

CITY USE ONLY

FILE NUMBER _____	FILE NAME _____
DATE RECEIVED _____	BY _____ FEE _____
HEARING DATE _____	NOTIFICATION DEADLINE _____

City of Craig Subdivision Application

Applicant's Name _____

Address _____ Telephone No. _____

Name of Surveyor: _____

Address _____ Telephone No. _____

Subject Property Legal Description: Lot _____ Tract _____ Survey Number _____

Number of Existing Lots: _____ Number of Proposed Lots: _____

Subdivision Name: _____ Zoning Designation: _____

1. What use do you propose for the subdivision? _____

2. Will you place structures or fill in tidal waters, streams or lakes? Yes No

3. Is this property currently owned, or was it once owned, by an Alaska Native Claims Settlement Act village or regional corporation? Yes No

4. Which of the following improvements do you intend to install in the subdivision?

- Water Sewer Street
- Drainage Electrical Telephone
- Other: _____

Please note that the Craig planning commission may require the installation of improvements in addition to those listed above.

5. If you intend to bond as a guarantee for the installation of improvements, indicate the type of guarantee you propose:

Performance Bond Certificate of Deposit Deed of Trust/Warranty Deed

6. Do you intend to apply for a variance to any subdivision requirement? Yes No

7. All applications for subdivision/replat must be accompanied by the required application fee and eight copies of the proposed plat. Are the required fee and plat copies attached? Yes No

The criteria by which a subdivision application is approved or denied is listed in Chapter 18.09.006 of the Craig Land Development Code. Decisions of the planning commission may be appealed to the city council within 30 days of the mailing of the notice of the commission's decision. Decisions of the city council may be appealed to 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 that the information included herein is true, correct and complete to the best of my/our knowledge.

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

Dated this _____ day of _____, 20_____.

Applicant

Applicant

City of Craig Notes for Subdivision/Replat Applicants

The procedure for subdividing property in the City of Craig is summarized below. Applicants should also read the Craig Land Development Code (LDC), Chapters 18.09, 18.10, and 18.11.

1. You should contact the City to become familiar with subdivision requirements and to discuss your proposal. You should bring a sketch of your proposal and meet with the city planner to discuss your plans.
2. After discussing your development with the city, you should complete the subdivision application form and arrange for a licensed surveyor to prepare your preliminary plat map. The requirements for the preliminary plat map are found in Section 18.09.004 of the LDC. A city staff person will review your plat for conformance with the LDC. In order to avoid delays at the planning commission hearing, proposed lots that do not conform to the LDC will be returned to you for revision.
3. Return the application form, eight copies of the preliminary plat, and the required application fee to the city at least 21 days before the next scheduled planning commission meeting. The planning commission typically meets the fourth Thursday of each month.
4. The city will post public notices stating the date and time scheduled for the public hearing for your application.
5. You or your agent should attend the public hearing to explain your proposal to the planning commission and to answer any question they might have. The planning commission may decide that they need more information in order to make a decision on your preliminary plat. Section 18.09.005.B of the LDC details what additional information they may require. Do not go to the expense of providing this additional information unless the planning commission specifically requests it.
6. The planning commission will decide to approve, conditionally approve or deny the subdivision request. If your plat is approved, you may need to modify the plat to comply with the conditions of approval set out by the planning commission, and with the requirements for final plat found in section 18.09.009 of the LDC.

In addition, all improvements needed for the subdivision must be designed by a licensed engineer, and the design reviewed and approved by the City of Craig before the improvements are installed. Once installed, as-built drawings of the improvements, stamped by a licensed engineer, must be submitted to and approved by the city.

If you choose to post a bond or other instrument guaranteeing the installation of the required subdivision improvements, the city will provide the necessary documents to secure the guarantee.

7. When the final plat and necessary improvements comply with all applicable provisions of the LDC and the resolution approving the preliminary plat, the final plat must then be signed by you and then by the planning commission and city officials. The city will then send the plat in for recording once you submit the recording fee to the city.