PLAT VACATION APPLICATION

File #_____________________

FEES: □ $500 Public ROW Vacation Plat ($250 if part of preliminary plat/replat)  
□ $75 Public Utility Easement (PUE) Vacation (for each vacation)  

*****FEES ARE NON-REFUNDABLE*****

Applicant:

Name:  
Business Name:  
Contact Person:  
Mailing Address:  
Mailing Address:  
City, State Zip:  
City, State Zip:  
Phone:  
Phone:  
E-mail:  
E-mail:  

ROW Vacation Information:

Mark applicable vacation requested:

☐ Dedicated public right-of-way ____________________________ (street name)  
☐ Section line easement ______ (width)  
☐ Park or public area  
☐ Alley  
☐ Drainage  
☐ Trail easement: Width _______ Designation in FNSB Comprehensive Trail Plan _________________

Legal Description of Area to be Vacated:

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.
SUBMITTAL REQUIREMENTS:

- A narrative explaining:
  - How the area to be vacated is no longer practical for the uses intended; *and/or*
  - Other provisions that have been made which are more beneficial to the public (FNSBC 17.32.030.E.1)

- A petition (see page 3) signed by:
  - The owners of the majority of the land fronting the area to be vacated; *or*
  - A member of the assembly, the borough mayor, or their designee; *or*
  - An official representative of the state; *or*
  - An official representative of an affected utility (FNSBC 17.32.020.A)

- 12 copies of a preliminary sketch drawn to a scale large enough to be legible, showing:
  - The original tract of land
  - A delineation of the proposal, including the following:
    o All lot dimensions and areas
    o Lakes, streams, natural drainage, wetlands, etc.
    o Topography, including spot elevations/contour intervals as necessary
    o Soil types
    o Flood zone
    o North arrow
  - Improvements on the land, such as:
    o Existing utilities
    o Existing wells, septic systems, buried tanks, vents, etc.
    o Existing roads, structures, driveways, etc.
    o Drainage, including ditches and culverts
  - Vicinity map
  - Adjoining properties
  - Existing and proposed streets, rights-of-way, trails, public areas, and easements (to include section line easement research for section lines within and adjacent to the property to be subdivided, if applicable)
  - Title Block, to include subdivision name, owner’s name(s), surveyor, date & legal description of property
  - Additional preliminary plat requirements may be found in FNSBC 17.48.010

- Written recommendations from affected agencies and municipality or evidence they received the preliminary plat 10 working days prior to application submittal (FNSBC 17.32.020.B).

- Title report showing the legal and equitable owners of the land to be altered. Include copies of all documents referenced in the report (FNSBC 17.32.020.D).
Signatures of owners of a majority of the parcels adjoining the proposed vacation must be submitted (does not apply to public utility easement vacations). Use additional pages if necessary.

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