposes to manage surface and subsurface drainage for the subdivision and the effect of such method on adjacent areas. Unlike the drainage plan required by CBJ 49.35.510, the preliminary drainage report does not need to be prepared by a licensed engineer. The report must address the following:
  - A calculation of the increase in stormwater runoff resulting from the proposed development as well as the runoff from all drainage areas associated with the site. Runoff calculations shall be based on a fully-developed subdivision and a 25-year storm event
  - How drainage from the proposed subdivision will join an established drainage channel or channels, unless the director of engineering and public works approves use of an alternative drainage way
  - An evaluation of existing drainage ways and structures located between the subdivision and the receiving water body, and verification that the existing drainage ways can accommodate the increased runoff. If the increased runoff cannot be handled, the plan must propose solutions to the problem
  - All required improvements, on or off site, that are shown on the construction plans in accordance with CBJ 49.35, Article V, and that will be constructed as part of the subdivision

**Water:**

- For subdivisions of five or more lots, including major subdivisions, the following shall be included, where applicable, in accordance with CBJ 49.15.412:
  - If a proposed subdivision is located at greater distance from the existing public water system than specified in CBJ 49.35, Article III, and the applicant chooses not to connect to the public system, a statement that the applicant will provide a community water system or that individual wells will be used

## Preliminary Plat Checklist

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- A report by a registered engineer or geologist that clearly supports the legal and physical availability of adequate water. Methods for proof of water availability and the standards for quantity are listed in CBJ 49.35, Article III
- A copy of the State application for a permit to appropriate water in the quantity required to meet the subdivisions demands
- This does not apply to remote subdivisions unless: the subdivider of the remote subdivision chooses to provide potable water; a public water system is available and the subdivision falls within the criteria outlined in CBJ 49.35.310(a), or the subdivision has four or fewer lots.
- The director for minor subdivisions, and the planning commission for major subdivisions, may, for good cause, temporarily waive the requirement to provide a water report and proof of water, and condition the approval of the preliminary plat upon the provision of both documents as part of the final plat application and approval process.

### Erosion control:

- A report explaining the method by which the applicant proposes to control erosion and manage runoff, and potential impacts to adjacent properties or water bodies. The report shall include a plan for preservation of ground cover in areas where runoff and resulting erosion need to be minimized.

### Traffic study:

- A traffic impact analysis may be required with the preliminary plat in accordance with CBJ 49.40.300.

### Shadow plats:

- For subdivisions of five or more lots in transition areas, a shadow plat shall be submitted according to CBJ 49.70.710. The shadow plat shall consist of a sketch superimposed on the proposed subdivision layout. This sketch shall reflect any future resubdivision of the parcels into smaller lots consistent with the higher density and the lot size allowed under the transition zoning.