



North Slope Borough

Department of Planning and Community Services

Form 900 – Subdivision Application

INSTRUCTIONS

Prior to completing this application, please contact the Platting Administrator at (907) 852-0333 to arrange a pre-application meeting. Please see the instructions on page 6 for completing this application. Applications that are not fully completed will not be accepted.

NOTICE TO APPLICANT

Pursuant to 25 C.F.R. 1.4, North Slope Borough (NSB) Municipal Code (NSBMC) Title 18 (Subdivisions) does not apply to restricted townsites and allotments in the absence of the Bureau of Indian Affairs (BIA) agreement. Subdivisions and subsequent sales conducted without BIA approval may be held null and void. It is the applicant's responsibility (not NSB's) to determine whether a lot is in restricted status to obtain BIA's permission/concurrence to subdivide.

Part A. Contact Information.

1. Applicant.

Name of Applicant:	_____	Email Address:	_____
Mailing Address:	_____	Work Phone:	_____
	_____	Home Phone:	_____
	_____	Cell Phone:	_____

2. Owner(s) of Record.

Name of First Owner:	_____	Email Address:	_____
Mailing Address:	_____	Work Phone:	_____
	_____	Home Phone:	_____
	_____	Cell Phone:	_____

Name of Second Owner:	_____	Email Address:	_____
Mailing Address:	_____	Work Phone:	_____
	_____	Home Phone:	_____
	_____	Cell Phone:	_____

3. Land Surveyor.

Name of Surveyor:	_____	License #:	_____
Company:	_____	Email Address:	_____
Mailing Address:	_____	Work Phone:	_____
	_____	Home Phone:	_____
	_____	Cell Phone:	_____

Part B. Application Type.

1. Please explain the purpose of the subdivision (i.e., conveyance of land to family members, commercial development, etc.).

2. Please describe any major residential, commercial, industrial, or public developments proposed for the area.

3. Please check all boxes that describe your application (more than one box may be checked).

- | | |
|--|---|
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Minor Subdivision |
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Resubdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Request for Waiver |

4. If you are applying for a variance or a waiver, please explain why a variance or waiver is justified.

Part C. Description of Area for which Subdivision Is Proposed.

1. Lot and Block or Tract Number(s) _____

2. Section(s), Township(s), and Range(s) _____

3. U.S. Survey No. _____

4. Name of Existing Subdivision (if any) _____

5. Is the area within a village? Yes No Name of Village or Nearest Village _____

6. Total Acreage or Square Footage of Area to Be Subdivided _____

7. Please provide a legal description of the area to be subdivided.

8. Are there any structures on/in the area to be subdivided?

- Yes No

If yes, please provide the following information for each structure:

Type of Structure	Location	Dimensions	Distance from Nearest Property Line
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Are there any easements (including streets or other rights-of-way) on/in the area to be subdivided?

- Yes No

If yes, please provide the following information for each easement:

Type of Easement	Location	Length/distance and width

10. Are there any native allotments, townships, or restricted properties in the area to be subdivided?

Yes No

If yes, please provide the following information for each property:

Type of Property	Location	Owner

11. Are there any known traditional or subsistence sites (including burial areas and ice cellars) in the area to be subdivided?

Yes No

If yes, please provide the following information for each site:

Type of Site	Location

Part D. Description of Proposed Subdivision.

1. Number of New Lots

2. For each new lot or tract, please provide the proposed lot number/name and square footage or acreage.

Proposed Lot Name or Number	Lot Size	Proposed Lot Name or Number	Lot Size

FOR OFFICE USE ONLY

Date Received:

Total Application Fee Paid:

Application is: Complete and Accepted Incomplete and Not Accepted

If incomplete, explain why, indicating what modifications would allow the application to be accepted:

Borough Platting Administrator

Date

If you wish to appeal this decision, you must submit written notice to the Commission Clerk of the Planning Commission (P.O. Box 69, Barrow, Alaska, 99723) within 30 days of the issuance of this decision, stating the reason you believe the decision is incorrect. See NSMBC §19.30.130.

Instructions for Completing Form 900 – Subdivision Application

NOTE: The following instructions are provided for the convenience of the applicant. They should not be construed as legal advice or as a substitute for the requirements in NSBMC Title 18.

Preliminary Instructions.

1. What do I do if part or all of the area proposed for subdivision is restricted property (property held in trust by the federal government)?

If the area is in or near Barrow or Point Hope, contact the appropriate Native Village for information regarding the tribe/Bureau of Indian Affairs (BIA) subdivision application process. For other areas, contact the Inupiat Community of the Arctic Slope (ICAS). Once your subdivision has been approved by BIA, please submit a NSB application for NSB approval.

2. What do I need to do prior to completing this form?

Please contact the Platting Administrator at (907) 852-0333 to arrange a pre-application meeting. We recommend that you read all of these instructions prior to coming to the meeting. Also, please prepare an informal sketch plat to discuss with the Platting Administrator at the time of the meeting. See NSBMC § 18.12.010. Include the following in the sketch plat:

- a. A location map showing the site in relation to surrounding property and village, if any, and locating it by north arrow, section, township and range;
- b. A sketch plan on a topographic survey map, if available, showing general layout, streets, major drainage ways and other major features; and
- c. General information on the uses of lots and types of utilities to be used.

The sketch plat may be drawn freehand, but to an appropriate scale of one inch to 100 feet or one inch to 200 feet.

3. Where can I find the NSB laws regarding subdivisions?

Title 18 of the North Slope Borough Municipal Code (NSBMC) governs subdivisions. NSBMC can be found at <http://www.north-slope.org/departments/law/ordinances/>

Part A. Instructions for Contact Information.

1. Who can complete this application form?

The form must be completed by an owner of the area for which the subdivision is proposed, or the owner's authorized representative. If the form is completed by an authorized representative, the representative must provide proof of authorization (such as power of attorney).

2. Which owners should be included, and what do I do if the owner is no longer living?

You will need the permission (and signature) of all property owners to submit this application. If an owner has passed away, you will need permission in the form of a written and signed original letter from the court-appointed Administrator or Executor of the Estate, or from each of the owner's heir. If there are more than two owners, please include the name and contact information for each additional owner on a separate sheet of paper.

Part B. Instructions for Application Type.

1. How should I describe the purpose?

The purpose may be any of the following: conveying land to family members; conveying land for future residential or commercial development; leasing the land for industrial (i.e., oil and gas) or commercial development; or other purposes.

2. What information do you need about future developments?

Your preliminary plat (if required) must show building sites, if any, for multi-family dwellings, major commercial and industrial buildings and major public buildings, including setbacks of those buildings from street rights-of-way and property lines. See NSBMC § 18.12.020. Please summarize this information on your application form.

3(a). What is the difference between major subdivisions, minor subdivisions, and resubdivisions?

See NSBMC § 18.08.010. A “Minor Subdivision” is a subdivision that:

- a. Creates six or fewer lots, none of which is larger than one acre in size;
- b. Will not deny access to and from all lots or tracts created by the subdivision or those adjacent to it; and
- c. Requires no public installation or extension of existing public utilities.

Minor Subdivisions may be approved administratively by the Platting Administrator. NSBMC § 18.16.010.

A “Major Subdivision” is any subdivision that is not a Minor Subdivision. Any subdivision applications requiring variances and/or vacations are considered Major Subdivisions. Major Subdivisions require approval by the Planning Commission. NSBMC § 18.16.010.

A “resubdivision” is the redelineation of one or more existing lots, blocks, tracts or parcels of a previously recorded subdivision involving the change of property lines and/or easements. The term includes the merger of separate lots, blocks, tracts or parcels. An application for a resubdivision is processed using the minor subdivision procedures if the resubdivision meets the definition of a minor subdivision; otherwise it is processed using the major subdivision procedures.

3(b). What is a “vacation”?

“Vacation” is the act of making legally void any public right-of-way, public easement, public area, or other public interests in land. An example would be the conversion of a public street into private property, or eliminating a property line in order to merge two lots.

4(a). What is a “variance” and how do I know if I am eligible for one?

See NSBMC § 18.16.050. The Planning Commission may approve a subdivision that does not meet the standards of NSBMC Title 18 if the subdivision is eligible for a variance. A subdivision is only eligible for a variance if the application of Title 18 standards would impose an extraordinary hardship (not just an inconvenience or monetary reasons) due to the property’s unique circumstances. For example, the property may be a unique shape such that it can’t comply with the minimum lot dimensions in NSBMC § 18.20.130. If you are seeking a variance, you will need to explain your unique circumstances and why they justify a variance.

4(b). What is a “waiver” and how do I know if I am eligible for one?

See NSBMC § 18.04.030. A waiver allows the Platting Administrator to forgo requirements in Title 18 under certain circumstances. In most cases, an applicant granted a waiver will still be required to submit a final plat for the Platting Administrator’s approval and recording (but review by the public and Planning Commission may be omitted).

There are two types of cases in which an application may be eligible for a waiver. The first type usually involves the subdivision of land for conveyance to family members. To be eligible for this type of waiver, the subdivision must meet all of the following requirements:

- a. There will be four or fewer new lots, and each will be at least 4,500 square feet;
- b. Each lot will have access to an existing street, either through a minimum of 20 feet of street frontage or a permanent easement of access at least 20 feet in width;
- c. The subdivision will not require a new street or dedication of right-of-way to the public;
- d. The subdivision is not made for the purpose of subsequent subdivision; and
- e. The applicant has not been granted a waiver for the same area of land within the last year.

The second type of case usually involves subdivisions of land for purposes of leasing for oil and gas use. To be eligible for this type of waiver, the subdivision must meet the following requirements:

- a. The purpose of the subdivision is for activity that is not intended to be regulated by NSBMC Title 18 or AS 29.40.070 through 29.40.160 and AS 40.15;
- b. The purpose of the subdivision is not to divide and convey land for residential and commercial development; and

- c. No dedication of a street, park or other public area is involved or required.

Part C. Instructions for Description of Area for which Subdivision Is Proposed.

1. What if the area I want to subdivide only has a tract number, and no lot or block number? Or what if there is a lot or block number but no tract number? What if there is more than one number?

The area should have a lot and block number if it is in a village; or it may have a tract number if it is a large area or an area outside of a village. Provide whichever numbers are applicable. If there is more than one lot or tract to be divided, please provide the number for each one.

2. Which section, township, and range should I put?

Provide the section, township, and range in which the area is located. If it is in more than one section, township, or range, please provide (on a separate sheet of paper if necessary) a list of each section, township, and range in the area. Please contact NSB's Community Planning Division at (907) 852-0333 or nsbgis@north-slope.org if you need assistance obtaining this information or other information required in Part C.

3. How do I know the U.S. Survey number?

The area you wish to subdivide is probably part of a U.S. Survey map. Provide the number of the most recent U.S. Survey map.

4. How do I know the name of the existing subdivision?

Some subdivisions within villages have names, such as the Browerville Addition No. 5 Subdivision in Barrow. Check the ownership documents or existing plats for a name. If there is no subdivision name, put "N/A."

5. Why does it matter if the subdivision is in a village?

Subdivisions may be in Barrow, one of the villages (Atqasuk, Anaktuvuk Pass, Kaktovik, Nuiqsut, Point Hope, Point Lay, or Wainwright), or elsewhere (including Deadhorse and areas in oil and gas fields). If a subdivision is in the boundaries of a village, then a public hearing on your application may be held in that village. If a subdivision is outside of a village but nearby, the closest village may be interested in receiving notice regarding the subdivision. Public notification requirements will be determined by the Planning Department based on Title 18 requirements upon acceptance of your subdivision application.

6. How do I figure out the total acreage to be subdivided?

You should add up the square footage or acreage of all lots/tracts that will be divided.

7. How do I get a legal description of the area to be subdivided?

Check the ownership documents for each lot or tract you want to subdivide. Each should contain a legal description. You may copy the legal description(s) into the space provided (adding additional sheets if necessary) or reference the legal description(s) in the document(s) and attach the document(s). A separate legal description may be provided for each lot or tract, or one legal description may be provided for the area as a whole.

8. What is a structure and why does it matter whether there are structures on/in the area to be subdivided?

A structure is anything placed, constructed, erected or located on or under the ground, or attached to something fixed to the ground, such as a floating structure anchored to submerged ground, regardless of size, purpose or temporality. Types of structures include buildings, towers, antennas, poles, rigs, wells, pipelines, pump stations, foundations, gravel pads/parking areas, and streets. See NSBMC § 19.20.020.

If there are structures on or in the area, the Platting Authority will need to ensure that you have the proper NSB permits or approvals for each structure before the subdivision can be approved. Please provide as much information as possible about each structure, including the type of structure, where it is located (i.e., which lot or geographic coordinates), its size/dimensions, and its distance from the nearest property lines (proposed as well as existing property lines). Please list additional structures on a separate sheet of paper if more space is needed.

9. What types of easements should I describe?

An "easement" is a grant by the property owner to another person or to the public of the use of any designated part of her property for specific purposes. See NSBMC § 18.08.010. One type of easement is a "right-of-way," a strip of

land used or intended to be used for vehicular or pedestrian travel or for a utility or traditional subsistence purpose. A “street” is a type of right-of-way that provides for vehicular circulation, including snow machines and related vehicles commonly used in the Arctic.

Your plat will need to show each of these easements. On your application, please note the type of easement, its location (i.e., adjacent to a given property line) and its dimensions (width and length within the area of subdivision). Please list additional easements on a separate sheet of paper if more space is needed.

10. What kind of information do I need to provide on native allotments, townsites, and restricted properties?

Native allotments and townsites are properties that were granted to Alaska Natives pursuant to the Alaska Native Allotment Act and the Alaska Native Townsite Act, respectively. Some of these properties are “restricted,” meaning they are held in trust by the federal government for the Native owners. For each site, please indicate whether the site is a townsite or allotment, and whether it is restricted (if known). Please also indicate the location (geographic coordinates and/or lot/tract numbers) and the name of the owner. Please list additional properties on a separate sheet of paper if more space is needed.

11. What kind of information do I need to provide on traditional sites?

Please provide information regarding any site known to be used for subsistence purposes or sites that have potential historic, prehistoric, archeological, cultural, paleontological resources or significance, including sites where traditional activities take place. You may obtain this information from the NSB Inupiat History, Language, and Culture Division using Form 600 (available on the web at <http://www.north-slope.org/departments/planning/ihlc.php>). For each site, please indicate the type of site (i.e., grave site, fishing area) and the location (geographic coordinates and/or lot/tract numbers). Please list additional sites on a separate sheet of paper if more space is needed.

Part D. Instructions for Description of Proposed Subdivision.

1. How many lots can there be?

There is no limit on the number of lots, provided that each lot meets the minimum size requirements or you obtain a variance or waiver from these requirements. The minimum lot area is 7,000 square feet (8,000 square feet for corner lots). See NSBMC 18.20.130 for other dimensional requirements. Please note that if the subdivision will result in no more than six lots, each one acre or less, your application will be processed using the simpler procedures for minor subdivisions.

For each new lot, please provide the proposed lot number (in the first column) and the acreage or square footage in the next column. Use the third and fourth columns or additional paper if you need more space.

2. What number or name do I give the proposed new lots or tracts?

Please address this subject with the Platting Administrator during your pre-application meeting. Examples follow:

<i>Original lot(s)/tracts</i>	<i>New Names</i>			
Division of Lot 11, Block 5 in village	Lot 11A		Lot 11B	
Division of Tract A in Resource Development District into three roughly equal tracts	Tract A1	Tract A2	Tract A3	
Creation of three small lots for sale from a much larger tract (Tract B), with a large amount of the original tract left undivided	Lot 1	Lot 2	Lot 3	Remainder of Tract B

3. How should I name the subdivision?

Please provide a proposed name that is descriptive of the area. For example, if the subdivision is located along Main Street, you might name the subdivision “Main Street Subdivision.”

4. Do I have to provide easements, improvements, or dedications for the new subdivision?

Please list any easements, improvements, and dedications proposed for the subdivision. Please note the following requirements:

- a. All lots must have access to streets. NSBMC § 18.20.070.

- b. There must be easements for utilities, including phone, gas, water, sewer and cable television lines. NSBMC § 18.20.110 .
- c. Where the subdivision contains a stream, channel or other drainage way, there must be a drainage easement conforming to the lines of that watercourse. NSBMC § 18.20.110

Under § 18.20.150, the Platting Authority may require you to provide or pay for any of the above improvements. The Platting Authority may also require provision of or payment for the following:

- a. Easements for traditional sites, pedestrians, and off-road vehicle access, NSBMC § 18.20.110;
- b. Placement of gravel to provide building sites and parking, NSBMC § 18.20.150;
- c. Culvert and bridge system improvements, NSBMC § 18.20.150; and
- d. Dedication of lands for airports, schools, parks, playgrounds, trails, traditional subsistence activities, community communications and television facilities and other uses. NSBMC § 18.20.140.

To ensure compliance with NSBMC Title 18, the Platting Authority may require easements, improvements, and dedications in addition to those you are proposing.

Part E. Instructions for Required Submissions in Addition to this Form.

1. What are the platting requirements?

Information on platting is provided for the surveyor who will prepare your plat. If your application is for a Minor Subdivision, you will only need to submit a draft final plat. If your application is for a Major Subdivision, you will only need to submit a draft preliminary plat at this stage, and later, you will submit a draft final plat. The following table summarizes the requirements for each type of plat. See NSBMC § 18.16.030 (Minor Subdivision Procedure) and § 18.16.040 (Major Subdivision Procedure) for the complete requirements. Some requirements may be modified by the Platting Administrator. Please discuss any standards you wish to modify during your pre-application meeting with the Platting Administrator.

	<i>Preliminary Plat</i>	<i>Final Plat</i>
<i>Submission Format</i>	Submit an original and eight printed copies of the plat, unless fewer copies are authorized by the Platting Administrator, and an electronic copy that is compatible with the Borough’s Geographic Information Systems (GIS) (shapefile or geodatabase). Draw the plat to scale of one inch to 100 feet or one inch to 200 feet, unless otherwise specified by the Platting Administrator. Make sure that the plat is reproducible and legibly drawn or printed on mylar or its equivalent in one of the following sizes: 18 by 24 inches, 24 by 36 inches, or 31.5 by 34 inches.	Same as for Preliminary Plat.
<i>Tract Designation</i>	Indicate the name of the subdivision and lot numbers or tract designations for each lot or tract.	Same as for Preliminary Plat.
<i>Depiction of Land and Lots</i>	Include all the land proposed for subdivision and all land immediately adjacent to a minimum distance of 100 hundred feet. Show the existing and proposed lot dimensions and the total acreage of the land being subdivided.	Same as for Preliminary Plat, except do not show existing dimensions that will change as a result of the subdivision (only show the final dimensions).
<i>Depiction of Buildings</i>	Show the locations of any existing structures and the distances of such structures from any property line and travel right-of-way. Show building sites, if any, for multiplexes, major commercial and industrial buildings and major public buildings, including setbacks of those buildings from street rights-of-way and property lines.	Do not show any existing or proposed structure locations.
<i>Depiction of Boundaries and Easements</i>	Show the following (whether existing or proposed): (a) all lot lines and block corners within the subdivision; (b) all rights-of-way used for travel within and adjacent to the subdivision, including the dimensions and centerlines of each street and right-of-way, and the tangents, radii and central angles of all curves; and (c) other rights-of-way, utility easements, drainage and other	Same as for Preliminary Plat, except do not show existing boundaries and easements that change as a result of the subdivision (only show the final boundaries and easements).

	easements, including their dimensions and specific use or purpose. Ensure that all easements (including rights-of-way and streets) are well marked and distinguished from adjacent land.	
<i>Names and Labels</i>	Include the following names and labels: (a) a north arrow; (b) a scale shown with a scale bar; (c) the names of the proposed subdivision and any adjacent subdivision; (d) all lot and block numbers and street names (existing and proposed) for areas within and adjacent to the subdivision; (e) the name of the owner(s) of the land being subdivided; (f) the name of the subdivider; (h) the name of surveyor; (i) the date the preliminary plat was made; and (j) the existing zoning status and any proposed zoning status (if a rezone is being sought) and the boundaries thereof.	Same as for Preliminary Plat, except do not show existing numbers and names that change as a result of the subdivision (only show the final numbers and names).
<i>Vicinity Map</i>	Include a vicinity map with a scale of one inch to one-mile showing sections, townships and ranges, known boundaries (i.e., municipal boundaries and those of native allotments), townsites, traditional sites, and prominent physical or natural features (i.e., roads, known gravel sources and major lakes or rivers).	Same as for Preliminary Plat.
<i>Survey</i>	Show the following: (a) any stakes, monuments or other evidence found on the ground by the surveyor or placed to determine the boundaries of the subdivision; (b) the corners and ties of existing adjoining subdivisions; and (c) coordinates of and distances to official monuments used in the legal description of the property.	Same as for Preliminary Plat.
<i>Geographic Features</i>	Include the following geographic features: (a) The location of water bodies and drainage courses, including flood hazard areas, culverts and bridges; (b) The location of known unstable permafrost areas as shown in existing studies or published reports; (c) Contours at an interval of not more than two feet, including known high and low points, unless otherwise authorized by the Platting Administrator; and (d) The location of permitted or producing gravel sources on or adjacent to the parcel.	Do not include geographic features except for the location of water bodies and bridges and culverts that are part of roads established by the subdivision.
<i>Cultural Resources</i>	Include the following cultural resources: (a) Native allotments and townsites, based on recent information provided by the relevant Native Village entity, the Inupiat Community of the Arctic Slope, the Bureau of Land Management; and/or the Bureau of Indian Affairs; and (b) Traditional sites (including ice cellars)	Do not include cultural resources.
<i>Dedications</i>	Include sites, if any, to be reserved or dedicated for schools, parks, playgrounds, trails, communication facilities and traditional subsistence activities (i.e., a communal ice cellar or whaling park).	Same as for Preliminary Plat.

Additional requirements for final plats include the following:

a. *Certificate of Ownership and Dedication*: a signed, notarized statement of all persons declaring ownership or equitable interest in the subdivided property, certifying ownership and any dedication of land for public purposes.
Example:

"I (we), hereby certify that I am (we are) the owner(s) of the property described hereon." I (we), hereby dedicate to the public (through the North Slope Borough) all public streets, easements for public utilities, and other easements and rights-of-way, along with land shown for schools, parks, playgrounds, traditional subsistence activities and other public purposes and uses."

b. *Improvements*: a signed, notarized statement by the subdivider certifying that the improvements have been constructed to the Borough's approval, or that you have guaranteed the provision of such improvements through a bond or surety.

c. *Surveyor Certificate*: a statement by the land surveyor who prepared the plat, certifying the accuracy of the plat in the following language, and showing the surveyor's seal. Example:

"I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, and that this plat represents a survey made by me or under my direct supervision, and the monuments shown hereon actually exist as described, and that all dimensions and other details are correct."

d. *Taxes*: a statement from the appropriate Borough tax collecting official that all Borough real property taxes levied against the property have been paid in full, as of the date of the statement.

e. *Certificate of Approval*: a statement signed by the Platting Authority and the Borough Clerk, certifying approval.

2. What permits do I need to include, and what if I don't have any permits?

If there is any "use" or "development" (as defined in NSBMC §19.20.020) associated with the area to be subdivided, you will need to have a permit from the NSB Planning Department covering each use or development. If you do not already have the required NSB permits, you will need to obtain these before your subdivision can be approved.

Your subdivision and any uses and developments associated with the area may also require federal, state, municipal or other permits/approvals. For these approvals, you will need to submit a copy of the permit or approval to the Platting Administrator once you obtain it.

3. What ownership information must I provide?

Please provide a copy of the deed or judgment by which you acquired ownership of the land. If you are not the only owner, then you will need to provide all deeds or judgments showing ownership, and the written permission of each owner to proceed with this subdivision. You may also be required to provide a title report prepared by a title agency.

4. Can the fee be waived?

Fees are set by NSBMC § 18.04.050, which provides that fees can only be waived when NSB is the subdivider. All fees must be paid at the time of application and are nonrefundable. If your application is found to be inadequate and is returned for modifications, you may resubmit your application twice for free. If you must resubmit an application after that, then you must pay the original fee for each resubmission.

Other Instructions.

1. Are there other requirements for subdivisions?

See NSBMC Title 18 for all requirements related to subdivisions and platting. In particular, see Chapter 18.20 for requirements for subdivision design, such as street widths, grade, and alignment.

2. What happens next?

Submittal of an application does not guarantee that it will be accepted by the NSB. Only applications that are determined to be entirely complete (including fee payment and a plat consistent with Title 18 requirements) will be accepted. Incomplete applications will be returned to the applicant for additional information and revision.

If your subdivision is considered a Minor Subdivision, then it may be approved by the Platting Administrator without public notice under NSBMC § 18.16.030 (Minor Subdivision Procedure). Once your application is accepted, the Platting Administrator will reach a decision on it within 45 days.

If your subdivision is considered a Major Subdivision, then it may be approved only by the Planning Commission under NSBMC § 18.16.040 (Major Subdivision Procedure). Once the application is accepted, a public hearing on the preliminary plat will be held either by the Planning Commission or the council of the village in which the subdivision is located. A decision on the preliminary plat is reached within 90 days of acceptance. The decision may require you to make improvements, dedications, easements, or adjustments. Within two years of the decision, you must submit a draft final plat. Once accepted, the Planning Commission reaches a decision on the final plat within 90 days.