

Pre-Application Request Form

Name of Requestor: _____
Mailing Address: _____

Phone Number: _____
Email: _____

Owner's name (if different):

Surveyor's name (if hired already):

The pre-application request requires preparation by both parties to maximize the benefits to everyone. The more information you provide, the better staff can assist you in achieving your goals.

Required Items:

1. Fee of \$50.00. Payable to MSB. TAX MAP # _____
2. Location of land (Township, Range, Section; Tax Account #; Subdivision Name and Lot & Block, etc.):

3. Provide ***Basic dimensions*** of the lots to be created, the road to be built, the area to be vacated, etc.
4. Show existing rights of way with road names.
5. ***If eliminating lot lines or vacating easements or right-of-ways:*** show the area of vacation or the lot line to be eliminated.
6. ***If creating a street or road:*** show proposed rights of way.
7. Please explain the purpose of the proposed action. For lot line eliminations or easement/right-of-way vacations, please explain the reason, i.e., setback violation, encroachment, topography, etc.:

Optional: Provide development plans to better assist borough departments with providing appropriate comments: _____

For Industrial, Commercial, or multi-family development, the Subdivision standards may not meet International Fire Code requirements for access. Contact Fire Code Official at 907-861-8030 for more info.

The Pre-application packet will be sent to you 10 to 21 days after acceptance of fees.

Provide if available:

Easement Documentation
As-Built Survey

Return to: Matanuska-Susitna Borough
Attention: Platting Division
350 E. Dahlia Ave
Palmer AK 99645

For Office Use Only:

Date Rcvd: _____

How Paid: _____

Initials: _____