

## PROCEDURES FOR AMENDING PLATS

Only the land surveyor or engineer who sealed the original plat may alter that plat. No other professional, Borough, or State official has that authority.

1. The surveyor who sealed the plat to be amended must present a letter to the appropriate Borough Platting Officer (or appropriate State official if the plat is not under the jurisdiction of an organized borough) requesting Platting Authority approval.
  - a. This letter shall include a clear statement that the plat requires correction and the reason why.
  - b. The surveyor must agree to re-file the corrected plat along with the Surveyor's Affidavit containing the necessary information.
2. The corrections to be made must have prior approval from, and the letter be countersigned by, the Borough Platting Officer at the direction of the Platting Authority or the appropriate State official as dictated by the statute, regulation, or ordinance.
3. The appropriate Platting Officer or State official shall, upon approval, forward the letter to the appropriate District Recorder's Office for approval prior to allowing the plat to be withdrawn from State files by the land surveyor or engineer.
4. A Surveyor's Affidavit will be prepared by the land surveyor on firm letterhead (see attached Surveyor's Affidavit).
5. Immediately above the title block on the original filed plat, the statement "AMENDED PLAT" must be placed in bold capital letters.
6. The plat will include a revision block noting the changes in detail and the date of the revisions.
7. Both the corrected plat and Surveyor's Affidavit will be filed together.

STATE RECORDER'S OFFICE  
550 WEST 7TH AVENUE, SUITE 108  
ANCHORAGE, AK 99501-3564

I would like to withdraw from the recording office the original recorded/filed polyester (Mylar) film of Plat No. \_\_\_\_\_, \_\_\_\_\_ Recording District, for the purpose of making a correction. Prior to making this correction and re-recording/filing the original plat, I will submit a duplicate Mylar (DM) of the above plat which will substitute for the original plat in your files. I understand you are allowing this for the sole purpose of correcting a surveyor's minor technical error on this original plat and that I must refile it along with a surveyor's affidavit which will explain what has been corrected, and contain the following statement:

*The above revision constitutes the sole change made to the plat aside from its Notation in the revision block on the plat. The above revision does not affect any valid existing rights. I am therefore submitting this plat for re-filing as corrected*

\_\_\_ Immediately above the title block on the original plat, I have added in bold letters the words "Amended Plat"  
\_\_\_ Near the title block I have added a Purpose Note explaining what has been amended/corrected

The corrections to be made are: \_\_\_\_\_

Surveyor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration No. \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Platting Authority Approval:**

\_\_\_\_\_  
Agency: \_\_\_\_\_

**State Recorder Approval:**

\_\_\_\_\_

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

Date/Time Original Released: \_\_\_\_\_

Date/Time DM Returned: \_\_\_\_\_  
(DM must be returned within 24 hours)

Date/Time Original Re-Recorded: \_\_\_\_\_ Plat No. \_\_\_\_\_

FIRM NAME  
FIRM MAILING ADDRESS

**SURVEYOR'S AFFIDAVIT**

Plat title, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above referenced subdivision plat as filed in the \_\_\_\_\_  
\_\_\_\_\_ Recording District under Plat file number \_\_\_\_\_  
\_\_\_\_\_ has been revised as follows \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above revision constitutes the sole change made to the plat aside from its notation in the revision block on the plat. The above revision does not influence any change of, ownership, drainage features, rights-of-way, or any other item which would adversely affect this or adjacent properties. I am therefore submitting this plat for refileing as corrected.

Date \_\_\_\_\_

Registration Number \_\_\_\_\_

\_\_\_\_\_  
Registered Land Surveyor

(SURVEYOR)  
( SEAL )