



# Fairbanks North Star Borough Department of Community Planning

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## CLUSTER DEVELOPMENT APPLICATION File No. \_\_\_\_\_

*Platting Fees* (\$200 + \$30/lot) = \$ \_\_\_\_\_ +  *Conditional Use Approval* (\$250 flat fee)

Property Owner (attach a separate sheet listing any additional owners and their contact information):	Owner's Representative (or Surveyor):
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

Cluster Development Information:		
Legal Description:		
Total Area of Cluster Development (acres):		Total Area of Open Space (at least 50% of total area):
Proposed Number of Lots:	Proposed Number of Residential Units:	Proposed Subdivision Name:
Parcel Account Numbers (PAN):		
Road Service Area (if any):		Fire Service Area (if any):
Existing Zone:		Existing Use(s):
Existing Water/Wastewater Providers: <input type="checkbox"/> Private <input type="checkbox"/> Public: _____ (name of provider)		

I hereby certify that  (I am)  (I am authorized to act for) the owner of the property. I understand that payment of the application fees helps to cover the costs associated with processing this application, and that payment of the fee does not assure approval of the application.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE (if different): \_\_\_\_\_ DATE: \_\_\_\_\_

*(if there are additional owners, attach a separate sheet with their names, addresses and signatures)*

Received By:	Total Fee:	Receipt No.	Proposed Meeting Date:	Sign Issued? <input type="checkbox"/> Yes Sign #: _____
Date:				

## **SUBMITTALS**

The following items must be included in your application packet. Your application will not be assigned to a Planning Commission meeting agenda until these items have been submitted and have been accepted as satisfactory.

**Complete the *Public Notice Sign Posting Affidavit*. The form is included in this application packet.**

- \_\_\_ 1. Cluster development application completely filled out and signed by all owners of record.
- \_\_\_ 2. Copy of a transmittal verifying that the fire service area chief was sent a copy of the preliminary development plan at least 10 working days before submittal of the platting application.
- \_\_\_ 3. Copy of a transmittal verifying that the road service area was sent a copy of the preliminary development plan at least 10 working days before submittal of the platting application.
- \_\_\_ 4. Copy of a transmittal verifying that Trent Mackey, Rural Services Engineer, was sent a copy of the preliminary development plan at least 10 working days before submittal of the platting application.
- \_\_\_ 5. Comment letters from all affected utilities and agencies or evidence that the utilities and agencies have had 10 working days to review the preliminary development plan.
- \_\_\_ 6. Documentation of any storm water control activities required by the U.S. EPA.
- \_\_\_ 7. Soils report by a professional engineer.
- \_\_\_ 8. Alternate Road Design and Analysis, prepared and signed by a registered professional.
- \_\_\_ 9. Variance application(s). (Review Title 17 and determine if the preliminary plat meets all applicable standards. If not, prepare and include variance apps with your preliminary submittal.)
- \_\_\_ 10. Section line easement research for section lines within and adjacent to the property to be subdivided.
- \_\_\_ 11. Title report or certificate to plat, including copies of all documents called out in the report.
- \_\_\_ 12. Consent to the Exercise of Road Powers signed by all owners of record. (This form is required if access - either primary or secondary - will be from roads maintained by a road service area.)
- \_\_\_ 13. Fifteen (15) copies of the preliminary plat, folded 8" x 12", with the title block facing out.
- \_\_\_ 14. An 8½" x 11" reduction of the preliminary plat. A compatible electronic drawing of the preliminary plat may be substituted for the paper reduction.

### **Submittal Items Specific to Cluster Developments:**

- \_\_\_ 1. Typical deed granting an undivided interest to each property owner in the common and open space areas.
- \_\_\_ 2. Fee (\$250 conditional use fee + applicable preliminary platting fees: \$200 + \$30/lot).
- \_\_\_ 3. An owner association and maintenance agreement to be used in the proposed cluster development.
- \_\_\_ 4. Water and wastewater plan approved by the Alaska Department of Environmental Conservation.

- \_\_\_\_ 5. Preliminary development plan including:
1. All information required by FNSBC 17 to be included on a preliminary plat (see Preliminary Development Plan Checklist below).
  2. Use and location, size and height of all proposed buildings.
  3. Location of proposed parking, landscaping, screening, signage, lighting and related matters.
  4. Area of proposed open space.
  5. Setback distances of existing and proposed buildings from the perimeter of the development.
  6. Master Plan and Phasing Schedule if the cluster development is to be created in two or more phases. This plan must detail the major road networks intended to service the total development and adjacent properties, and all drainage and topography features that affect all phases.

### PRELIMINARY DEVELOPMENT PLAN CHECKLIST

The preliminary development plan must meet the following criteria and include the following information:

- \_\_\_\_ 1. Clear and legible
- \_\_\_\_ 2. Scale appropriate to the size of the lots to be created
- \_\_\_\_ 3. Proposed subdivision name
- \_\_\_\_ 4. Legal description of property proposed for subdivision
- \_\_\_\_ 5. Total acreage of the property proposed for subdivision
- \_\_\_\_ 6. Total acreage of the common and open space area(s)
- \_\_\_\_ 7. Names and addresses of *owners*
- \_\_\_\_ 8. Name of *surveyor*
- \_\_\_\_ 9. Date, scale, and north arrow
- \_\_\_\_ 10. All existing or platted streets, public or private *rights-of-way* including trails designated Category A, B, or C in the adopted Comprehensive Recreational Trails Plan within or adjacent to the tract:
  - a. Location
  - b. Width
  - c. Name
- \_\_\_\_ 11. Proposed *streets* and all *easements* within the subdivision, showing the following:
  - a. Location
  - b. Width
  - c. Name
  - d. Type or purpose of easement
  - e. Street category
- \_\_\_\_ 12. Platted or recorded *easements* (review title report and depict all easements of record):
  - a. Location
  - b. Width
  - c. Purpose
  - d. Book and page or instrument number associated with the easement

- \_\_\_ 13. Location of all the following items existing on or adjoining the property:
  - a. Permanent buildings
  - b. Power facilities
  - c. Telephone facilities
  - d. Sewer facilities
  - e. Water facilities
  - f. Culverts
  - g. Dedicated trails
  - h. Other physical improvements
- \_\_\_ 14. Soil structure per USDA *soils classification*
- \_\_\_ 15. Flood Zone designation
- \_\_\_ 16. Approximate *dimensions* and *area* of each lot in the proposed subdivision 16. Location of the following:
  - a. Streams
  - b. Lakes
  - c. Swamps and drainage courses
  - d. Wetlands designated by the US Army Corps of Engineers
- \_\_\_ 17. Location of the *adjoining properties*
- \_\_\_ 18. Location of the following if proposed by the applicant:
  - a. Parks
  - b. Trails
  - c. Playgrounds
  - d. School sites
  - e. Other public use areas
- \_\_\_ 19. A vicinity sketch or *key map*, scale not less than 1"/mile, indicating relative location of the following:
  - a. Proposed subdivision
  - b. Principal road systems
  - c. Access route
  - d. Section lines
- \_\_\_ 20. Topography sufficient to show general drainage and specific broken features. Where slope exceeds 10%, contour lines at a maximum of 20-foot intervals.
- \_\_\_ 21. Typical roadway cross section showing details of construction design intended. *The typical roadway cross section must be designed, signed, and sealed by a registered professional if improvements will be constructed on top of or through soils considered frost susceptible*
- \_\_\_ 22. Road system, *designed, signed, and sealed by a registered professional*, if the topography (slope of the land) has areas exceeding 10%.
- \_\_\_ 23. Traffic control plan showing all sign locations in the subdivision.
- \_\_\_ 24. If phased, sequence of development shown on the preliminary development plan.
- \_\_\_ 25. Flood zone designation per the most recent Flood Insurance Rate Maps

# PUBLIC NOTICE SIGN POSTING AFFIDAVIT

STATE OF ALASKA )  
 ) ss.  
FOURTH JUDICIAL DISTRICT )

Instructions:  
1. Post the sign(s) in accordance with #2 below.  
2. Take a photograph of the posted sign.  
3. Return this affidavit and the photograph to the Department of Community Planning at least 20 days prior to the Planning Commission meeting (see the 'Post By' date below). If these items are not received by the 'Post By' date, your application may be postponed to a future meeting.  
4. This affidavit must be notarized. The Borough has notaries on staff or you may use your own notary.

I, \_\_\_\_\_, being first duly sworn, depose and state that:

1. I have submitted an application identified as \_\_\_\_\_.
2. I have posted and will maintain public notice sign # \_\_\_\_\_ in accordance with the following provisions:
  - a. Sign is posted on the property on which my request for rezone, conditional use or variance has been made.
  - b. Sign is clearly visible from streets and roads.
  - c. Sign will be maintained free of snow or other materials which impede readability.
  - d. Sign is posted between an elevation of 2' and 8' above ground level and no further than 50' from roads to further ensure readability from streets.
  - e. Sign was posted on \_\_\_\_\_ (date) and complies with posting requirements of 20 days prior to the public hearing date.
  - f. I shall return the sign to the FNSB Department of Community Planning within 10 days following the final public hearing.
3. I understand a refund check of \$150.00 (the amount I have deposited for said sign) will be issued 7-10 days following return of the sign providing that sign is returned in usable condition. I further understand I may receive only partial refund if the sign is damaged when returned to the Borough.
4. This document is null and void when necessary action has been completed as provided in Item #2f.

**Post By:** \_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature*  
\_\_\_\_\_  
\_\_\_\_\_  
(name and Address of Affiant)

SUBSCRIBED AND SWORN TO BEFORE ME on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for Alaska

\_\_\_\_\_  
Commission Expires

DATE Prepared: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
Fairbanks North Star Borough

RECEIPT Number: \_\_\_\_\_

PAID By: Cash  CHECK  # \_\_\_\_\_

If cash name and address for refund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sign Condition** when released to applicant  
New  Fair  Damaged   
Describe \_\_\_\_\_  
\_\_\_\_\_  
Applicant Initial \_\_\_\_\_

**Sign Returned:** Date: \_\_\_\_\_

Initiate Refund:  YES  NO

Approved by: \_\_\_\_\_

Additional Damage Yes  No

Partial Refund  Yes \$ \_\_\_\_\_

Describe \_\_\_\_\_

Applicant Initial \_\_\_\_\_