



City of Coffman Cove
102 Denali PO Box 18135
Coffman Cove, Alaska 99918
Ph. (907) 329-2233 Fax (907) 329-2212
Email: clerk2@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 fees, four 24" by 36" plat maps and two 8 1/2" by 11" plat maps and in the case of a Minor Subdivision a Mylar of the proposed subdivision. Are the required fees, plat copies and for Minor Subdivision, a Mylar attached?
[] yes [] no
3. In a Major Subdivision no lot may be sold until a Certificate of Improvement has been completed.
[] yes [] no (see information below)

4. All required subdivision improvements have been examined and approved by the City of Coffman Cove W/S Operator.

☐ yes ☐ no

5. Is the total number of lots greater than 4? (If yes, it is a major subdivision and will require a \$150 application fee).

☐ yes ☐ no

6. Is the total acreage greater than 2.5 acres? (If yes, it is a major subdivision and will require a \$150 application fee).

☐ yes ☐ no

I/We understand that, as stated in Section 14.03.010 F. concerning setbacks along lines, 10 foot setbacks shall be required on sides and 15 feet on front and back from lot lines.

I/We understand that an as-built is required for any and all applications.

(Ordinance 17-02)

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.

In the case of a major subdivision, 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 W/S lines have been installed, they must be replaced and connected to the main utility line according to city specifications. No water/sewer lines can cross property lines.

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 by the platting clerk 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 specifications 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.

I/We understand no lot in a Major Subdivision 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. I/We understand all permitting applications and drawings are my responsibility and I agree to work with the City staff for information and documentation needed.

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 denial of the plat. The application fee may be waived for minor changes to the subdivision, at the discretion of the Platting Board.

I/We understand, when the Council is in the process of amending an ordinance, any subdivision application submitted during the amending process must abide by the amended ordinance if passed before the application is approved.

APPLICANT SIGNATURE

APPLICANT SIGNATURE

CITY CLERK

FOR MAJOR SUBDIVISIONS ONLY
CERTIFICATE OF IMPROVEMENTS

[] A bond/cash deposit has been executed/deposited in an amount determined by the City of Coffman Cove [refer to Schedule A of W/S Ordinance for cost estimate for determining bond amount to provide for the ultimate installation of required subdivision improvement. The subdivider may choose from a

[] two (2) year bond

[] five (5) year bond

With the understanding, if said improvements are not made one (1) year before said bond comes due, the City shall appropriate said bond to make such improvements as are required to comply with the City Ordinance.

[] Property described as _____ shall be deeded to the City of Coffman Cove as a guarantee that all subdivision improvements will be installed by _____
Date

W/S Operator Date

City Platting Official Date

[] The City of Coffman Cove will keep the preliminary plat for a major subdivision for two (2) years. Failure to complete the process will result in the subdivider starting the application process over. In the event of hardship i.e. illness, injury or death, the applicant may apply for an extension to the Coffman Cove City Council.

Applicant for Major Subdivision must choose one (1) of the above to comply with this ordinance.

DATED THIS _____ DAY OF _____, 20____

APPLICANT SIGNATURE

APPLICANT SIGNATURE

CITY CLERK

ACKNOWLEDGEMENT FOR MAJOR SUBDIVISIONS ONLY

Customer Signature Date: _____

Print

Signature

State of Alaska)

: ss

Second Judicial District)

This certifies that on this _____ day of _____, 20__, before me, the undersigned Notary Public, in and for the State of Alaska, duly commissioned and sworn as such, who acknowledged to me that (s) he executed the within and forgoing agreement as a voluntary act and deed for the uses and purposes therein mentioned.

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: _____