

Platting Procedure

Dedication – Replat – Subdivision – Waiver – Vacation

- This document describes the Preliminary Plat procedure for standard and abbreviated plats.

Because each subdivision proposal has unique characteristics, it is impossible to outline the Requirements relevant to all applications. For that reason, we strongly urge anyone considering subdividing property in the Dillingham area to meet with the Planning Director for a Pre-application Conference. Call Monday through Friday 8:00 a.m. – 5:00 p.m. for an appointment.

In general, however, the process is as follows:

PRELIMINARY PLAT / WAIVER APPLICATION REQUIREMENTS

- ✓ 1. A completed application form is submitted to the City of Dillingham, Planning Department. Owners of record must sign the application in the appropriate spaces.
- ✓ 2. A preliminary plat drawing must show the required information as listed on the application. The preliminary plat drawing should be prepared by a registered land surveyor.
- ✓ 3. Copies of the preliminary plat are submitted to the City of Dillingham, Planning Department with the application.
- ✓ 4. The appropriate preliminary application fee (\$100.00 plus \$10.00 per lot) must be submitted with the application.
- ✓ 5. A certificate to plat (or a current title report) for all property included in this platting action must be obtained from a title company and be submitted with the application.
- N/A ✓ 6. Any covenants intended to be recorded with the subdivision must be submitted with the application.
- N/A ✓ 7. If a variance to any requirement of the subdivision ordinance is being requested, a variance form must be filled out and submitted with the application.