

Submitted by: CHAIR OF THE ASSEMBLY AT THE
REQUEST OF THE MAYOR
Prepared by: Public Works Department
For reading:

**ANCHORAGE, ALASKA
AO NO. 2014-**

**AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY AMENDING
ANCHORAGE MUNICIPAL CODE OF REGULATIONS SECTION 21.15 TO MODIFY AND
UPDATE THE PLAT REVIEW CHECKLIST AND SURVEYING STANDARD
SPECIFICATIONS.**

(Planning and Zoning Commission Case 2014-0185)

WHEREAS, the last revision to the plat review checklist was in 1992; and

WHEREAS, the process for plat review is in need of updating; and

WHEREAS, the updates reflect changes in technology, resolve conflicting requirements, and clarify and standardize all required certificates.

NOW, THEREFORE, THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code of Regulations section 21.15, Regulations Governing Platting Procedures, is hereby amended to read as follows:

21.15 REGULATIONS GOVERNING PLATTING PROCEDURES

21.15.001 Submittal of plat application.

A. An application for a preliminary plat or a plat vacation shall be reviewed at the next meeting of the platting board if that application has been filed 60 or more days before that meeting.

B. An application for an abbreviated plat which can be approved by the platting officer shall be reviewed by the planning department within 60 days following its receipt by the planning department.

(AO No. 80-79; AO No. 2002-95, § 4, 7-16-02)

21.15.002 Platting board agenda control.

The platting officer shall schedule the agenda for each meeting of the platting board. All appearance requests received at least ten days before a meeting of the platting board shall be scheduled on the agenda of that meeting.

(AO No. 80-79)

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21.15.003 Format of final plat document.

All final plat documents tendered to the planning department for recording shall be submitted in a form approved by the director of the department.

(AO No. 80-79)

PUBLIC WORKS DEPARTMENT
PROJECT MANAGEMENT & ENGINEERING DIVISION
SURVEY SECTION

PLAT CHECKLIST

SURVEYOR _____ PLAT TITLE _____
[TELEPHONE NO. _____] CASE NUMBER:[NO.] S- _____

Bond copy submitted for Final Review: Date: _____ Initial: _____

Mylar signed by Municipal [PLAT REVIEW] Surveyor:
Date _____ Initial _____

LEGEND

[PRELIMINARY CHECK:]	√	-	Acceptable
[FINAL CHECK:]	X	-	Not acceptable
	O	-	Not applicable
	T	-	Not checked
	?[X Unk]	-	Unknown, must check later

[DATE, TIME MYLAR RECEIVED _____]

[DATE, TIME BLUELINES RECEIVED _____]

Final Review Submission:

I. PLAT MATERIAL [(DIAZO NOT ACCEPTABLE):]

A. Bond Paper (for review).

B. Mylar (for signature and recordation).

[B. DIRECT POSITIVE PHOTOGRAPHIC REPRODUCIBLE POLYESTER.

C. BLACK WATERPROOF ACETATE INK.]

II. PLAT SIZE[:]

A. 18 inches by 24 inches.

B. 22 inches by 34 inches

C. 24 inches by 36 inches.

- 1 A. Section, township, range, meridian.
- 2 B. Streets and street names, arrow pointing to subdivision[MUNICIPALITY
- 3 OF ANCHORAGE GRID].
- 4 C. Physical features, water bodies[ADJOINING ROADS SHOWING
- 5 ACCESS CLEARLY].
- 6 D. Hatched outline of subject subdivision[PHYSICAL FEATURES].
- 7 VII. ADJACENT PROPERTY[:]
- 8 A. Adjacent property within 300 feet[BROKEN LINES].
- 9 B. Adjacent subdivision name and lot numbers.[IF SUBDIVIDED:]
- 10 [1. ADJACENT SUBDIVISION NAME.]
- 11 [2. ADJACENT LOT NUMBERS.]
- 12 C. If unsubdivided, indicate as such.
- 13 VIII. SUBDIVISION LOTS AND BLOCKS[:]
- 14 A. All lot lines drawn.
- 15 B. All lot and block numbers.
- 16 C. No dittos.
- 17 D. Lot numbers by block.
- 18 E. Block numbers.
- 19 F. Area of each lot in square feet.
- 20 G. "Not radial" if lot line not radial to curve.
- 21 H. Sufficient data to readily determine bearing and length of each line.
- 22 I. All lot corners have primary monument or rebar.
- 23 J. Mean high tide for land affected by tide with datum used.
- 24 K. If lot line cut by easement, show bearing and distance of lot line from lot
- 25 corners to easement.
- 26 IX. EASEMENT, RIGHT-OF-WAY[:]
- 27 A. All rights-of-way, easements, section line easements shown.
- 28 B. Source information noted (plat or document)[SHOWN BY BROKEN
- 29 LINE].
- 30 C. All easements labeled with dimensional information[LOCATION].
- 31 D. Shown by broken line[WIDTH].
- 32 E. Location[PURPOSE].
- 33 F. Width.
- 34 G. Purpose.
- 35 H. All necessary data to locate.

- 1 X. STREETS[:]
2 A. Name.
3 B. Centerline drawn, bearing and distance shown on tangents.
4 C. Width of each side of centerline.
5 D. Total width of each street.
- 6 XI. CURVES[:]
7 A. Length.
8 B. Tangent.
9 C. Radii.
10 D. Central angle.
- 11 XII. CONTROL[:]
12 A. Legal.
13 B[1]. Basis of bearings line shown.
14 C[2]. Source of basis of bearings.
15 D[3]. Basis of bearing between two existing monumented positions of record.
16 E[4]. All found monuments, courses, and distances necessary to re-stake any
17 portion of plat.
- 18 XIII. LOT CORNERS[:]
19 A. Each line shall show bearing and distance[SET MONUMENTS; ALL
20 EXTERIOR AND INTERIOR LOT CORNER POINTS THAT ARE NOT
21 PRIMARY MONUMENTS SHALL BE FIVE-EIGHTHS-INCH BY 30-INCH
22 REBAR WITH SELF-IDENTIFYING CAP ATTACHED].
23 B. Secondary lot corners are 5/8-inch x 30-inch rebar with 2-inch cap[EACH
24 LINE SHALL SHOW BEARING AND DISTANCE].
25 C. Primary monument is a 2-inch cap on a 2-inch by 30-inch flared end
26 pipe.
27 D. All monument caps marked with Subdivision, Year Set, License Number,
28 Corner Point.
- 29 XIV. MONUMENTATION[:]
30 A. [FOUND, SET FLUSH OR RESET MONUMENTATION.
31 1.] All monuments, stakes, other evidence which determine[S]
32 boundary.
33 B[2]. All monuments, courses, distances necessary to re-stake any portion of
34 plat.
35 [3. TIE FOUND AND SET POINTS TO PLAT WITH MEASURED
36 DATA.]
37 C[4]. Plat requirements:

- 1 1[A]. Markings on all caps shown[DELINEATION].
- 2 2[B]. Diameter.
- 3 3[C]. Height in relation of ground reported to within 0.1 feet[, AT TIME
- 4 OF FILING].
- 5 4[D]. Accessories[DESCRIBED].
- 6 5[E]. Refer to previous plat showing point.
- 7 6[F]. Minimum set primary monument is 2[TWO]-inch cap on 2[TWO]-
- 8 inch by 30-inch pipe[, SET FLUSHED, TAMPED].
- 9 7[G]. Minimum set secondary monument is 2-inch cap on 5/8-inch by
- 10 30-inch rebar[REFER TO FIELD BOOK].
- 11 8[5]. Refer to field book and/or digital file in title block.
- 12 D. Reset by ties:
- 13 1[A]. Stated on plat [SAME].
- 14 2[B]. Refer to source information[ORIGINAL FIELD BOOKS OR PLAT
- 15 THAT SHOWS TIES].
- 16 E[6]. In traveled way:
- 17 1[A]. Minimum of two reference monuments.
- 18 2[1]. Equidistant.
- 19 3[2]. Ninety degrees or 180 degrees to each other.
- 20 4[3]. Delineate and describe on plat.
- 21 5[4]. Set flush with ground.
- 22 6[B]. [IF T]Two reference monuments set[: REFERENCED POINT
- 23 MAY BE] 5/8[FIVE-EIGHTHS]-inch by 30-inch rebar with 2-
- 24 inch[SELF-IDENTIFYING] cap.
- 25 7. STAMPING ON SET MONUMENTS:
- 26 A. BY STEEL DIES.
- 27 B. SUBDIVISION NAME OR INITIALS.
- 28 C. YEAR.
- 29 D. L.S. REGISTRATION NUMBER.
- 30 E. EXACT TRANSIT POINT BY PUNCH MARK.]
- 31 F[8]. Minimum two primary monuments on or within subdivision boundary.
- 32 G. Existing monuments that meet primary monument specifications will not
- 33 be required additional primary monuments
- 34 H. Re-subdividing lots for single-family dwellings; option of setting,
- 35 delineating and describing rebar at all exterior points of the current
- 36 resubdivision.
- 37 I. Commercial, industrial or multifamily zoning requires a minimum of two
- 38 primary monuments.
- 39 J. Monumentation Requirements:
- 40 [A. IF TWO MONUMENTS EXIST ON OR WITHIN
- 41 BOUNDARY, MUNICIPAL SURVEYOR MAY WAIVE
- 42 ADDITIONAL MONUMENTS TO BE SET.]
- 43 1[B]. Intervisible (on same straight property line).
- 44 2[C]. Unobstructed line of sight.
- 45 3[D]. Monuments tied to subdivision lines.

- 1 4[E]. Distance between not greater than 1,320 feet.
- 2 5[F]. No part of subdivision greater than 1,320 feet from a monument.

3 [B. FIELD CHECK, DATE, INITIAL AND TIME: _____]

4 FIELD BOOK AND PAGES: _____]

5 XV. MUNICIPAL [OF A] COMPUTATIONS [INITIALS, DATE AND TIME:]

- 6 A. Allowable error of closure: 1 part in 10,000 parts (1:10,000) minimum.
- 7 [1. 1:10,000.
- 8 2. 1:7,500.
- 9 3. 1:5,000.]

- 10 B. Acres; area to square foot.[EXTERIOR BOUNDARY:]
- 11 [1. CLOSURE.
- 12 2. ACREAGE.]

13 C. Street closure.

14 D. Block boundary (using property lines).

- 15 E. Curve data correct.[LOTS].
- 16 [1. CLOSURE.
- 17 2. AREA TO SQUARE FOOT.]

- 18 F. [CURVE DATA CORRECT.
- 19 1.]Not radial correct.

20 G. Line summation.

21 H. Proportioning correct.

22 I. Easement closure.

23 XVI. MUNICIPAL REVIEW COMMENTS[:]

24 Noted and attached to this checklist.

25 [PLAT _____]

26 XVII. CERTIFICATES

27 A. Surveyor's certificate.

28 B. Certificate of ownership and dedication.

29 C. Acceptance and dedication by Municipality of Anchorage (municipal clerk and mayor of anchorage).

30 D. Tax certificate (authorized official).

31 E. Plat approval (platting officer, municipal surveyor, authorized official).

32 F. On-site water and waste water.

33 G. Notary acknowledgement (one for each owner).

34 H. Certificates as required:

- 35 1. Record of survey.
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- 2. Waiver of survey.
- 3. Commercial tract (fragment lots).

Plat Submission for Recordation:

- Mylar plat material.
- All required signatures.
- Notary stamp and signatures.
- Surveyor stamp, signature, and date.

DATE AND TIME ACTION SIGNATURE & COMPANY]	PLAT	SIGN-OUTS	REQUIRE	DATE/TIME
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PUBLIC WORKS DEPARTMENT
PROJECT MANAGEMENT & ENGINEERING DIVISION
SURVEY SECTION

SURVEYING STANDARD SPECIFICATIONS AND [ADDENDUM TO] PLAT REVIEW
CHECKLIST
[REVISION 1992]

[AUTHORITY: MUNICIPAL CODE, CHAPTER 21.15.120.A.3.B.
 PREPARED BY: MUNICIPAL SURVEYOR, PROJECT MANAGEMENT & ENGINEERING DIV., DEPARTMENT OF PUBLIC WORKS]

The following is a detailed explanation of surveying standard specifications and [THE] plat review checklist by the department of public works, project management and engineering division, survey section, for final plat review and acceptance. Refer to [SEE] attached plat checklist for cross reference to section and subsection of this standard.

(AR No. 92-227)

SECTION I. PLAT MATERIAL

Submittals for final plat review will be printed on bond paper of accepted size and at approved scale.

Final submittals for recordation will be printed on mylar of accepted size and approved scale with all required signatures. [THERE ARE TWO TYPES OF MATERIALS THAT A PLAT MAY BE DRAWN ON AND ONE TYPE OF INK TO BE USED FOR DRAWING. THEY ARE LISTED ON THE CHECKLIST.]

(AR No. 92-227)

SECTION II. PLAT SIZE

- 1 A. 18-inches by 24-inches.
- 2 B. 22-inches by 34-inches.
- 3 C. 24 inches by 36 inches.
- 4 D. 31.5-inches by 34-inches.

5 [THERE ARE THREE ACCEPTABLE SIZES OF SHEETS FOR PLAT SUBMITTAL.] If
6 more than one sheet is submitted, all sheets shall be the same size and consecutively
7 numbered. [SEE CHECKLIST.]

8 (AR No. 92-227)

9 SECTION III. PLAT SCALE

10 A plat shall be drawn at a scale of one inch equals 100 feet, one inch equals 200 feet
11 or at a scale approved by the municipal surveyor [PLATTING OFFICER]. If details are
12 shown, the scale of each detail is provided or states the detail is "NOT TO SCALE" or
13 "NTS."

14 (AR No. 92-227)

15 SECTION IV. PLAT ACCURACY

16 Dimensions shall scale within ten feet when drawn at a one inch equals 100 feet scale,
17 20 feet when drawn at a one inch equals 200 feet scale.

18 (AR No. 92-227)

19 SECTION V. GENERAL

- 20 A. The subdivision name shall be unique, no duplication will be allowed.
21 The title block shall contain the following information:
- 22 1. Lists all lots and blocks that are created by the plat.
 - 23 2. Use the terms "resubdivision" and "subdivision" in accordance
24 with [T]title 21 of the Anchorage Municipal Code to describe the
25 plat action.
 - 26 3. Provide a complete legal description of property being subdivided
27 or resubdivided and include the district recorder's file number of
28 the original plat.
 - 29 4. Include Anchorage Recording District as part of the legal
30 description.
 - 31 5. Identify the number of the municipal grid/grids within which the
32 survey is located.
 - 33 6. Reference to survey field books and/or project digital files.
 - 34 7[5]. If the plat vacates a public right-of-way, the words "with vacation
35 resolution no. _____" are included. The resolution number is
36 from the platting board's approval resolution.
 - 37 8[6]. If the plat vacates an easement, the words "with easement
38 vacation" are included. No resolution number is required.
 - 39 9[7]. The department of community development's [PLANNING'S] case
40 number is placed below the title block as "S-_____."
 - 41 10[8]. When the plat is comprised of more than one sheet, the title block
42 for each sheet shall be identical to the first sheet.

- 1 B. The surveyor's name or company name is shown.
- 2 C. The surveyor's current mailing and email address is shown.
- 3 D. The owners of the property are required to be identified as owner
- 4 immediately below the owner's certificate and dedication block. The
- 5 owner's signature shall be accompanied by his printed name. If the
- 6 owner is a corporation, the title or position of the person signing for the
- 7 corporation is shown.
- 8 E. All persons/corporations having a beneficial interest in the subject
- 9 property shall sign the plat. If the person is signing for a corporation, the
- 10 title or position of the person signing for the corporation is shown.
- 11 F. The signature of each owner and beneficiary shall be notarized, and the
- 12 notary shall print the name of each person he or she has notarized.
- 13 G[E]. Show current mailing address for the owner(s).
- 14 [F. CHOSE THE APPLICABLE SURVEYOR'S CERTIFICATE IN TITLE 21.
- 15 THE SURVEYOR'S NAME IS INSERTED IN THE PROPER SPACE,
- 16 THE NAME OF THE PLAT OR "THIS PLAT" IS INSERTED IN THE
- 17 PROPER SPACE. IF THE PLAT HAS A SUBDIVISION AGREEMENT,
- 18 THE DATES FROM THAT AGREEMENT APPEAR IN THE PROPER
- 19 SPACES. FOR PLATS WITHOUT A SUBDIVISION AGREEMENT, "N/A"
- 20 IS PLACED IN BOTH SPACES.
- 21 G. THE SURVEYOR'S PROFESSIONAL SEAL AND SIGNATURE IN
- 22 BLACK INK SHALL BE PLACED ON THE PLAT. WHEN A PLAT IS ON
- 23 MORE THAN ONE SHEET, EACH SHEET IS SEALED AND SIGNED.
- 24 NO ADDITIONAL CERTIFICATES ARE REQUIRED.]
- 25 H. A north arrow is required for the orientation of the drawing.
- 26 I. The quarter section, section, township, range and meridian shall be
- 27 included as a part of the legal description. [SEE A.3 ABOVE.]
- 28 J. Total acreage of subdivision to 3 significant figures is shown in title block.
- 29 K. All measurements of the boundary, within the boundary and any external
- 30 ties to the boundary or from the centerline of right-of-way to right-of-way
- 31 boundary shall be shown to 0.01 foot.
- 32 L. Minimum allowable font size is 0.08 inch; other with municipal surveyor
- 33 authorization.["THE PURPOSE OF THIS PLAT IS A REVERSION TO
- 34 ACREAGE" IS PLACED ON THE PLAT WHEN IT MEETS THE
- 35 CRITERIA IN TITLE 21. THIS GENERALLY IS NOT USED UNLESS
- 36 THE RESULTING PARCEL EXCEEDS ONE ACRE.]

37 (AR No. 92-227)

38 SECTION VI. LOCATION MAP

- 39 A. The section number, township number, range number and meridian are
- 40 shown.

1 B. [THE NUMBERS OF THE MUNICIPAL GRID/GRIDS THAT THE PLAT
2 IS IN ARE SHOWN. GRIDS MAY BE OBTAINED FROM THE
3 DEPARTMENT OF PUBLIC WORKS MAP REPRODUCTION
4 COUNTER.

5 C.] The map has the streets and street names showing access to the
6 subdivision and an outline of the plat or arrow pointing to the subdivision;
7 subdivision outline shall be shaded.

8 C[D]. Show water bodies, section lines, or other features that help locate the
9 subdivision, especially if roads are not currently constructed to the
10 subdivision.

11 (AR No. 92-227)

12 SECTION VII. ADJACENT PROPERTY

13 A. Show adjacent property and right-of-way within approximately 300 feet
14 using broken lines.

15 B. For subdivided land show adjacent subdivision name or names and lot
16 and block numbers within 300 feet of the plat's boundaries.

17 C. Identify and dimension all right-of-way widths within 300 feet of the plat's
18 boundaries.

19 D. ___ If adjacent land is not subdivided, it is shown as unsubdivided.

20 (AR No. 92-227)

21 SECTION VIII. SUBDIVISION LOTS AND BLOCKS

22 A. Exterior boundary of the parent parcel being subdivided shall be drawn
23 with a heavier line than interior lot lines.

24 B. All lots, tracts, and blocks are clearly labeled with a number or letter and
25 shall not duplicate existing lot numbers.

26 C. No dittos are used.

27 D. When multiple lots with the same number are on a plat, a block number
28 is used for unique identification.

29 E. Block numbers are clearly shown and block boundaries clearly shown.

30 F. The area for each lot or tract is shown in square feet. For lots and tracts
31 over 2 1/2 acres, the area may be shown as "acres," but is shown to
32 three decimal places.

33 G. Lot lines that do not intersect right-of-way curves radially are shown as
34 "not radial" or "NR." [W]When all or the majority of side lot lines are "not
35 radial," a note stating "All lot lines are non-radial unless otherwise noted"
36 is acceptable.

37 H. The bearing and distance along each line is clearly labeled.

38 I. The plat clearly shows what was set at each property corner. This may
39 be done by note or a symbol shown in a legend.

1 J. Show a meander line to the mean high-water line of all properties whose
2 boundary is determined by a water body or stream. Bearings and
3 distances shall describe the meander lines. Reference to tidal datum if
4 applicable.

5 K. When an easement crosses a property line, a distance is shown from the
6 crossing point to a property corner.

7 (AR No. 92-227)

8 SECTION IX. EASEMENT, RIGHT-OF-WAY

9 A. The final plat shall show the width, bearing and other necessary data to
10 delineate all easements to which the lots are subject. [EASEMENTS
11 WHICH HAVE BEEN DEDICATED OR ARE BEING DEDICATED
12 SHALL BE SHOWN ON THE DRAWING. EASEMENTS ACQUIRED BY
13 RECORD DOCUMENT CAN EITHER BE SHOWN ON THE DRAWING
14 OR CITED IN A NOTE STATING THE TYPE OF EASEMENT AND THE
15 BOOK AND PAGE NUMBER THEY ARE RECORDED AT.] All
16 easements, section line easements or right-of-way reservations and
17 rights-of-way shall be shown. Surveyor may elect to state that
18 easements obtained by document are "not dedicated by this plat." Areas
19 being dedicated to right-of-way shall be labeled with the statement
20 "dedicated to right-of-way."

21 B. Easements are shown by a broken line. If easement crosses property
22 line, dash should intersect property line. All easement broken lines shall
23 begin and end at a property line.

24 C. All easements shall be clearly located in relation to property lines, if
25 necessary, by distance and bearing to property corners.

26 D. The width of an easement shall be clearly shown, any change in the
27 width shall be clearly shown as well as to location of width change.

28 E. The purpose of an easement shall be clearly stated. Previously platted or
29 recorded easements retain their original purposes and that purpose is
30 stated. Any easement acquiring additional purposes shall be stated.

31 (AR No. 92-227)

32 SECTION X. STREETS

33 A. All streets shall be named. Street names shall be approved by the
34 department of community development[PUBLIC WORKS, STREET
35 NAMES AND] addressing section [UNIT].

36 B. Street centerlines shall be drawn with a line-dash-line with bearings and
37 distances shown along tangents. Resubdivisions may not require the
38 centerline bearing and distance information, consult the municipal
39 surveyor.

40 C. All streets shall show a width between the centerline and right-of-way
41 line on each side of centerline. Street widths are shown to the hundredth
42 of a foot when they are dedicated. Where the original plat's widths are

1 dedicated to the nearest foot, the nearest foot is all that is required to be
2 shown.

3 D. When a plat encompasses both sides of a street and no centerline was
4 delineated on the original plat, then the total street width shall be cited.

5 (AR No. 92-227)

6 SECTION XI. CURVES

7 A. All curves show arc length.

8 B. Tangent lengths are shown. When the beginning point of a curve is not
9 tangent to a curve, a chord bearing or tangent bearing shall also be
10 shown.

11 C. A radius length is shown.

12 D. The central angle is shown. Curve data may be shown within the drawing
13 or shown in a curve data schedule with appropriate references in the
14 drawing. Curve data schedules shall include:

- 15 1. Reference letter or number.
- 16 2. Central angle.
- 17 3. Radius.
- 18 4. Arc length.
- 19 5. Tangent length.
- 20 6. Chord bearings and distances are desirable. [SEE B ABOVE.]

21 (AR No. 92-227)

22 SECTION XII. CONTROL

23 A. [LEGAL.

24 1.] A plat shall have a basis of bearing line designated except when a
25 waiver of field survey was granted for the plat.

26 B[2]. The basis of bearing line cites the record source using the district
27 recorder's file number for the record plat or the date of acceptance when
28 using BLM or GLO plats.

29 C[3]. The basis of bearing shall be between two existing monumented
30 positions shown on a survey of public record.

31 D. The record distance and a measured distance between the two
32 monuments shall be shown. The term "monument" means a physical
33 object (natural or manmade) utilized by a land surveyor to physically
34 identify a land boundary limit.

35 E[4]. The plat shows all monuments and other evidence used to determine the
36 boundary, with record and measured bearings and distances between
37 them. The plat clearly indicates the source of all record information.

38 F. The plat clearly states how all positions of the boundary were
39 determined. Abbreviations such as "PROP" for proportional, "BDI" for
40 bearing-distance intersection, and "BBI" for bearing-bearing intersection
41 are acceptable and should be described in the legend.

1 G. Positions which were established only for computational purposes and
2 for which no physical objects were placed, are clearly labeled by a
3 statement such as "NOTHING FOUND OR SET."

4 (AR No. 92-227)

5 SECTION XIII. LOT CORNERS

6 A. A bearing and distance shall be shown along all interior and exterior lines
7 of the subdivision.

8 B. Primary monumentation is used to identify the exterior boundary of a
9 recorded survey; secondary monumentation identifies all other property
10 corners within the surveyed area.

11 C. All exterior and interior corners shall be monumented. The minimum
12 requirement for a primary monument is a 2-inch by 30-inch flared end
13 pipe with monument cap stamped per section E. (below). The minimum
14 requirement for a secondary monument is a 5/8-inch [WITH FIVE-
15 EIGHTHS-INCH] by 30-inch rebar with a 2-inch cap stamped per section
16 E. below. [SELF-IDENTIFYING CAP PLACED ON THE REBAR.]

17 D. A stamping of a typical cap shall be shown on the plat and identified as
18 such. [THE CAP SHALL BEAR THE SURVEYOR'S LICENSE
19 NUMBER.]

20 E. Stamping on set monument caps shall meet the following requirements:
21 1. Reference stamped by steel dies.
22 2. The subdivision name or initials is on the cap.
23 3. The year the monument was set is on the cap.
24 4. The surveyor's license number is on the cap.
25 5. A punch mark representing the exact transit point is identified on
26 the cap.

27 [B. A BEARING AND DISTANCE SHALL BE SHOWN ALONG ALL
28 INTERIOR AND EXTERIOR LINES OF THE SUBDIVISION.]

29 (AR No. 92-227)

30 SECTION XIV. MONUMENTATION

31 A. [FOUND, SET OR RESET MONUMENTATION.
32 1--3.] All monumentation used for determining the boundary shall be
33 shown with measured bearings and distances ties to the boundary
34 of the subdivision.

35 B. Monuments shall exist at the time of filing the plat. [SEE MONUMENT
36 DEFINITION SECTION XII.A.3.]

37 C[4]. Plat requirements:[.]
38 1[A]. The markings on all monument caps are shown.
39 2[B]. The diameter of each cap is stated.
40 3[C]. State height of the monument cap above or below the surrounding
41 surface within 0.1 feet. This also applies to monuments that are in

1 cases. Monuments shall be set flush or within 0.1 feet of the
2 surface.

3 4[D]. Describe all accessories set to perpetuate a position.

4 5[E]. This item is covered by showing record information along
5 centerline and boundary lines.

6 [F. THE MINIMUM REQUIREMENT FOR A PRIMARY
7 MONUMENT IS A TWO-INCH CAP ON A TWO-INCH BY
8 30-INCH FLARED END PIPE.

9 G. IN THE TITLE BLOCK AREA, LIST THE NUMBER OF
10 THE FIELD BOOK AND PAGE NUMBERS USED DURING
11 THE FIELD SURVEY FOR THE PLAT.]

12 D[5]. Monument [R]reset by ties:[]

13 1[A]. If a position was reestablished by ties, it shall be stated on the
14 plat.

15 2[B]. List the source of tie information used to reestablish the position,
16 by citing:

17 a.[(1)] The surveyor who established the ties.

18 b.[(2)] The specific field book number and page it is recorded in.

19 c.[(3)] The plat and district recorder's file number it is shown on.

20 E[6]. Monument [I]in traveled way:[]

21 When a boundary corner or position falls in an unimproved right-of-way
22 or traveled way, to meet the minimum monumentation requirements, the
23 following is required:

24 1[A]. Two reference monuments shall be set to identify the position.

25 2.[(1)] The monuments shall be equidistant to the position.

26 3.[(2)] The monuments shall be set 90 degrees or 180 degrees to each
27 other.

28 4.[(3)] The caps shall be stamped with the corner information and
29 identified as reference monuments with a distance to the true
30 point.

31 5.[(4)] The reference monuments shall be set flush with the ground.

32 6[B]. When two monuments are set to reference a position, the
33 referenced position may be monumented by a 5/8[FIVE-
34 EIGHTHS]-inch by 30-inch rebar with monument cap per section
35 XIII.E.[SELF-IDENTIFYING CAP.]

36 [7. STAMPING ON SET MONUMENTS. STAMPING ON
37 MONUMENT CAPS SHALL MEET THE FOLLOWING
38 REQUIREMENTS:

39 A. STAMPED BY STEEL DIES.

40 B. THE SUBDIVISION NAME OR INITIALS IS ON THE CAP.

41 C. THE YEAR THE MONUMENT WAS SET.

42 D. THE SURVEYOR'S REGISTRATION NUMBER.

43 E. A PUNCH MARK REPRESENTING THE EXACT TRANSIT
44 POINT.]

45 E[8]. Minimum two primary monuments on or within subdivision boundary.

1 G. A plat that is a part of a previously recorded plat that has existing
2 monuments on or within its boundary and the monuments meet primary
3 monument specifications will not be required to set additional primary
4 monuments. Field-measured bearings and distances from the existing
5 monuments to the plat's boundary shall be shown on the plat.

6 H. The surveyor of a plat that is resubdividing lots zoned and used for
7 single-family dwellings, has the option of setting, delineating and
8 describing secondary monumentation per section XIII [ALCAPS ON
9 FIVE-EIGHTHS-INCH BY 30-INCH REBARS] at all exterior points of the
10 current resubdivision. This is in lieu of setting two required primary
11 monuments on or within the resubdivision, however, the original
12 subdivision shall still have existing required primary monuments and they
13 shall be tied to the current subdivision.

14 I. A plat of commercial, industrial or multifamily use zoning requires as a
15 minimum setting two primary monuments on the boundary.

16 J. Monumentation requirements:

17 [A. SELF-EXPLANATORY (SEE ABOVE).

18 B. MONUMENTS ARE ON SAME STRAIGHT LINE.]

19 1[C]. Unobstructed line of sight while desirable is not an absolute
20 requirement. If both monuments are visible from an offset point,
21 the monumentation is acceptable.

22 2[D]. Monuments shall be tied by bearings and distances to the other
23 boundary points.

24 3[E]. The distance between the required primary monuments on the
25 same line shall not exceed 1,320 feet.

26 4[F]. No lot corner within the subdivision or position on the boundary
27 shall exceed 1,320 feet from a primary monument.

28 [B. FIELD CHECK, DATE, INITIAL AND TIME. A FIELD CHECK IS
29 PERFORMED TO CONFIRM THAT THE MONUMENTATION EXISTS
30 IN THE FIELD AND IS STAMPED AS DELINEATED ON THE PLAT.
31 THE PERSON WHO PERFORMED THE FIELD CHECK, DATES,
32 WRITES THE AMOUNT OF TIME NEEDED TO PERFORM THE FIELD
33 CHECK AND INITIALS SAME. THE FIELD BOOK NUMBER AND
34 PAGES USED DURING THE FIELD CHECK ARE LISTED.]

35 (AR No. 92-227)

36 SECTION XV. MUNICIPAL [OF A] COMPUTATIONS[; INITIALS, DATE AND TIME]

37 A. The plat computations are checked for accuracy and completeness by
38 the municipal surveyor's office; the plat review checklist (contained within
39 this specification) is completed for each plat. [THE DATE, TIME
40 REQUIRED TO PERFORM THE COMPUTATIONS, FILE NAME USED
41 FOR COMPUTATIONS AND WHERE THAT FILE WAS STORED ARE
42 WRITTEN ON THE FORM.]

43 B[A]. The [A]allowable error of closure for established boundary of any and all
44 parcels within the platted area shall not exceed one foot in ten thousand

- 1 feet (1 part in 10,000). [CORNER POSITION IS PER TITLE 21 AND
2 SHALL NOT EXCEED THE FOLLOWING:
3 1. IN THE URBAN AREA, ONE FOOT IN 10,000 FEET.
4 2. IN THE SUBURBAN AREA, ONE FOOT IN 7,500 FEET.
5 3. REMAINING AREA, ONE FOOT IN 5,000 FEET.
- 6 B. EXTERIOR BOUNDARY.
7 1. THE EXTERIOR BOUNDARY'S DIFFERENCE IN NORTHINGS,
8 DIFFERENCE IN EASTINGS AND TOTAL DIFFERENCE OF CLOSURE
9 IS LISTED ON THE PLAT CHECKLIST.]
- 10 C[2]. The total acreage of plat is checked against that shown in the plat's title
11 block. Generally, acreage shown in title block does not include area that
12 is in dedicated rights-of-way.
- 13 D[C]. Centerline right-of-way data is checked for errors and omission of data.
- 14 E[D]. Block boundary is checked for closure using data from the individual lots
15 within each block.
- 16 [E. LOTS ARE CHECKED FOR:
17 1. CLOSURE ERROR MEETS THE REQUIREMENTS IN TITLE 21 AS
18 CITED IN PART A, ABOVE.
19 2. AREA IS COMPUTED IN SQUARE FEET AND COMPARED WITH
20 VALUE SHOWN ON PLAT.
- 21 F. CURVE DATA IS CHECKED FOR COMPUTATIONAL ACCURACY AND THAT
22 THERE IS NO CONFLICT AMONG THE FOUR REQUIRED CURVE DATA
23 ELEMENTS.
24 1. WHEN A SIDE LOT PROPERTY LINE INTERSECTS A CURVE AND IT
25 IS NOT READILY APPARENT, A CHECK IS MADE TO DETERMINE IF
26 THAT LINE IS RADIAL TO THE CURVE.]
- 27 F[G]. The sum of the individual distances between two points on a line should
28 be within 0.01 feet of the total distance shown between the same two
29 points.
- 30 G[H]. When a position is shown as being determined by proportional methods,
31 that proportion is checked for mathematical accuracy using the record
32 and proportional measurements shown.
- 33 H[I]. Easements that do not parallel a property line are checked for
34 mathematical closure.
- 35 I. Curve data is checked for computational accuracy and that there is no
36 conflict among the four required curve data elements:
37 1. When a side lot property line intersects a curve and it is not
38 readily apparent, a check is made to determine if that line is radial
39 to the curve.
- 40 J. Lots are checked for:
41 1. Closure error meets the requirements of this policy as cited in part
42 B, above.

2. Area is computed in square feet and compared with value shown on plat.

(AR No. 92-227)

SECTION XVI. REVIEW COMMENTS

Municipal review comments are submitted to the surveyor after evaluation of the final plat submittal. Upon completion of all required edits based upon the municipal review comments and with acceptance by the municipal surveyor, the final mylar shall be submitted to the municipal surveyor for recordation. [THE FINAL PAGE IS USED TO IDENTIFY DISCREPANCIES FOUND ON THE PLAT WHICH DON'T MEET PLAT CHECK REQUIREMENTS.]

(AR No. 92-227)

SECTION XVII. CERTIFICATES

The following certificates will be on the submitted plat (as appropriate):

A. Surveyor's Certificate

1. The surveyor's professional seal with signature and date in black ink shall be placed on the plat. When a plat requires more than one sheet, the surveyor's professional seal with signature will be placed on the first sheet only.

2. The plat to be filed shall contain a certificate of the land surveyor who prepared the plat in the language which follows:

I, _____, professional land surveyor, do hereby certify that the plat of _____ is a true and correct representation of lands actually surveyed and that the distances and bearings are shown correctly and that all permanent exterior control monuments, all other monuments, and lot corners have been set and staked, or if final completion is assured by subdivision agreement, they will be set as specified in said subdivision agreement. Lot corners to be set by [date].
Monuments to be set by [date].

3. In cases where a waiver of field survey was granted, the plat to be filed shall contain a certificate of the land surveyor who prepared the plat containing language which follows:

I, _____, professional land surveyor, do hereby certify that this is a true and correct representation of lands according to the record plat, filed [date] under recorder's plat number _____. No field survey was conducted for this plat.

B. Certificate of Ownership and Dedication

1. The owner's signature and date with notary signature and date shall be placed on the plat.

2. The certificate of ownership and dedication must be signed by all record owners, including all parties holding any recorded equitable or beneficial interest in the land being platted or dedicated; the

1 certificate shall be signed before the municipal clerk or a notary
2 public. Proof that all parties of real interest are included shall be
3 established by either an abstract of title prepared by an attorney,
4 certified to the date of filing, or by a certificate to plat prepared by
5 a title insurance company authorized under the laws of the state.

6 3. Where a dedication of land to the public is proposed in the plat,
7 the final plat shall bear a statement of ownership and dedication
8 as follows:

9 *I (we), hereby certify that I (we) hold the herein specified property*
10 *interest in the property described hereon. I (we) hereby dedicate*
11 *to the municipality all areas depicted for use as public utility*
12 *easements, streets, alleys, thoroughfares, parks, and other public*
13 *areas shown hereon. There shall be reserved adjacent to the*
14 *dedicated streets shown hereon a slope reservation easement*
15 *sufficient to contain cut and fill slopes of 1.5 feet horizontal for*
16 *each one foot vertical (1.5 to 1) of cut or fill for the purpose of*
17 *providing and maintaining the lateral support of the constructed*
18 *streets. There is reserved to the grantors, their heirs, successors*
19 *and assigns, the right to use such areas at any time upon*
20 *providing and maintaining other adequate lateral support, as*
21 *approved by the municipality. I (we) hereby agree to this plat, and*
22 *to any restriction or covenant appearing hereon and any such*
23 *restriction or covenant shall be binding and enforceable against*
24 *present and successive owners of this subdivided property.*

25 4. Where no dedication of land is proposed, the following is used in
26 lieu of the previous statement:

27 *I (we) hereby certify that I (we) hold the herein specified property*
28 *interest in the property shown and described hereon. There shall*
29 *be reserved adjacent to the dedicated streets shown hereon a*
30 *slope reservation easement sufficient to contain cut and fill slopes*
31 *of 1.5 feet horizontal for each one foot vertical (1.5 to 1) of cut or*
32 *fill for the purpose of providing and maintaining the lateral support*
33 *of the constructed streets. There is reserved to the grantors, their*
34 *heirs, successors and assigns, the right to use such areas at any*
35 *time upon providing and maintaining other adequate lateral*
36 *support, as approved by the municipality. I (we) hereby agree to*
37 *this plat, and to any restriction or covenant appearing hereon and*
38 *any such restriction or covenant shall be binding and enforceable*
39 *against present and successive owners of this subdivided*
40 *property.*

41 5. In some cases, it may be desirable that access from certain lots or
42 parcels be denied to certain roads or other rights-of-way. In such
43 cases, the statements outlined above shall be followed by one
44 which reads substantially as follows:

Said dedication to the public shall in no way be construed as a permit for access to _____ street(s) from lot(s)

C. Acceptance and Dedication by Municipality of Anchorage

The municipal clerk and mayor's signature and date shall be placed on the plat, along with the following:

The Municipality of anchorage hereby accepts for public uses and for public purposes the real property dedicated on this plat including, but not limited to easements, rights-of-way, alleys, roadways, thoroughfares, and parks shown hereon.

D. Tax Certification

The authorized official signature and date shall be placed on the plat, along with the following:

All real property taxes levied by the Municipality of Anchorage on the area shown on this plat have been paid in full, and if approval is sought between January 1 and the tax due date, there is on deposit with the chief fiscal officer an amount sufficient to pay estimated real property tax for the current year.

E. Plat Approval

1. Platting officer signature and date shall be placed on the plat.
2. Municipal surveyor signature and date shall be placed on the plat.
3. On-site services signature and date shall be placed on the plat.

F. Notary Signature

All owners and any party holding any recorded or equitable or beneficial interest in the land being platted or dedicated shall have their signature notarized on the plat.

G. Record of Survey

1. A record of survey map is a map depicting the exterior boundaries of a legally created lot, parcel or tract, and includes a correction to a record of survey map. A record of survey map shall not be used to depict the boundaries of a lot, parcel or tract, which was created or subdivided contrary to law. A record of survey map shall not subdivide property or recombine lots into acreage.
2. The record of survey shall contain a certificate of the land surveyor who prepared the plat in the language which follows:

I hereby certify that I am a registered professional land surveyor and that this survey map represents a survey made by me or under my direct supervision, and that the monuments shown thereon actually exist as located and the error of closure for field traverses is not greater than one part in 10,000.

3. The record of survey shall contain a certificate of ownership in the language which follows with owner's signature and notary:

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, that we accept this survey to be true and correct, and that this survey does not depict a lot, parcel or tract created or subdivided contrary to law.

4. The record of survey shall contain a certificate of approval in the language which follows with signature of the municipal surveyor:

I hereby certify that this record of survey map has been found to comply with the boundary survey standards of the Municipality of Anchorage and that said map has been approved for filing in the Office of the District Recorder.

H. Commercial Tract – Fragment Lots

The plat to be filed shall contain an owner’s certificate and a certificate of the land surveyor who prepared the plat containing language which follows:

Certificate of Ownership:

I (we) hereby certify that I (we) hold the herein specified property interest in the property described hereon. I (we) hereby agree to this site plan and to any restrictions or covenant appearing hereon and any such restrictions or covenants shall be binding and enforceable against present and successive owners or this property.

Surveyor’s Certificate:

I, _____, professional land surveyor, do hereby certify that this fragment lot site plan shows a true and correct representation of record boundary of _____ [record subdivision name] per record plat number _____.

Section 2. This ordinance shall become effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this _____ day of _____, 2014.

Chair

ATTEST:

Municipal Clerk