



**City of Thorne Bay  
Planning & Zoning Commission  
Subdivision Application**

File Number \_\_\_\_\_ File Name \_\_\_\_\_  
Date Received \_\_\_\_\_ By \_\_\_\_\_ Fee \$50.00 Paid: **Y N**  
Hearing Date \_\_\_\_\_ Notice Deadline \_\_\_\_\_  
Application Type: \_\_\_\_\_ Waiver \_\_\_\_\_ Short Plat \_\_\_\_\_ Preliminary Plat

Applicant Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that I am the legal owner of the property submitted for subdivision and have approved the submitted plat.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Narrative: (Purpose, rational and need)

---

---

---

---

---

---

---

---

**See Page 2 for Plat Submission Requirements.**

Planning Commission Action: Approved \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_

Denied for this reason(s):

---

---

---

**City of Thorne Bay  
Planning & Zoning Commission  
Subdivision Application  
Page 2**

16.16.010 Application. The short plat procedure may be used for the subdivision of a parcel into not more than a total of four lots.

A. An applicant for a short plat subdivision shall be required to submit the following to the designated planning official:

1. A nonrefundable short plat application fee of twenty-five dollars;
2. Four neatly and accurately composed drawings (plat map) no larger than twenty-four inches wide by thirty-six inches long showing the proposed subdivision.

B. The plat shall be prepared by a professional land surveyor licensed to practice in the state of Alaska.

C. The plat maps shall contain the following information:

1. The signature and seal of a land surveyor licensed to practice in the state of Alaska;
2. A title block in the lower left-hand corner containing the following information:
  - a. Proposed name of the subdivision,
  - b. Horizontal scale not to exceed fifty to the inch,
  - c. Date of application,
  - d. Name and address of the property owner,
  - e. Location of the subdivision by reference to U.S. survey numbers;
3. A north arrow;
4. The area and linear dimensions of each newly created lot;
5. Topographic lines at twenty-foot intervals;
6. The location of significant natural features such as, but not limited to, anadromous fish streams, existing material sites, wetlands and eagle trees;
7. The location and flow of all natural drainages and the location, type and purpose of all fabricated drainage improvements. (Ord. 87-01 § 4(part), 1987)