

## Title XIV Subdivisions

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### **Chapter 14.01 General Provisions**

### Sections:

14.01.010	Applicability
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### **Section 14.01.010            Applicability**

This title shall apply to the subdivision of land within the City of Coffman Cove. It shall also apply to vacations of public land and the dedication of land to public purposes. The title will describe two classes or levels of review for land proposed to be subdivided: a waiver for certain types of newly created lots; a minor subdivision application for subdivisions involving 2.49 acres or four lots or less. A full procedure (preliminary and final plats) are required for subdivisions involving a parcel of land 2.5 acres or more, or five or more lots. No lots with existing Coffman Cove Utilities may be consolidated for the purpose of reducing utility bills.

**Section 14.01.020 Purpose**

- A. Provide for the safety, health and welfare of the citizens of Coffman Cove through the regulation of platting, including provisions for streets and trails, utility easements, dedication, vacations, plat review, survey monumentation, variances, appeals and penalties;
- B. Provide for orderly development consistent with community growth;
- C. Establish reasonable procedures for the subdivision of land, and assure the proper legal description and monumentation of subdivided land.

**Section 14.01.030 Intent**

It is the intent of this title to place certain requirements on the subdivision of land, and to create standards and procedures for regulating the subdivision of land.

**Section 14.01.040 Authority and procedures**

Second class cities outside of boroughs are authorized under AS 29.35.260 to provide planning, platting and land use regulation. Procedures for the platting are contained in AS 29.40.070 through 29.40.200.

**Section 14.01.050 Platting Board Clerk**

The City Clerk shall serve as the Platting Board Clerk and shall be responsible for the issuance of all plat applications and the receipt of all requisite plats, Mylars, fees and information required by this title.

It shall be the duty of the Platting Board Clerk to arrange timely meetings of the platting board, record the minutes of those meetings, and record all approved plats. Once approved, no plat shall be returned to the property owner. It shall be recorded in the Petersburg Recorder's Office and the Ketchikan Recorder's Office upon final approval, provided there are no conditions on the plat restricting this action.

It shall be the duty of the Platting Board Clerk to notify adjacent property owners no more than ten (10) working days after the application is received. All adjoining lot owners will be granted fourteen (14) days from the date of mailing to respond. The failure of a property owner to receive notice shall not invalidate a decision reached at a public hearing if a good faith attempt was made to comply with the requirements of this Code for notice. Notices shall be posted in at least two public places at least five (5) days prior to the hearing date.

It shall also be the duty of the Platting Board Clerk to receive appeals of the platting board's decisions, and forward those appeals to the city council.

**Section 14.01.060                    Platting Board designated**

The city shall have a platting board. The platting board shall be outlined in Title 2, Chapter 2.11

**Section 14.01.070                    Certificate Required to Plat for All Procedures  
(Repealed)**

**Section 14.01.080                    Permits ~ Wetlands  
(Repealed)**

**Chapter 14.02  
Definitions**

**Sections:**

14.02.010	Dedication
14.02.020	Easement
14.02.030	Final Plat
14.02.040	Metes and bounds
14.02.050	Monument
14.02.060	Plat
14.02.070	Preliminary plat
14.02.080	Right-of- way
14.02.090	Minor right-of-way
14.02.100	Major right-of-way
14.02.110	Collector right-of-way
14.02.120	Alley right-of-way
14.02.130	Minor cul-de-sac right-of-way
14.02.140	Major cul-de-sac right-of-way
14.02.150	Subdivision
14.02.160	Minor subdivisions
14.02.170	Major subdivisions
14.02.180	Vacation

**Section 14.02.010            Dedication**

“Dedication” means the express grant of interest in land for public use, as pertains to public road right-of-way. (The dedication as specified on plat.)

**Section 14.02.020            Easement**

“Easement” means a grant of land by a property owner, to the public or other entity, for specified uses and activities, within specified geometric boundaries.

**Section 14.02.030            Final plat**

“Final plat” means the final drawing of the subdivision, containing all of the elements required under this title and any further conditions required by the platting board, for filing with the district recorder.

**Section 14.02.040            Metes and bounds**

“Metes and bounds” means a description of real property which starts at a known point, and describes the bearings and distances of the line which forms the boundary of the property.

**Section 14.02.050            Monument**

“Monument” means an object used to permanently mark a surveyed location.

**Section 14.02.060            Plat**

“Plat” means a map or other representation of a subdivision showing lots, blocks, right-of-way, easements, dedications and other information as required under ordinance.

**Section 14.02.070            Preliminary plat**

“Preliminary plat” means the scale drawing of a purposed subdivision, showing lots, blocks, easements, right-of-way and other information required by ordinance, which provides a basis for approval or denial of the general layout of a subdivision.

**Section 14.02.080            Right-of-way**

“Right-of-way” means a strip of land dedicated to and maintained by the City for transportation and utility purposes, and on a portion of which a street or trail may be built.

**Section 14.02.090**                    **Minor right-of-way**

“Minor right-of-way” a minor street with a dedicated amount of right-of-way. A Minor right-of-way shall be a minimum of 30 feet wide, a maximum of 200 feet in length, and shall access a maximum of 10 lots.

**Section 14.02.100**                    **Major right-of-way**

“Major right-of-way” is a major street with a dedicated amount of right-of-way. A Major right-of-way shall be a minimum of 60 feet wide; For the purpose of accessing 11 or more lots.

**Section 14.02.110**                    **Collector right-of-way**

“Collector right-of-way” is a collector with a dedicated amount of right-of-way. Collector right-of-way shall be a minimum 50 feet wide.

**Section 14.02.120**                    **Alley right-of-way**

“Alley right-of-way” an alley with a dedicated amount of right-of-way, having a minimum width of 15 feet.

**Section 14.02.130**                    **Minor cul-de-sac right-of-way**

“Minor cul-de-sacs right-of-way” a cul-de-sac with 30 feet minimum width and 30 feet minimum radius of dedicated right-of-way, not more than 200 feet long.

**Section 14.02.140**                    **Major cul-de-sac right-of-way**

“Major cul-de-sacs right-of-way” a cul-de-sac with 60 feet minimum width and 50 feet minimum radius of dedicated right-of-way.

**Section 14.02.150**                    **Subdivisions**

“Subdivision” means a division of land into two or more lots, tracts or parcels.

**Section 14.02.160**                    **Minor subdivision**

“Minor subdivision” means a parcel of land 2.49 acres or less divided into not more than 4 finished lots, of not less than 8,000 square feet or .185 acres per lot.

**Section 14.02.170**                    **Major subdivision**

“Major subdivision” means a parcel of land greater than 2.5 acres or having five or more finished lots.

**Section 14.02.100            Vacation**

“Vacation” means the relinquishment of a public easement or right-of-way.

**Chapter 14.03**

**Platting Requirements**

**Sections:**

- |           |                               |
|-----------|-------------------------------|
| 14.03.010 | Platting requirements         |
| 14.03.020 | Abbreviated plats and waivers |

**Section 14.03.010            Platting procedure**

The Platting Board shall have jurisdiction over platting which includes but is not limited to:

- A. Form, size and other aspects of subdivision, dedications and vacations of land;
- B. Dimensions of lots or tracts;
- C. Public right-of-ways including roads and trails, and easement for sewer lines, water lines, and other public facilities and improvements;
- D. Street width;
- E. Establishment of parks and other open space;
- F. Setbacks along lot lines; 10 foot setbacks shall be required on sides and 15 feet on front and back from lot lines.

**Section 14.03.020            Abbreviated plats and waivers**

The City of Coffman Cove shall provide abbreviated plats and waivers only as required by state law. Applications for abbreviated plats and waivers shall be submitted to the Platting Board.

(Ordinance 04-01)

## Chapter 14.04

### Minor Subdivisions

#### Sections:

14.04.010	Application
14.04.020	Procedure

#### Section 14.04.010      Application

A Minor Subdivision Application shall be used for the subdivision of a parcel of land 2.49 acres or less not to be divided into more than four lots, and not less than 8,000 square feet each or .185 acres.

- A. An application for a Minor Subdivision shall be required to submit the following to the Platting Board Clerk.
  1. A non-refundable subdivision application fee of fifty dollars and all recording fees;
  2. Four neatly and accurately composed drawings (plat map) no larger than twenty four inches by thirty six inches and two eight and one half inches by eleven inches showing the proposed subdivision.
  3. A Mylar for signatures & recording.
- B. The plat shall be prepared by a professional land surveyor licensed to practice in the State of Alaska.
- C. The plat map shall contain the following information:
  1. The signature and seal of a land surveyor licensed to practice in the state of Alaska;
  2. A title block in the lower right hand corner containing the following information:
    - a) Proposed name of the subdivision,
    - b) Date of application
    - c) Name and address of property owner,
    - d) Location of the subdivision by reference to the U.S. survey numbers.
  3. A north arrow;
  4. The area and linear dimensions of each newly created lot.
  5. Show extreme high tide line, if applicable.

(Ordinance 04-01)

**Section 14.04.020****Procedure**

1. Upon receipt of completed application the Platting Board Clerk shall give appropriate notice that the completed application has been received, and shall schedule the Platting Board to review the submission. If the plat is not reviewed within sixty days of submittal it shall automatically be approved. If the application received is not complete, it shall be rejected within ten days after its submittal, with written indication by the Platting Board Clerk of the manner in which it is incomplete, and the sixty day review period shall not begin to run until a satisfactory complete application has been received by the Platting Board Clerk
2. All lots shall front on a dedicated right-of-way or dedicated easement, public or private.
3. A new right-of-way dedicated as a part of a minor subdivision plat shall meet the dimensional and other requirements for right-of-way set out in this title.
4. Minor subdivisions shall meet the design standards as set forth in this title.
5. Minor subdivisions shall meet the monumentation standards of this title.
6. Upon final approval of a minor subdivision by the platting authority, the property owner shall incur all costs of installation of service and shall be charged and assessed water and sewer charges on the subdivided lots.

If a plat is disapproved, the reason shall be stated in writing. If a plat is approved, the plat shall be acknowledged and filed in accordance with AS 40.15.010 through 40.15.020.

**Chapter 14.05**  
**Major Subdivisions**

**Sections:**

14.05.010	Application
14.05.020	Preliminary Plat Notification and Procedure
14.05.030	Platting Board action on major subdivision
14.05.040	Action following approval
14.05.050	Appeals

**Section 14.05.010      Application**

**1.      Pre-application**

- A. A pre-application shall be required for all proposed major subdivisions. A Major Subdivision Application shall be used for the subdivision of a parcel of land 2.5 acres or more or five lots or more. The application shall include all the land under contiguous ownership unless contiguous land has been previously subdivided, regardless of whether all of the land is intended for immediate development.
- B. The purpose of the pre-application is to provide guidelines to the subdivider concerning developmental policies of the city and to acquaint the subdivider with the platting procedure and requirements of the city.
- C. The subdivider shall contact the designated city platting official to discuss their proposed development and application requirements. The subdivider shall prepare:
  - 1. A sketch of the development with approximate lot locations and sizes;
  - 2. Existing buildings and their setback from proposed lot lines;
  - 3. Problem areas (steep slopes, wet or marshy areas, etc.).
- D. The city and the developer should reach an agreement, if possible, regarding the general layout, arrangement and design of streets, lots and other development proposals.

**Section 14.05.020      Preliminary Plat Notification and Procedure**

**A. Major Plats ~ Notification**

The Platting Board shall issue a notice of public hearing on the preliminary plat at least ten (10) days before the plat is scheduled for

public hearing. Notice may be given in a local newspaper of general circulation, or may be posted in a conspicuous public location.

1. Notices required by this title shall contain:
  - a. Name of subdivider;
  - b. Date, time and location of hearing;
  - c. Number of proposed lots;
  - d. Location of proposed subdivision;
2. Notices shall be sent to adjacent property owners by the platting clerk no more than ten (10) working days after the application is received. All adjoining lot owners will be granted fourteen (14) days from the date of mailing to respond. The failure of a property owner to receive notice shall not invalidate a decision reached at a public hearing if a good faith attempt was made to comply with the requirements of the Code for notice.
3. Notices shall be posted in at least two (2) public places at least five (5) working days prior to the hearing date.
4. The Platting Board may add further information to the notice at its discretion.

#### **B. Major Plats – Requirements**

The requirements for submitting a preliminary plat are:

- a. A non refundable plat application fee of \$150.00 dollars, plus \$40.00 dollar recording and \$20.00 dollar copy fees.
- b. Four (4) neatly and accurately composed drawings (plat map) no larger than twenty-four inches by thirty six inches (24x36) showing the subdivision and two (2) eight and one half inch by eleven inch (8 ½ x 11), showing the subdivision.

(Ordinance 04-01)

2. The plat shall be prepared by a professional land surveyor licensed to practice in the State of Alaska;
3. The preliminary plat shall include:
  - a. The signature and seal of a land surveyor licensed to practice in the State of Alaska;
  - b. Date of map preparation and north arrow,
  - c. Total site acreage,
  - d. Subdivision tract number assigned by the city,
  - e. Approximate dimensions of lots and blocks and approximate area of each lot,

- f. Lot and block numbers, location of existing buildings and their setback from proposed lot lines,
- g. Location of existing or proposed improvements within the proposed subdivision such as sewer and water lines,
- h. All existing and proposed easements (right-of-way, utility, etc.), and roadways and their width and purposes,
- i. The location of streams, and extreme high tide lines, etc.,
- j. All information must be indicated in enough detail to enable the platting board to make a preliminary determination as to applicable city and state standards,
- k. An inset map at a scale not to exceed one inch to one mile, showing the location of the subdivision within the municipal limits of Coffman Cove,
- l. A title block in the lower right hand corner containing the following information:
  - 1. Subdivision name which shall not be so similar to the name of any plat previously recorded so as to cause confusion. A numbered addition to an adjacent plat recorded by the same subdivider is permissible,
  - 2. Date of application,
  - 3. Name and address of property owner,
  - 4. Location of the subdivision by reference to survey and lot number or section corner number, township and range.

4. If the application and plat maps are not complete, they shall be rejected within two weeks after their submittal to the Platting Board Clerk, with written indication of the manner in which they are incomplete.

### **C. Major Plat ~ Procedure**

- 1. The Platting Board shall assure preliminary plat compliance with the following requirements:
  - A. All lots must front on a dedicated right-of-way or easement, which may not be less than thirty feet. The Platting Board shall also dedicate right-of-way or easement along side yard lot lines where it finds such rights-of-way needed to assure access and provide for public transportation corridors. Right-of-ways shall not have:
    - 1. Structures built upon them. Right-of-way width and surface width, unless otherwise specified by the Platting Board, are:

## Right-Of-Way

Major streets	60
Collectors	50
Minor streets	30
Alleys	15
Major cul-de-sac	60
Minor cul-de-sac	30

2. Utility easements shall be dedicated along property lines where deemed necessary by the Platting Board. Width of the easement shall be determined by the Platting Board.
3. Minor cul-de-sacs shall have a minimum width of 30 feet and a minimum 30 feet radius of dedicated right-of-way, or maximum 200 feet long. Major cul-de-sacs shall have a minimum width of 60 feet and 50 foot minimum radius.
4. All property under contiguous and common ownership shall be shown on the preliminary plat, even if only a portion of the property is being submitted for plat approval.
5. Structures subsequently located on approved platted lots shall be set back at least fifteen feet from the front and rear property lines and at least ten feet from the side of the property lines
6. If public sewer facilities, and water utilities, or both are available within 1000 foot boundary of a subdivision, the developer shall provide for all necessary mains, collectors and/or laterals to city specifications. Water and sewer charges will be applied as they become available to each lot.
7. All lots in a subdivision shall provide adequate road access for emergency vehicles. When reviewing the adequacy for emergency vehicles, the Platting Authority shall consider lot topography, current and planned inventory of emergency vehicles, and whether the cost of the access is clearly disproportionate to the value of the services it would make available.

8. In a Major Subdivision no lot may be sold until a Certificate of Improvement has been completed. (Ordinance 14.06)

## **Section 14.05.030**

## **Preliminary Plat ~ Action**

### **Major Plats**

- A. The platting board shall approve, disapprove or return the preliminary plat for modification or correction within sixty (60) days of its submittal by the subdivider. The platting board will return a written copy of its decision and comments to the subdivider. When a plat is returned to the property owner the sixty (60) day time line will be suspended until the preliminary plat is returned with the required information. If the platting board takes no action within sixty (60) days, the preliminary plat is considered approved and a certificate of approval shall be issued on demand. The platting board may request the subdivider to consent to an extension of the sixty (60) day period for action by the platting board if it is anticipated that no action will be taken within the sixty (60) day period.
- B. Preliminary plat approval shall become nullified if the applicant has not subdivided the parcel within two calendar years of the date of approval of the preliminary plat.

### **1. Final Plat ~ Generally**

- a. After approval of the preliminary plat and compliance with any and all conditions on the approval of the preliminary plat, the subdivider shall submit a final plat for approval along with other required materials.
- b. The following shall accompany the final plat when submitted by the subdivider for approval and shall be shown on the face of the plat when feasible:
  1. A guarantee of improvements; if required public improvements have not been completed at the date of submittal of final plat. Required improvements are listed in Chapter 14.06, subdivision ordinance-required improvements.

**Section 14.05.040****Action following approval**

No lot shall be sold until Water and Sewer service is installed to that lot according to City specifications. No utility fees shall be applied to a lot in a Major Subdivision until access to such service is available to that lot. Upon final approval of the Platt, Water/Sewer fees will be applied to those lots with access to said service.

After final approval the city must be supplied with a signed Mylar. After the Mylar is signed by the platting commission, and guarantee of improvements has been executed as stated in Subdivision Ordinance – Improvements, Section 14.06.010 Guarantee of Required Improvements, the Mylar will then be sent directly to DNR (Department of natural Resources) for recording. It shall not be returned to the property owner.

**Section 14.05.050****Appeals**

See Title II, Chapter 2.11, Section 2.11.040 and Title XIV, Chapter 14.08, Section 14.08.02.

## Chapter 14.06

### Subdivision Ordinance ~ Improvements

#### Section:

14.06.010	Purpose
14.06.020	Approval of Construction Plans
14.06.030	Required Improvements
14.06.040	Guarantee of Required Improvements
14.06.050	Maintenance Agreement
14.06.060	Final Plat Submittals

#### **Section 14.06.010 Purpose**

The purpose of this chapter is to establish and define the improvements which will be required under the subdivision agreement to be constructed by the subdivider as a condition of final plat approval and to outline the procedures and responsibilities of the subdivider.

#### **Section 14.06.020 Approval of Construction Plans**

It shall be the responsibility of the subdivider to have prepared by a registered engineer a complete set of construction plans, including profiles, cross-sections, specifications and other supporting data for the hereinafter required public streets, utilities and other facilities. Said plans shall be reviewed and approved by the city public works director prior to the beginning of construction. Such construction plans shall be based on data contained in the approved preliminary plat.

#### **Section 14.06.030 Required Improvements**

Prior to the City's granting approval of the final plat, the subdivider shall have furnished an adequate financial guarantee for the ultimate installation of the improvements.

#### **Section 14.06.040 Guarantee of Required Improvements**

- A. Before considering the final plat of a subdivision, the platting board and city platting official must verify that all required improvements have been constructed as required by ordinance.
- B. If the required improvements have not been completed, inspected and approved by the city and officially accepted; the subdivider shall be required to include with the final plat a guarantee for the ultimate

installation of required improvements. The guarantee will be subject to the condition the improvements will be completed within five (5) years after the approval of the final plat.

- C. The subdivider shall guarantee the improvements by one of the following methods. Number 3 Deed of Trust, must be approved by the platting authority.
1. Performance Bond.
    - a. The developer may furnish and file with the city clerk a surety bond in an amount equal to the cost of the required improvements as specified by the city to assure the actual construction of such improvements within two (2) years of final plat approval.
    - b. Such bond shall be approved in amount and form by the city. If legal assistance is determined to be necessary to review the bond, the subdivider shall be responsible for legal fees incurred by the city.
    - c. When improvements are completed, inspected and accepted, the city will return the full amount of the guarantee to the subdivider; if not completed, the city shall complete construction of the improvements with the guarantee.
    - d. Any amount of the guarantee in excess of the costs of completing the required improvements will be returned to the subdivider, but the subdivider cannot be charged with any amount in excess of the original guarantee.
  2. Bank Deposit or Certificate of Deposit.
    - a. The subdivider may post a bank deposit held in trust for the city or post a certificate of deposit for the city to guarantee the completion of required subdivision improvements. If the developer fails to complete the required improvement within two (2) years, funds sufficient to complete the improvements as required shall be released to the city on its demand up to the maximum amount of the deposit.
    - b. The bank deposit or certificate of deposit, as applicable, shall be made payable or issued to the city of Coffman Cove. The funds shall remain on deposit available to the city of Coffman Cove until the city notifies the bank in writing of its acceptance of required improvements. The bond or certificate of deposit and agreement between the city, the bank and the developer shall be reviewed and approved in form by legal counsel for the city. All legal fees incurred for this purpose shall be paid by the subdivider.

3. Deed of Trust/Warranty Deed.
  - a. If approved by the platting board with public notice being posted at least five (5) days prior to the platting board hearing date, the guarantee for improvements may be secured by a deed of trust or warranty deed for real property other than the proposed subdivision or the total subdivision parcel, the market value of which is greater than or equal to the total amount necessary to complete all required improvements.
  - b. A licensed appraiser shall be consulted in order to determine the market value of real property. Any fees which may be incurred shall be paid by the subdivider.
  - c. The city shall determine the cost of required improvements and shall determine the real property to be held in trust.
  - d. The developer at his expense shall secure title insurance with the city as the insured.
  - e. A deed of trust or warranty deed and a reconveyance document agreement for release of real property to the developer by quit claim deed after improvements are installed must be approved as to form by the city legal counsel. All legal fees incurred for this purpose shall be paid by the developer. The developer shall indicate in writing:
    - i. A time frame for completion of improvements which shall not exceed two (2) years from the date of final plat approval;
    - ii. Construction drawings for required improvements. The platting authority or City may require that these be signed by a registered engineer;
    - iii. Method for financing the improvements;
    - iv. Financial statement if requested by the city or platting authority.
  - f. The deed of trust or warranty deed granting real property to the city shall be signed and recorded prior to the signing of the final plat.

### **Section 14.06.050            Maintenance Agreement**

The subdivider shall guarantee that the required improvements provided will remain in good condition for a period of one (1) year after the date of conditional acceptance by the city and agrees to make all repairs to and maintain said improvements in good condition during the one-year period at no cost to the city. The subdivider may be required by the platting authority to include with

the final plat a surety bond or certified check in an amount equal to five (5) percent of the cost of improvements for payment of costs for any correction, reconstruction, repair or maintenance of the improvements during the one-year warranty period. Any amount of the maintenance guarantee in excess of the costs of correction, reconstruction, repair or maintenance will be returned to the subdivider.

**Section 14.06.060 Final Plat Submittals**

The applicant must submit an original Mylar plat suitable for recording of the submission on a sheet of twenty four inch by thirty six or eighteen by twenty four Mylar. The final plat must meet all requirements for a preliminary plat map. The city shall keep a copy of the plat on file. The original shall be recorded in the Ketchikan and Petersburg District Recording offices. The following information shall appear on the final plat

A. Certificate of ownership

I (we) hereby certify that I am (we are) owners of the property shown and described here on, and that I (we) hereby adopt this plat of subdivision with my (our) free consent, and dedicate all easement, streets, alleys, walks, parks and other open spaces to public or private use as noted:

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature and seal of Notary: \_\_\_\_\_

B. Certification of Registered Land Surveyor. The certification of registered land surveyor shall be as follows:

I hereby certify that I am a professional Land Surveyor registered in the State of Alaska, and that this plat represents the survey made by me or under my direct supervision, that all dimensional and relative bearings are correct and the monuments are set in place and noted upon this plat as presented.

\_\_\_\_\_  
Signature and Stamp

- C. Certificate of approval by the board. The certification of approval by the board shall be as follows:

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations of the City of Coffman Cove, Alaska, and that said plat has been approved by the Platting Board and Plat Resolution No. \_\_\_\_\_, dated \_\_\_\_\_, and that the plat shown hereon has been approved for recording at the District Recording Office, Ketchikan, Alaska.

Dated:\_\_\_\_\_

\_\_\_\_\_  
Chairman, Coffman Cove Platting Authority

ATTEST:

\_\_\_\_\_  
Clerk, Coffman Cove Platting Authority

## Chapter 14.07

### Monumentation – Vacations – Dedications – Utilities & Violations

#### Section:

14.07.010	Monumentation
14.07.020	Vacations
14.07.030	Dedications outside subdivision process
14.07.040	Water supply and fire hydrants
14.07.050	Sanitary sewer systems
14.07.060	Oversize utility lines
14.07.070	Extent of improvements
14.07.080	Approval and inspection
14.07.090	Violations

#### **Section 14.07.010 Monumentation**

The exterior corners of the subdivision and all lot corners within the subdivision shall be monumented with, at a minimum, a 5/8" X 30" rebar capped with 1.5" or larger aluminum survcap marked with the year, the surveyor's registration number, and the proper survey point designation. If a plat corner or lot corner is identical with a primary monument of U.S. Survey, U.S. Mineral Survey, BLM Survey, AK State Land or Tideland Survey, the primary monument shall be shown on the plat, or reestablished and shown if not found.

#### **Section 14.07.020 Vacations**

- A. The city may vacate public property when it finds that the property is no longer needed for a public purpose or to promote the public welfare. The Platting Board shall make a recommendation to the City Council on property vacations, and the council shall decide whether or not a vacation is to be permitted.
- B. All vacations of city owned property shall be governed by the provisions of state law given in AS 29.40.140 through 29.40.160.
- C. The Planning Commission must give thirty days notice of a meeting in which the vacation of public property is to be discussed, and must notify all property owners adjacent to the property proposed for vacation.

**Section 14.07.030 Dedications outside subdivision process**

- A. Street, utility easements and other forms of interest in land are routinely dedicated to public use by sub-dividers as part of the subdivision process. In addition, the city may accept other property for dedication to public use and advancement of the public welfare, outside the process of approving the subdivision.
- B. The Planning Commission shall hold a public hearing on the proposed dedication. Property owners adjacent to the property proposed for dedication shall be notified of the public hearing at least 30 days in advance of the hearing. Notice shall also be posted in a conspicuous place in the community thirty days in advance of the hearing.
- C. The Planning Commission shall forward its recommendation to the City Council, which shall decide whether or not to accept the dedication.
- D. A plat of the dedication shall contain a short narrative explaining the purpose of the dedication, and shall contain the donor's certificate of dedication to public use and the City's acceptance, and shall be submitted for recording at the district recorder's office.

**Section 14.07.040 Water Supply & Fire Hydrants**

- A. Where the community water system is available within one thousand (1000) feet of the proposed subdivision, each lot within the subdivision shall be provided with a connection thereto.
- B. Fire hydrants shall be installed in all subdivisions with a community water system.

**Section 14.07.050 Sanitary Sewer Systems**

Where community sewer facilities are available within one thousand (1000) feet of the proposed subdivision, the subdivider shall supply both collectors and laterals and provide for connection to the community system.

**Section 14.07.060 Oversize Utility Lines**

The platting board may require the subdivider to install oversize water and/or sewer lines in order to accommodate probable and desirable growth in the immediate area. When such oversize lines are required, the subdivider will be reimbursed by the city for the excess cost in materials

for providing oversize utility lines above the costs of providing standard utility lines.

**Section 14.07.070      Extent of Improvements**

All the required improvements shall be installed to the boundaries of the subdivision and shall be designed to provide for future extension to and service of contiguous areas, except for minor streets providing access to lots within the subdivision.

**Section 14.07.080      Approval and Inspection**

- A. The city shall approve the quality and installation of all improvements which will be dedicated to the city.
- B. The city shall inspect all improvements to insure that the requirements of this chapter are met.

**Section 14.07.090      Violations**

It is unlawful for the owner of the land located in the subdivision to transfer, sell, offer to sell, or enter into a contract to sell land in the subdivision before a plat of the subdivision has been prepared, approved and recorded. If the plat has been approved for recording and has been recorded, but the process of installing required subdivision improvements has not been completed, it is unlawful for the subdivider to transfer, sell, offer to sell, or enter into a contract to sell land in that subdivision.

## Chapter 14.08

### Variances – Appeals

#### Section:

14.08.010	Variance requirements
14.08.020	Appeals

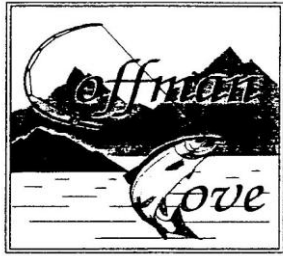
#### **Section 14.08.010**      **Variance requirements**

A variance from the requirements for this title may be granted only if the following conditions are met:

1. The granting of a platting variance will not be detrimental to the public health, safety or welfare, or injurious to adjacent property.
2. The conditions upon which the platting variance is based do not apply generally to the properties other than the property for which the variance is sought.
3. The tract to be subdivided is of such unusual size and shape or topographical configuration that strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property.
4. Implementation of the variance will not cause a violation of a state fire regulation adopted pursuant to AS 18.70.080.

#### **Section 14.08.020**      **Appeals**

Any decision of the Platting Board may be appealed to the City Council sitting as the Board of Adjustments, and any decision of the Board of Adjustment may be appealed to the Superior Court, provided a written notice of appeal is filed within 30 days after being appealed is announced in writing.



**City of Coffman Cove**  
**102 Denali; PO Box 18135**  
**Coffman Cove, Alaska 99918**  
**Ph. (907) 329-2233 Fax (907) 329-2212**  
**Email: coffmancove@ccalaska.com**

## SUBDIVISION APPLICATION

**APPLICANT'S NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_ **CELL:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**NAME OF SURVEYOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_ **CELL:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**SUBJECT PROPERTY ~ LEGAL DESCRIPTION:**

**LOT #:** \_\_\_\_\_ **BLOCK #:** \_\_\_\_\_ **TRACT:** \_\_\_\_\_

**SURVEY #:** \_\_\_\_\_

**NUMBER OF EXISTING LOTS:** \_\_\_\_\_ **NUMBER OF PROPOSED LOTS:** \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_

1. Do you intend to apply for a variance to any subdivision requirement?  
 yes       no
2. All applications for subdivision/re-plat shall be accompanied by the required application fee, four 24" by 36" plat maps and two 8 1/2" by 11" plat maps of the proposed subdivision. Are the required fees, plat copies attached?  
 yes       no
3. In a Major Subdivision no lot may be sold until a Certificate of Improvement has been completed.  
 yes       no      (see Required Improvements)

4. All required subdivision improvements have been examined and approved by the City of Coffman Cove W/S Operator.  
[ ] yes [ ] no

The criteria by which a subdivision application is approved or denied is listed in Title XIV of the Coffman Cove Code of Ordinances. Decisions of the Platting Board may be appealed to the City Council within 30 days of the mailing of the notice of the Board's decision. Decisions of the City Council may be appealed to the Superior Court.

I/We certify that I/we am/are the sole owner(s) or appointed agent of the property owner represented in this application, and the information included herein is, true, correct and complete to the best of my/our knowledge.

I/We understand during the preliminary process, the sixty (60) day time period for review, does not include time the plat was returned to applicant for revisions or more information.

I/We hereby appoint the City of Coffman Cove as my/our agent for filing the final plat of this subdivision/re-plat with the State Recorder's Office, and agree to pay the costs of recording associated with this subdivision/re-plat.

I/We understand if temporary Water/Sewer lines have been installed, they must be replaced and connected to the main utility line according to city specifications.

I/We understand a Right of Entry shall be included as part of this application. Your signature shall provide the City of Coffman Cove Platting Board, the authority to access the lot if needed.

I/We understand all adjoining lot owners shall be notified of the proposed subdivision no more than ten (10) working days after the application is received. All adjoining lot owners will be granted fourteen (14) days from the date of mailing to respond.

I/We understand all Major Subdivisions shall require developing any and all water and sewer installation at the property owner's expense. All installations must meet City specification as defined in Coffman Cove's Water/Sewer Ordinance. Purchases of all the required materials shall be made from the City of Coffman Cove's Water and Sewer Department. All water and sewer installations shall be inspected before back filling by the City of Coffman Cove's Water and Sewer Operator and before the project is signed off and completed, at cost to the property owner.

I/We understand no lot shall be sold until Water and Sewer service is installed to that lot according to City specifications. No utility fees shall be applied to a lot in a Major Subdivision until access to such service is available to that lot. Upon final approval of the Platt, Water/Sewer fees will be applied to those lots with access to said service.

I/We understand if my/our plat is denied for any reason I/we may resubmit my/our application within fourteen days of the receipt of certified letter, stating the reason for



DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
CITY CLERK

---

CITY USE ONLY

SUBDIVISION NAME: \_\_\_\_\_

PRELIMINARY DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_

APPLICATION FEE: \_\_\_\_\_  
(Minor Subdivision \$50.00; Major Subdivision \$150.00)

RECORDERS FEE: \_\_\_\_\_  
(\$20.00 Ketchikan, \$20.00 Petersburg, total \$40.00)

COPIES: \_\_\_\_\_  
(\$10.00 owner copy, \$10.00 city copy; total \$20.00)

REVIEW DATE: \_\_\_\_\_

NOTIFICATION DEADLINE: \_\_\_\_\_

RETURN TO APPLICANT: DATE: \_\_\_\_\_ RECEIVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBMITTED FOR FINAL APPROVAL: \_\_\_\_\_