

17.07.010 Preliminary consultation.

Before submitting a preliminary plat, the subdivider shall meet with the planning director or his/her designee to discuss the general character, layout, and location of the proposed subdivision. (Ord. 90-03 § 1 (part), 1990.)

17.07.020 Information required for preliminary consultation.

To acquaint the subdivider with the platting procedures and requirements of the city and to insure that his subdivision is reviewed in the most efficient and timely manner, the subdivider shall furnish the following:

- A. A sketch drawn to an approximate scale of the proposed subdivision indicating street width and layout; approximate lot locations, sizes, and shapes; all easements and dedications; and other subdivision features;
- B. All land owned by the subdivider in contiguous ownership unless contiguous land has been previously subdivided;
- C. Existing buildings and their approximate setback from proposed lot lines;
- D. Natural features such as steep slopes, wetlands, rivers, etc.;
- E. Existing and proposed covenants and other land restrictions;
- F. Location of existing and proposed sewer, water and electrical facilities. (Ord. 90-03 § 1 (part), 1990.)

17.07.030 Land to be included in the plat.

All contiguous land owned by the subdivider and not previously subdivided shall be included with the subdivision and shown on the plat. (Ord. 90-03 § 1 (part), 1990.)

17.07.040 Preliminary plat procedure for standard and abbreviated plats.

- A. The subdivider shall submit twelve copies of the preliminary plat to the planning department at least fifteen working days before the next scheduled planning commission meeting, in order to insure sufficient time for giving the required public notice.
- B. The official filing date shall be the date on which all fees and material required by this code have been submitted to the city. The filing date shall be recorded on the application and stated on the resolution which will approve, conditionally approve or deny the subdivision.
- C. The planning director shall create and maintain an updated submittal checklist that includes the items that must be addressed by the subdivider before application submittal. The subdivider's submittal must include all items listed on the checklist at the time of submission to be considered a complete application. Any deficiencies in this checklist will result in an incomplete application for subdivision. (Ord. 90-03 § 1 (part), 1990; Ord. 99-16 § 1, 1999.)

17.07.050 Notification for standard and abbreviated plats.

- A. Notice of the hearing on a preliminary plat shall be mailed seven days prior to the hearing date to:
 - 1. Adjacent property owners as indicated by the most recent address on the property tax roll of the city's tax assessor's records. The failure of a property owner to receive notice shall not invalidate a decision reached at a public hearing if a good faith attempt was made to comply with the requirements of this code for notice;
 - 2. Owners of the subsurface estate of the proposed subdivision and adjacent properties;
 - 3. Local, state, or federal agencies or entities which service, regulate, or are determined by the planning director to be affected by the proposed subdivision. Agencies and entities may include but are not limited to Nushagak Electric and Telephone, city public works director, city fire department, Dillingham public schools, Department of Environmental Conservation, Alaska Department of Transportation, Alaska Department of Natural Resources, and U.S. Army Corps of Engineers;
 - 4. A list of property owners and agencies notified shall be kept in the file along with a notarized affidavit that notification letters were sent.

- B. Public notice shall be posted in five public places at least five days before the hearing date.
- C. The public notice shall contain the following information:
 - 1. Date, time, and location of the hearing;
 - 2. Subdivider's name;
 - 3. Number and approximate size of proposed subdivision lots;
 - 4. Descriptive location of the property to be subdivided;
 - 5. Legal description;
 - 6. Location where additional information may be examined;
 - 7. Public notice sent to affected agencies shall include a copy of the preliminary plat. (Ord. 90-03 § 1 (part), 1990.)

17.07.060 Approval of construction plans.

Following the approval of the preliminary plat and prior to the submittal of the final plat, the subdivider shall furnish to the planning commission the following data pertaining to utilities and improvements in the preliminary plat:

- A. Plan and profiles prepared by a registered, licensed engineer for all sewer and water distribution lines;
- B. Plan and profiles of drainage facilities, culverts, and roads;
- C. All such data shall be approved by the city and shall conform to all relevant ordinances, statutes, and regulations. (Ord. 90-03 § 1 (part), 1990.)

17.07.070 Standard and abbreviated preliminary plat—Approval, conditional approval, denial.

- A. The planning commission shall approve, conditionally approve, or deny the preliminary plat within sixty days of the official filing date or the preliminary plat is considered approved.
- B. The planning commission shall request that the subdivider consent to an extension of the sixty-day period if it is anticipated that no action will be taken within the sixty-day time frame and the planning commission has made a good faith attempt to review the plat.
- C. Approval of the preliminary plat shall entitle the subdivider to approval of the final plat if it conforms to the approved preliminary plat, complies with the conditions of approval placed on the subdivision by the planning commission, and complies with all other provisions of this title and all applicable statutes and regulations. (Ord. 90-03 § 1 (part), 1990.)

17.07.080 Exception to platting procedures.

- A. The preparation, submission for approval, and recording of a plat shall be waived on satisfactory evidence that the subdivision meets the requirements of abbreviated plats (as stated in Section 17.03.030) and creates lots which are five acres or larger.
- B. The application for a waiver shall include a verification of lot acreage and a sketch of the proposed subdivision drawn to a standard scale (one inch equals one hundred feet, two inches equals two hundred feet, etc.) showing the lots and their dimensions.
- C. On determination that the application meets the requirements for the exception, the planning director shall sign the waiver and file the application and waiver with the city clerk. (Ord. 90-03 § 1 (part), 1990.)

17.07.090 Exceptions to road standards.

- A. Authority and Limitations. The planning commission may authorize exceptions to the road standards of this title in a subdivision:

1. Which consists of four lots or less; and
 2. Which has never before been granted an exception to the road standards of this title; and
 3. If the findings of fact required in subsection C of this section can be made.
- B. Procedure. The request for the exception shall be given public notice as required by Section 17.07.050.
- C. Required Findings of Fact.
1. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the area.
 2. That the roadway does not now nor in the foreseeable future provide the only or the most practical access to the development of adjacent properties.
 3. That the roadway to be constructed is of such a length that strict application of the road standards of this title will result in undue and substantial hardship to the applicant.
- D. Subsequent Subdivision of Property Prohibited. No subsequent subdivision of lots or tracts included in the original subdivision granted an exception to road standards shall be permitted unless the road granted the exception is constructed to conform to the standards required by this title.
- E. Attachment of Conditions to Subdivision Approval Required. No subdivision granted an exception to road standards shall be given final approval until a note is written on the face of the plat and deed restrictions are attached to the deed for subdivided lots indicating:
1. That the road granted the exception does not conform to the road standards of this title; and
 2. That the city, while accepting the dedication of the right-of-way, does not accept responsibility for road improvement or maintenance. (Ord. 90-03 § 1 (part), 1990; Ord. 14-08 §§ 4, 5, 2014.)

17.07.100 Preliminary plat standards.

A. The preliminary plat shall be drawn with waterproof nonfading black ink or legibly drawn with pencil on a good quality reproducible medium at a scale of one inch equals one hundred feet or at a scale of one inch equals fifty feet if the lots are ten thousand square feet or less in size, unless a request for the use of another scale is approved by the director.

B. The preliminary plat shall include:

1. Date, standard engineering scale, and north point;
2. The length and bearing of the exterior boundaries of the subdivision and total site acreage;
3. Approximate dimensions and areas of all lots;
4. Lot and block numbers;
5. Location of subdivision by reference to survey and lot number or section corner, township, and range;
6. Proposed subdivision name which shall not be so similar to any plat previously recorded in the area as to cause confusion;
7. Name, address, and phone number of the owner, subdivider and the person preparing the plat;
8. Location and names of adjacent subdivisions and owners of adjoining parcels of land;
9. Names of subsurface land owners of the proposed subdivision and of adjoining parcels of land;

10. Land use on and adjacent to the subdivision;
11. Location, widths and names of all existing and proposed streets, alleys, easements, public ways, utility rights-of-way, parks, cemeteries, watercourses, drainage ditches, bridges, and other pertinent data required by the planning commission. If the subdivision borders a lake or stream, the distance and bearing on a meander line established not less than twenty feet back from the ordinary high water mark of the lake or stream shall be indicated;
12. Location of existing and proposed improvements within the proposed subdivision such as sewer and water facilities, power poles, telephone pedestals, drainage systems, streets, fire hydrants, etc.;
13. Location of existing buildings and their setbacks from proposed lot lines;
14. Direction and distance to nearest water and sewer mains;
15. Approximate grades of proposed streets, alleys, etc.;
16. Approximate radii of all curves and lengths of tangents;
17. Contours at two-foot vertical intervals or at more frequent intervals if required by the planning commission for land of unusual terrain characteristics. Contours at five-foot intervals shall be permitted on undisturbed ground for created lots over five acres. All pertinent elevations shall be shown;
18. If the subdivision is within one mile of a true mean sea level bench mark, one true elevation with contours tied to the true elevation shall be indicated. If the subdivision lies farther than a mile from a true mean sea level bench mark, an assumed vertical datum point elevation may be used. The assumed datum point shall be clearly noted on the plats as an assumed and not true datum point;
19. Vicinity map relating the subdivision to its general location;
20. Adjacent parcel right-of-way (public or private) deemed necessary to the public interest defined as preplanned access roads, docks, airports, or any necessary public infrastructure approved by the city of Dillingham. (Ord. 09-07 § 2, 2009; Ord. 14-08 §§ 6—8, 2014.)