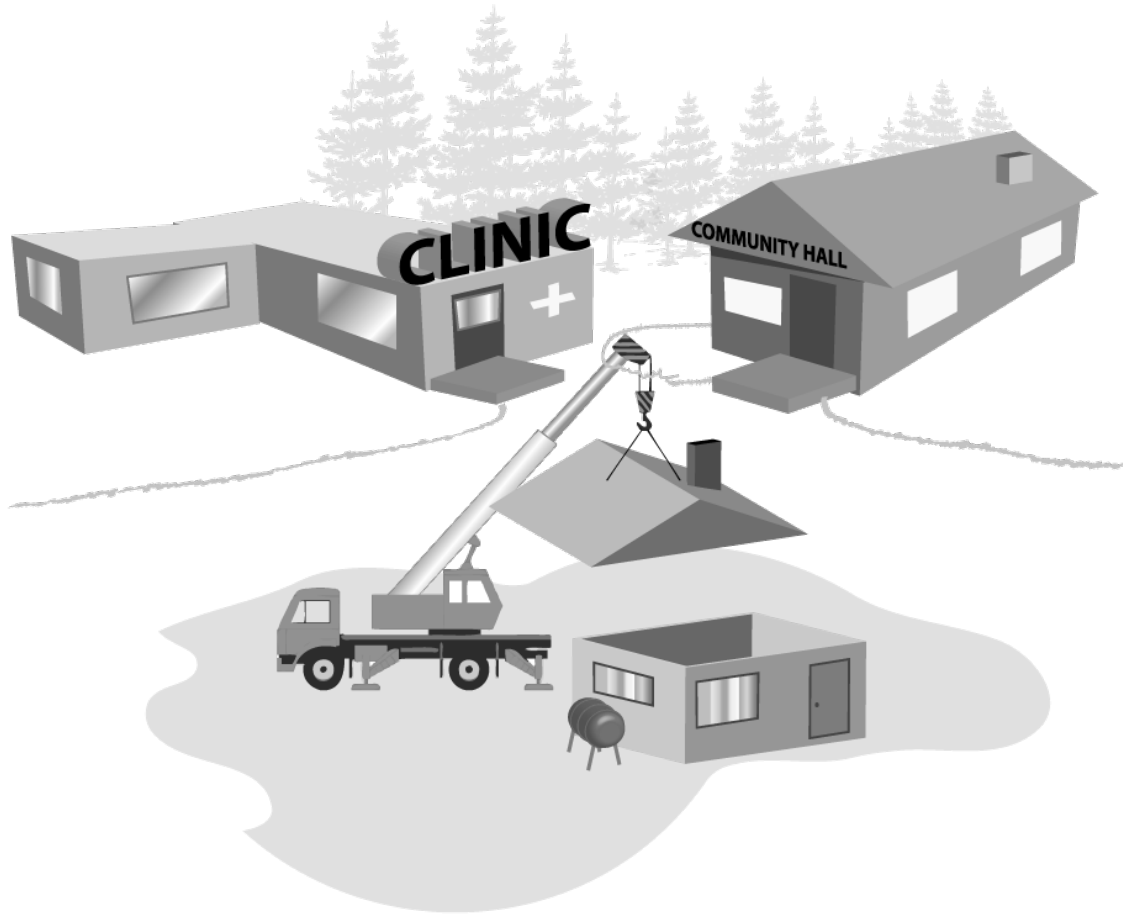


WHAT IS SITE CONTROL?

...and why is it important in planning and building community projects?



State of Alaska
Michael Dunleavy, Governor

Department of Commerce, Community, and Economic Development
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Division of Community and Regional Affairs
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The purpose of this publication is to explain:

- ✓ What “site control” is and why it is important
- ✓ What kind of site control is needed.
- ✓ How to get site control.

The first part of this publication will answer a series of the most commonly asked questions concerning site control:

- ✓ What is site control?
- ✓ Why is site control important?
- ✓ What happens if a public building is constructed on privately owned land?
- ✓ When should I research land ownership for a potential project?
- ✓ How do I know if what I have for site control is adequate?

The second part of the publication provides a checklist describing how to obtain site control, followed by more specific information:

- ✓ Determine how much land is needed and develop a project description
- ✓ Develop a suitable map and land description
- ✓ Determine who legally owns the land
- ✓ Research history of title for your property
- ✓ Decide what type of property interest is needed
- ✓ Negotiate and obtain a draft property document
- ✓ Sign and record property document

The last part of this publication provides in-depth information in six Appendices, which are described in the following table of contents.

CONTENTS

What Is “Site Control”?	1
Why is site control important?	2
What happens if a public building is constructed on privately owned land?.....	2
When should I research land ownership for a potential project?	3
How do I know if what I have for site control is adequate?	3
How Do I Obtain Site Control?	5
Determine how much land is needed and develop a project description	6
Develop a suitable map and land description.....	6
Determine who legally owns the land.....	8
Research history of title for your property	9
Decide what type of property interest is needed	10
Negotiate and obtain a draft property document	12
Sign and record property documents	14
Appendix A – Sources of Public Land Records	16
Appendix B – Other Sources of Records and helpful websites	18
Useful websites	20
Appendix C – Recording Districts	21
Appendix D – Understanding Legal Land Descriptions	22
Appendix E – Reseaching Land Records and Common Types of Ownership in Alaska	31
Finding the location of your property.....	31
Where to research land records.....	37
Common types of land ownership in rural Alaska	46
Appendix F – Determining Sufficient Site Control	55

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WHAT IS “SITE CONTROL”?

Site control refers to the “enforceable right to use property”. In other words, when you can show written proof that you have legal right to own and control a piece of property, you have “site control” for that property. The term “site control” is commonly used when people want to use public funds to develop or upgrade a piece of property.



If your project does not require constructing a project, then you may not need site control documents. For example, if your project proposal is to develop the design of a community hall but no building is taking place, you probably do not need to worry about site control. It is best to check with your funding agency to see if or when site control documents are needed.

People often ask if a resolution, ordinance or memorandum of agreement can be considered written proof of site control. Although a resolution or ordinance is required when a city or borough makes a property decision, it cannot legally transfer a property interest (See Alaska Statute Section 34, Chapter 15). A memorandum of agreement shows intent and can be written as a legal contract, but it does not typically meet the requirements of state law as a land conveyance document. Usually a deed, lease, easement or similar document is used to legally “grant and convey” a property interest from one person or organization to another.

Finally, it is important the property document being used to show land ownership is a public document filed with Alaska’s statewide land record system. The Alaska land record system is managed by the Alaska Department of Natural Resources Recorder’s Office. This land record system consists of 34 separate recording districts across the State. A description of these districts is provided in Appendix C, along with information about how to contact this office.

Why is site control important?

Site control is important because, without it, you may be wasting public money. You could even be held liable for damage to the land by the person who owns the land.

In many cases, State and Federal agencies will not release grant funds unless proof of site control is provided. Some agencies may give higher scores if site control documents are included as part of the grant application. It is helpful to check with each agency to learn about their specific guidelines for site control.



“Thanks for the new clinic you built on my land! Do you want to rent it or buy it? Oh, and you also have to pay me for the damage you did to my garden.”

What happens if a public building is constructed on privately owned land?

Generally, the building becomes the property of the landowner. The landowner has the right to say who can come on the property, how the property can be used, and even if the building can be used. The landowner could demand the removal of the building or could demand compensation for the use of the building. In other words, if you put a structure on land that you don't have a legal right to use, you essentially have “given” that structure to the landowner. You need to obtain legal control of the site – or “**site control**”-- before a parcel of land is used.



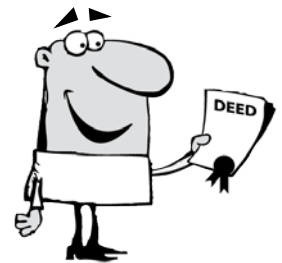
“I’m sorry, but this is my property and you can’t use it!”

When should I research land ownership for a potential project?

Ownership of land is one of the most basic things to consider when planning a community project. Too often, ownership of land is overlooked or not dealt with until right before the construction phase of a project. Waiting this late can result in costly delays in construction or serious legal problems if construction takes place on private property without authorization. **Instead, researching land ownership should be an important part of the initial planning phase.**

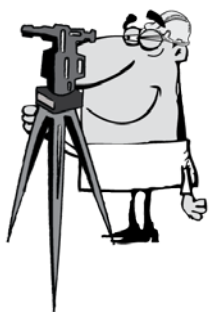
How do I know if what I have for site control is adequate?

The site control requirements depend on the nature of the project. For example, if a permanent building is to be constructed, you should either obtain title to the land by deed or obtain a right to use the land by lease for the life of the structure. It is recommended that no less than a 20-year lease interest be obtained for smaller buildings and facilities. Longer leases may be needed for larger or more expensive structures or facilities, especially if they are expected to last much longer than 20 years.



Before obtaining a deed, lease or other document, you should make sure the person giving the deed actually owns the land. See information about determining land ownership on page 8.

If the project is for the construction of utility lines, roadways, trails or some other type of development that crosses land in a line, then an easement could be considered sufficient for site control. Easements are not typically used for permanent buildings.



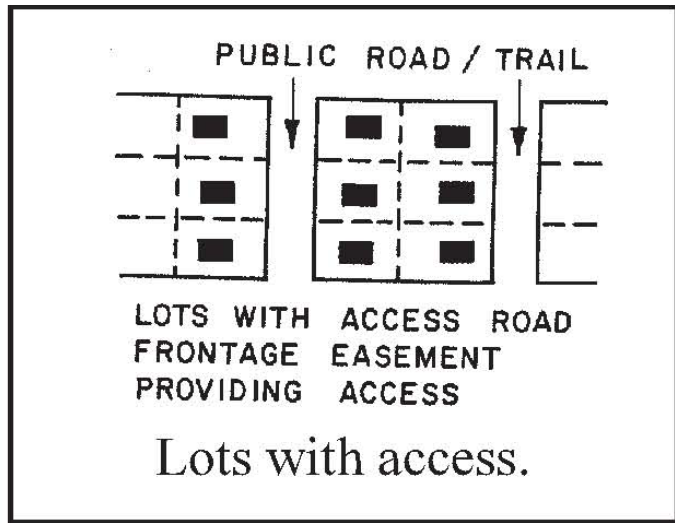
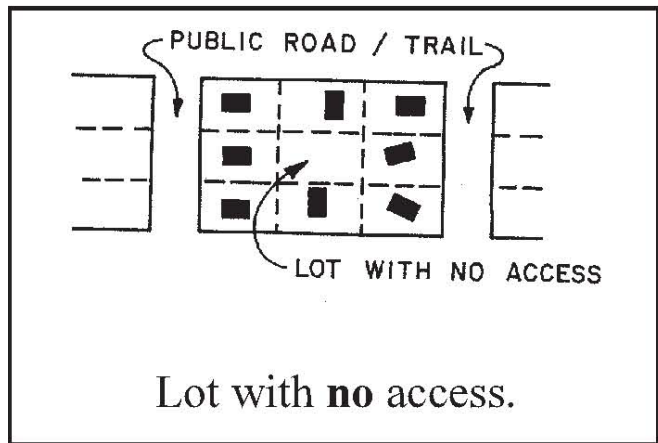
For short-term land uses of less than five years, a permit could be considered adequate. For example, a permit would be considered sufficient site control for use of land for temporary storage of construction materials.

For best results, consult with the landowner and funding agency to determine their preferred type of site control for the proposed building or facility. It is also important that the boundaries of the property be identified and legally described so that structures are built on the right land. It is recommended that the property be surveyed if you are obtaining title to the land by deed.

In addition to obtaining a property interest in your site, you should also be sure there is adequate access to the site. It may be necessary to obtain an easement across other property in order to provide legal access to the property being used. Owning the property is useless if you cannot get to it.

What is Site Control?

The diagrams below, show examples of lots with and without legal access.



Additional information about deciding whether you need a deed, lease, easement, permit or some other form of site control for your project is provided in the section on "Decide what type of property interest is needed" on page 10.

HOW DO I OBTAIN SITE CONTROL?

Now that common questions about site control has been covered, the rest of this publication will go over the steps needed to obtain sufficient site control. A checklist is provided below, followed by more specific information.

Checklist for Site Control

- Determine how much land is needed for the entire project footprint and develop a project description.
- Develop a suitable map and proper land description. If necessary, get assistance from a surveyor or land manager.
- Determine who legally owns the land. You can research federal and state land records or ask for assistance from DCRA staff as described in Appendix B.
- Research the history of title for your property. This history is also referred to as the “chain of title” and this research will identify whether there are any other valid claims or conflicts of record affecting your property.
- Decide what type of interest is needed, such as deed, lease, easement or other form of site control. If you have a complex title situation or your project involves a large amount of funds, you may want to obtain a preliminary site control opinion from the granting agency and get technical assistance with drafting your document.
- Negotiate and obtain a draft property document. If you do not have full interest in the property, negotiate and work with the owner of the land to develop a draft property document.
- Sign and record property documents. Make sure the final transfer documents are properly written, properly signed, legally binding and properly recorded. Obtain technical or legal advice if necessary.



Determine how much land is needed and develop a project description

Land requirements are unique for each project. In determining how much land is needed, you may need to consider the following questions. Is the area large enough to allow a well or septic tank? How much parking is needed for the kind of vehicles used in the community? How close does the building need to be to other buildings for utility purposes? How wide should a utility easement be? (Minimum width is 10 feet.) What width should roads be? (May vary from 40 to 100 feet, depending upon the type of use.) Be sure to consider the entire “footprint” of the project – which is every place in the community where you will set your foot down when building the project.



Once you have considered how much land is needed, select a site which meets all your land requirements. It then helps to write a paragraph or two which describes your project and what will be built in which locations.

Develop a suitable map and land description

Now that you have a site selected, it is necessary to write a land description for your project which will be used in a lease, deed, easement or some other type of legal property document. This land description is extremely important because it must accurately identify the land being used for your project. If a parcel of land is incorrectly described, the lease, deed or easement is defective and cannot be used to show adequate site control.

Appendix D describes three common methods of describing land in property documents, which are by survey or plat, by a metes and bounds method, or by describing sections using the Public Land Survey System method.

If your area is described by an existing survey or plat, you may not need assistance with a land description but it is helpful to get it double-checked by someone else, because survey descriptions are commonly misread or misinterpreted.

On the other hand, if you need to describe land using metes and bounds or the Public Land Survey System method, you may need the assistance of an experienced land manager or a surveyor to come up with an accurate description of your project area.

When you seek technical advice and assistance on your property, you will need to provide your project description and a suitable map marked with the project area. The map would preferably be an aerial photograph with enough information to help any person locate the site. It may be difficult to find one map with sufficient information, so more than one map may be needed.

What is Site Control?

The first map below is an example of a poorly made map. Even though local residents may know where the lot is located, there is not enough information provided to research land title and identify the legal description of the property.

The second map describes the same project area, but also provides information which describes the section, township, range and meridian for this area. In the second map, you can see the parcel is located within sections 12, 7, 13, and 18. The note "C047S062E" means this area is located within Township 47 South, Range 62 East, Copper River Meridian. Since both DNR and BLM land record systems use this same method of describing land – called the Public Land Survey System method -- it is now easier to research land title and land descriptions for the project area.

Map 1



Map 2



What is Site Control?

“Alaska Mapper” is a good online map viewer for finding land descriptions and is available on a website managed by Alaska Department of Natural Resources, (see Appendix B for a description of this and other mapping websites). This map viewer allows you to easily draw your parcel on aerial photography with section lines showing. The Alaska Division of Community and Regional Affairs is also a good source for community maps which also use this method for describing land.

If needed, it may be possible to get technical assistance to help develop your land description from staff at the Alaska Division of Community and Regional Affairs (DCRA). The contact information for DCRA staff is available in Appendix B.

Finally, there may be times when you need to consult a professional land surveyor, especially if you are creating a new land description using the metes and bounds method or you are creating a new survey.

Determine who legally owns the land

So far you have determined how much land is needed, where the project should be located, developed a project description, and identified a land description for the property. The next step is to determine who legally owns the land.

For most funding agencies, the grant applicant must be the landowner and must have a valid document that shows full ownership of the property.



Communities commonly have their own local understanding of ownership but granting agencies will rely on the State’s land record system to legally identify who owns the land. All legal property documents are required to be filed with the State’s legal land record system. This land record system is managed by Alaska Department of Natural Resources in what they call the “Recorder’s Office”.

The only two other places recognized for having official legal land records are the U.S. Bureau of Land Management for specific federal documents, or the U.S. Bureau of Indian Affairs for documents associated with Native townsite lots or Native allotments. For more detailed information about researching official land records, see Appendix E.

There may be situations where the legal property documents or the “legal paper trail” does not match local understanding of site control. In some of these cases, it may be necessary to check your city or corporation office for property documents and get them officially filed with the State Recorder’s Office. If no documents can be found, it is possible to get local understanding to match legal land ownership if all parties affected by the property agree to signing a new or corrective property document.

Whatever your situation, it is important to remember agencies decide if there is sufficient site control based on the legal paper trail and not on local understanding.

Research history of title for your property

One of the best steps you can do early in your planning process is to research and understand how much property interest you own in your proposed project site. Another word for “property interest” is “title”, or “land title”.

Most people believe you can tell land ownership by producing and reading one document. In fact, the only way to verify land ownership for a piece of property is to actually look at the history of land transfers from one person to the next. This history of land transfers is often referred to as the “chain of title” because there is a link formed each time the property is transferred from one person to another. There are three main issues being checked when looking at the chain of title:

- 1) How much property interest was transferred from one person to the next,
- 2) If the land description was properly written and includes the property you are proposing to use, and
- 3) If there are any special restrictions or limitations on the property title.

All title begins with the U.S. government so transfer out of federal ownership is usually the first ‘link’ in the chain of title. Fortunately for many parts of Alaska, the chain of title is short and easy to research.

For example, the Bureau of Land Management (BLM), as the land management agent for the U.S. government, transfers land to the village corporation, who in turn may have transferred part of it to the City. To understand title in this example, there are only two documents to look at to understand how much and what kind of property interest was transferred. The first document will either be an Interim Conveyance document or a Patent from BLM to the corporation. The second document is usually a deed or lease from the corporation to the city.

In this example, assume the corporation deed to the City states the property may only be used for a community center. This deed restriction means the property is legally limited to that one use. You would need to get an amendment to the deed or a new deed from the corporation in order to use it for another purpose.

In a different example, assume the corporation deed accidentally leaves out a portion of the land description, such as a lot, block, tract or survey number. If the legal description ends up describing the wrong lot or if it is not altogether clear on which lot was described, the corporation may need to issue a new or corrective deed to “clear up” title for desired lot.

It is important to be educated on what type of property interest you may or may not have in a site. If you wait too late to check the chain of title for a property, you may be surprised to find out there are restrictions or conflicts connected with the property, or you may find out the property documents didn’t do a good job of describing the full amount of land expected.

Knowing who owns the property and what type of property interest they have is a vital part of knowing whether you have sufficient site control. Appendix E provides more information on where to find and research land records and common types of land ownership in Alaska.

If you are not comfortable researching land title, the other option is to find someone with experience researching land title with both federal and state land records. Planning or engineering firms sometimes

What is Site Control?

have a real estate professional on staff. Some communities use attorneys. Others look for real estate staff working at their nearest regional non-profit association. In a few parts of Alaska, especially areas where settlement goes back to the early 1900s, the chain of title may be long and confusing. In those cases, it may be better to order and pay for a title report from a company that specializes in researching land title.

Finally, if you are a city or village government or you are working with one, it's possible you can get assistance with land research from Alaska Division of Community and Regional Affairs as described in Appendix B.

Decide what type of property interest is needed

With full knowledge about title for the property you want to obtain, the next step is to determine what type of property interest is needed. The type of property interest needed depends on the type of project being built and the amount of funds being spent. Here are a few examples to illustrate how much property interest might be considered sufficient site control:

Project	Amount of Funds	Example of sufficient site control needed
Study to properly locate and design a new subdivision. No building taking place, but need to enter the land to do soil and archeology work.	\$75,000	A permit to do soil log work and archeological studies would be sufficient site control because no building is taking place.
Floor and window renovation of city office.	\$50,000	Property must be owned by City or leased to City for the "life" of the floor and windows. A deed or a 20-year lease could be considered sufficient.
New community hall built by city	\$250,000	Property must be owned by the city or leased to the City of the life of the hall. A deed or a 30-year lease could be considered sufficient.

In your planning stages, it may be helpful to share your project description with the funding agency to determine what they consider to be sufficient site control. The following definitions are provided to help explain the different types of property interests or site control that may be obtained.

Quitclaim Deed:

A legal document used to convey title to property where the owner transfers any title, interest or claim to the property he or she may have. The owner is saying in effect, "If I have an interest in this parcel, I convey it to you." There is no guarantee of title provided to the person receiving the land so reviewing the chain of title is important.

What is Site Control?

Warranty Deed:

A legal document used to convey title to property where the owner legally guarantees or “warrants” that he or she does own land being conveyed.

Lease:

A contract used to grant the right to possession of property for a specified period of time. Full ownership is not transferred. A lease can be for any amount of time, for any amount of money, and can be made subject to conditions. Sometimes an “interim lease” is obtained which promises a full property transfer after development has occurred or after a survey has been completed.

Easement:

A right to use land for a specific purpose. An easement may be granted in an agreement or as part of a deed. The land owner retains ownership of the land underneath the easement but gives permission to use the land as described in the easement. If additional uses are desired, the easement needs to be amended or otherwise revised. An easement is commonly used for roads and utility lines and are not commonly used for permanent buildings.

Permit:

A document (contract) which gives a person the permission to do something for a short period of time. Typically a permit has many conditions on how the land should be used. It can also be easily revoked or cancelled if the terms and conditions of the permit are not being followed. Temporary construction areas or staging areas are examples of when a permit could be considered adequate site control.

Other types of consent:

Sometimes there are circumstances where you own property but there are special conditions or restrictions in your deed, or you share ownership of the property and facilities with another organization. Here are two types of documents which may be needed to show full site control in these types of situations.

Letter of non-objection or a similar type of consent:

Sometimes there is a restriction or special condition in your deed which may require a letter of non-objection or some other written form of consent to allow use of the land for a specific purpose. For example, the person who gave you the property may have restricted the property to say land use must not interfere with a trail which also crosses the property. You may need to get a letter of non-objection which agrees your new building would not interfere with the use of the trail.

Cooperative Agreements:

Sometimes an organization may share use of the site with another organization. For example, some generator sites are owned by Alaska Village Electrical Cooperative (AVEC) but managed by the City, or owned by the City and managed by AVEC. In order to spend additional amounts of public dollars on these sites, cooperative agreements or some other type of guarantees are needed to make sure the public has use and access to the site based on the life of the improved facilities and the amount of public funds spent.

Negotiate and obtain a draft property document

Once you have a general idea about how much property interest you need, the next step is to negotiate with the property owner to obtain an adequate interest in the land. Once there is a willingness to provide permission to use the land or transfer a property interest, the two parties usually work out the specific terms and conditions of the property transfer by working on a draft property document.

As you work out the details of your property transfer, you may want to get the funding agency to review your document to see if it will be sufficient site control for the amount of funds being considered. You may want to also get an experienced land manager or attorney to review the land description and help determine if you obtained the appropriate amount of property interest.

Examples of ways to obtain an interest in property include purchase, lease, ANCSA 14(c)(3) conveyance, easement, donation or land exchange. Specifically:

Purchase:

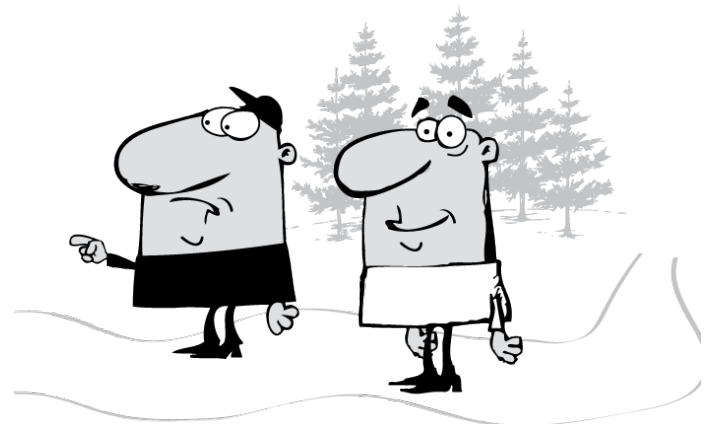
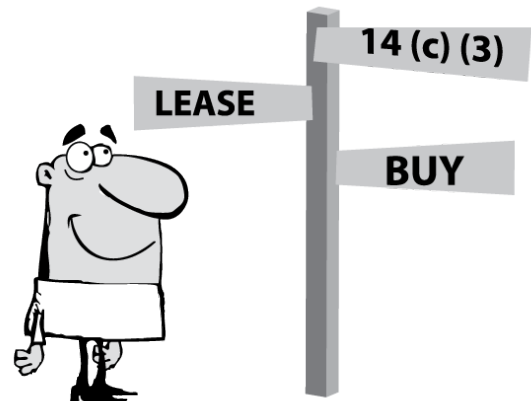
Simply buy the property from the owner and receive a property document in return.

Lease:

If the owner does not want to sell the property, he or she may be willing to enter into a long term lease. A lease has many parts to negotiate, including whether a financial payment or some other interest of value is being exchanged. Sometimes an interim lease is signed with the written promise of a deed once the property has been surveyed.

ANCSA 14(c)(3) reconveyance:

Within Section 14(c)(3) of the Alaska Native Claims Settlement Act (ANCSA), a village corporation has a responsibility to reconvey certain land for community use and expansion. If the proposed site for a community project is on ANCSA land, the village corporation's patent or interim conveyance document may be subject to reconveyance under the terms of Section 14(c)(3) of ANCSA.



I think there are some ANCSA 14(c) agreements made in this area. We had better check to see who is getting land from the Village Corporation in this area.

Nearly half the village corporations in Alaska have entered into final ANCSA settlement agreements with either their local City government or the State in Trust over which lands will be conveyed and which lands are no longer subject to this condition. If the final agreement and deeds have not been recorded, you may need to research the actual status of a community's ANCSA 14(c)(3) process. On the other hand, if a final settlement has not been reached, village corporations will often do an interim land transfer by deed or by lease for a specific lot to partly meet their requirements under ANCSA 14(c)(3).

What is Site Control?

As a final note, it is important to know the difference between an ANCSA agreement and an actual conveyance:

- A properly signed ANCSA agreement is a contractual and legal obligation to transfer property,
- The actual conveyance is carried out by use of a deed, easement or right of way.

The typical ANCSA process happens in this manner:

- An ANCSA agreement is signed first
- A survey of all the lots and tracts described in the agreement is completed second
- Then, the actual conveyance of property interest occurs when deeds are signed. The deed uses legal land descriptions which were created by the survey.

Some agencies may consider a signed ANCSA agreement sufficient site control, while others may require deeds to be signed before releasing large sums of money for a public project.

Easement:

If the owner does not want to sell or lease the property, he or she may be willing to enter into an easement which authorizes a use or allows access across a property.

Donation:

A donation is a transfer of title to property without any payment.

Exchange:

Another method of obtaining interest in property is through an exchange of property interests.

Sign and record property documents

Then, the last step is to properly sign and record the property document. It is important to remember that the documents which are signed in order to transfer in interest in land must be **legally binding**. Chapter 15, Title 34, of the Alaska Statutes contains information about these legal requirements for conveyances. For example:

- ✓ The deed (or other document) must contain a proper legal description and must name the parties.
- ✓ The transfer document must be in the correct legal format with statement of consideration (payment).
- ✓ It must contain words of conveyance (like “grant and convey”).
- ✓ It must have the necessary signatures with proper acknowledgments (notarized by a public notary or postmaster).
- ✓ Especially when dealing with corporations, it must be determined that the signers have the authority to sign and to commit the organization to the agreement.
- ✓ The final step is to have the document recorded.

NOTE: You should consider seeking legal or technical advice to make sure all the documents are legally binding.

What is Site Control?

Finally, the property document (deed, lease, easement) must be recorded with the Alaska State Recorder's Office. By State law, priority is given to the **first recorded** property interest. For example, assume Person A was issued a deed January 15, 2003, and Person B was issued a deed for the same property February 18, 2003. However, Person A did not record their deed. Person B did record their deed. Person B would have the priority interest because their deed was the first deed recorded. This situation is true even though Person A received the first deed. By failing to record the deed, Person A could lose their interest in the property. ***It is very important the deed or other document be recorded as soon as possible.***



A document must meet certain standards before it will be accepted for recording. It must have a proper legal description. It must be properly acknowledged and witnessed by a notary or U.S. postmaster. The document must also contain the mailing address of both the grantor and the grantee. It must have a two-inch top margin on the first page and one-inch margins everywhere else. The recording requirements are set out in Article 3, Chapter 15, Title 34 of the Alaska Statutes or you can check the State of Alaska District Recorder's website.



FINAL WORD: BE CAREFUL!

Good intentions are not enough when it comes to site control. Land status in Alaska can be complicated. You should not use a parcel of land until you have reviewed written recorded documents to determine who the legal landowner is and until you have obtained a sufficient interest from the landowner authorizing your use of the land.

APPENDIX A – SOURCES OF PUBLIC LAND RECORDS

Federal Public Lands Records

Bureau of Land Management

Alaska State Office

Public Information Center
222 West 7th Avenue, #13
Anchorage, AK 99513-7599
Phone: (907) 271-5960

Bureau of Indian Affairs

Land Titles and Records Office

3601 C Street, Suite 1200
Anchorage, AK 99503
Phone: (907) 271-4593

Bureau of Land Management

ANCSA 14(c) Surveying

Division of Cadastral Surveying
222 West 7th Avenue, #13
Anchorage, AK 99513-7504
Phone: (907) 271-5770

Bureau of Land Management

Townsite Trustee

Alaska State Office
222 West 7th Avenue, #13
Anchorage, AK 99513-7504
Phone: (907) 271-5770

State Public Lands Records

Alaska Department of Natural Resources

Public Information Center
550 W. 7th Avenue, Suite 1360
Anchorage, AK 99501-3510
Phone (907) 269-8400
dnr.alaska.gov/commis/pic

Anchorage Recorder's Office

550 W 7th Ave #108,
Anchorage, AK 99501
(907) 269-8876
dnr.alaska.gov/ssd/recoff/

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APPENDIX B – OTHER SOURCES OF RECORDS AND HELPFUL WEBSITES

**Alaska Department of Commerce,
Community, and Economic Development
*Municipal Land Trustee***

(ANCSA communities without city governments):

550 W. 7th Avenue, Suite 1650
Anchorage, AK 99501-3510
Municipal Trust Land Records
Phone: (907) 269-4527
Fax: (907) 269-4539
Email: MLT@alaska.gov

Alaska Department of Education

810 West 10th Avenue, Suite 200
P.O. Box 110500
Juneau, AK 99811-0500
School site documents (State owned)
Phone (907) 465-2785

**Alaska Department of Environmental
Conservation *Village Safe Water***

555 Cordova Street, Fourth Floor
Anchorage, AK 99501-2617
Sewer and Water Facility Records
Phone: (907) 269-7502

**Alaska Native Tribal Health Consortium
*Division of Environmental Health &
Engineering***

4500 Diplomacy Drive
Anchorage, AK 99508
Sewer and Water Facility Land Records
Phone: (907) 729-3600

**Alaska Department of Commerce, Community,
and Economic Development**

Local Government Assistance (ANCSA communities with city governments):
550 W. 7th Avenue, Suite 1650
Anchorage, AK 99501-3510
Phone: (907) 269-4501
Fax: (907) 269-4539
Email: dcra.admin@alaska.gov

**Alaska Department of Military and Veteran
Affairs - *AKARNG Environmental***

P.O. Box 5800
JBER, AK 99505
Alternate contact: National Guard Armory properties
Contact: Cultural Resource Manager and
Tribal Liaison
Phone: (907) 428-7184

AT&T Alascom

505 East Bluff Drive
Anchorage, AK 99501-1100
Telephone Property Records
Contact: Corporate Real Estate
Phone: (907) 264-7329

**Alaska Village Electric Cooperative (AVEC)
*Engineering Department***

4831 Eagle Street
Anchorage, AK 99503-7497
Electric line drawings - Western Alaska villages
Phone: (907) 565-5334
Main number: (907) 561-1818

Quantum Spatial

2014 Merrill Field Drive
Anchorage, AK 99501
Aerial Photography
Phone: (907) 272-4495
Fax: (907) 274-3265

U.S. Bureau of Indian Affairs

Alaska Region

3601 C Street Suite 1200
Anchorage, Alaska 99503
Native allotment and restricted townsite lots
Contact: Land and Title Record Office
Phone: (907) 271-4085

U.S. Army Corps of Engineers

Chief of Real Estate

P.O. Box 6898
JBER, AK 99506
National Guard Armory Sites
Phone: (907) 753-2859
Phone: (907) 753-2856

U.S. Bureau of Indian Affairs

Alaska Region

3601 C Street Suite 1200
Anchorage, Alaska 99503
Alternate contact: National Guard Armory Sites
Phone: (907) 271-4508
Fax: (907) 271-4090

U.S. Federal Aviation Administration

Real Estate and Utilities Group

222 West 7th Avenue #14
Anchorage, AK 99513-7587
FAA Facility Land Records
Phone: (907) 271-5876

Useful websites

SOA/ Division of Community and Regional Affairs:

Municipal Land Trustee Program, for information on the status of ANCSA 14(c)(3) land transfers within communities without city governments: www.commerce.alaska.gov/web/dcra/PlanningLandManagement/MunicipalLandTrusteeProgram.aspx

Community Maps, to help map location of proposed development: dced.maps.arcgis.com/apps/webappviewer/index.html?id=18fdb060875740fdad22099ca779d637

Alaska Department of Environmental Conservation list of sewer/water staff contacts for each community: dec.alaska.gov/water/village-safe-water/ and look for "Community Water and Sewer Improvements Contact List (pdf).

Alaska Department of Natural Resources: Alaska Mapper, which is an interactive mapper used to research State land records displays state land ownership, land-use classifications, disposals, leases and other information with helpful up-to-date aerial photography. It is possible to draw your own lot within this mapper to show others the location of the property you are researching: dnr.alaska.gov/mapper/controller

Public Information Center for general information related to state natural resource and land management: dnr.alaska.gov/commis/pic/

State Recorder's Office to research legally recorded documents: dnr.alaska.gov/ssd/recoff/searchRO.cfm

Unorganized Borough Platting Authority for subdivisions in progress: dnr.alaska.gov/mlw/survey/unorganized_borough/

Alaska Department of Transportation and Public Facilities

- Airport Layout Plans Central Region: dot.alaska.gov/stwdav/airports_public_central.shtml
- Airport Layout Plans Northern Region: dot.alaska.gov/stwdav/airports_public_northern.shtml
- Airport Layout Plans Southcoast Region: dot.alaska.gov/stwdav/airports_public_southcoast.shtml
- Right of Way Mapper: www.dot.state.ak.us/edocs_code/rowmap/rowmaps.cfm

U.S. Bureau of Land Management:

General Land Office Records to look up historic patents: glorerecords.blm.gov/search/default.aspx

Main portal for land document research, including their interactive mapper called Spatial Data Management System or SDMS: <http://sdms.ak.blm.gov/sdms/>

U.S. Fish and Wildlife Service interactive mapper showing land status within Alaskan national refuges: fws.maps.arcgis.com/apps/webappviewer/index.html?id=3eed8d6b30ea443dafa4380d70d0fa5e

U.S. Forest Service Land Status and Encumbrance Map for U.S. Forest Service properties: usfs.maps.arcgis.com/home/item.html?id=ec8d186709cf46e48c238cce43fc4572

U.S. Postal Service Postmaster Finder (for getting notarized signatures): webpmt.usps.gov/pmt002.cfm

Note: If you are located within an organized borough, check online or call the borough to see if they have an online property database or interactive mapper.

APPENDIX C – RECORDING DISTRICTS

Recording District	Address	Phone
Anchorage Aleutian Islands Bristol Bay Cordova Chitina Haines Homer Iliamna Juneau* Ketchikan Kodiak Kvichak Palmer* Petersburg Seldovia Seward Sitka Skagway Talkeetna Valdez Wrangell	550 West 7th Ave., Suite 108, Anchorage, AK 99501-3564	(907) 269-8876 (Fax) 269-6006
Barrow Bethel Cape Nome Fairbanks Ft. Gibbon Kotzebue Kuskokwim Manley Hot Springs Mt. McKinley Nenana Nulato Rampart	3700 Airport Way Fairbanks, AK 99709-4699	(907) 452-3521 (Fax) 452-2951
Kenai	110 Trading Bay Rd., #105 Kenai, AK 99611	(907) 283-3118 (Fax) 283-8419
UCC Central File Statewide	UCC Central File 550 West 7th Ave., Suite 108A Anchorage, Alaska 99501-3564	(907) 269-8873 (Fax) 269-8945

*As of August 22, 2019, the Juneau and Palmer Office's have closed permanently, contact the Anchorage office with questions. Individuals with Internet access can conduct online research at dnr.state.ak.us/recorders/search or on the UCC Central web site at: dnr.alaska.gov/ssd/recoff/ucc.

APPENDIX D – UNDERSTANDING LEGAL LAND DESCRIPTIONS

For purposes of deciding site control, there are three common ways to describe property. The three methods are:

- 1) By survey or plat
- 2) By a metes and bounds description, or
- 3) By use of the Public Land System which describes lands as parts of a section and township.

When working with site control, it can be helpful to understand these methods when reading property documents.

Survey or Plat Description

The most accurate and preferred method of describing land is by survey or plat. A survey is put together by a licensed surveyor which identifies the boundaries of a parcel of land. A plat is the same thing as a survey, but it includes the approval and signature of a platting authority which may be the Alaska Department of Natural Resources in the unorganized borough, or a local borough or city for other parts of the State.

There are two types of legal surveys common in Alaska -- a U.S. survey and a legal plat.

U.S. Survey

A U.S. Survey is a survey which is completed by the U.S. Bureau of Land Management (BLM). The federal government is not required to record their surveys and they do not need to get them approved by a city or state government, so copies of U.S. surveys can be obtained from BLM. Often people will record these surveys so many are available on the State Recorder's website. An example of a U.S. survey is shown on the next page. Notice there is a date, survey number, surveyor's signature and seal, and an official signature of acceptance on this example.

U.S. surveys may have lots, blocks and tracts associated with it, but the example provided is for one lot which is legally described as U.S. Survey 11900, Alaska. Notice the survey also describes what is written on the corner markers for this lot.

Officially Filed
DATE JANUARY 5, 2001

ORIGINAL

**U.S. SURVEY
No. 11900, ALASKA**

This plat contains the entire survey record.
The Third Standard Parallel South, along the north boundary, and the East Standard Meridian, along the west boundary, are the base lines of Township 13 South, Range 2 East, and Range 3 East, respectively, as shown on the map of Alaska published by the U.S. Geological Survey, and approved by the U.S. Department of the Interior, in 1874.
This survey was executed by Scott Holloman, Registered Alaska Land Surveyor No. 15-7941, for LAMP Incorporated, August 15, 1996, under contract No. 1423-1860-098-007, awarded pursuant to Special Instructions dated July 10, 1996, approved May 15, 1997, by the U.S. Department of the Interior, and amended May 15, 1998, and Notice to Proceed dated May 29, 1998.

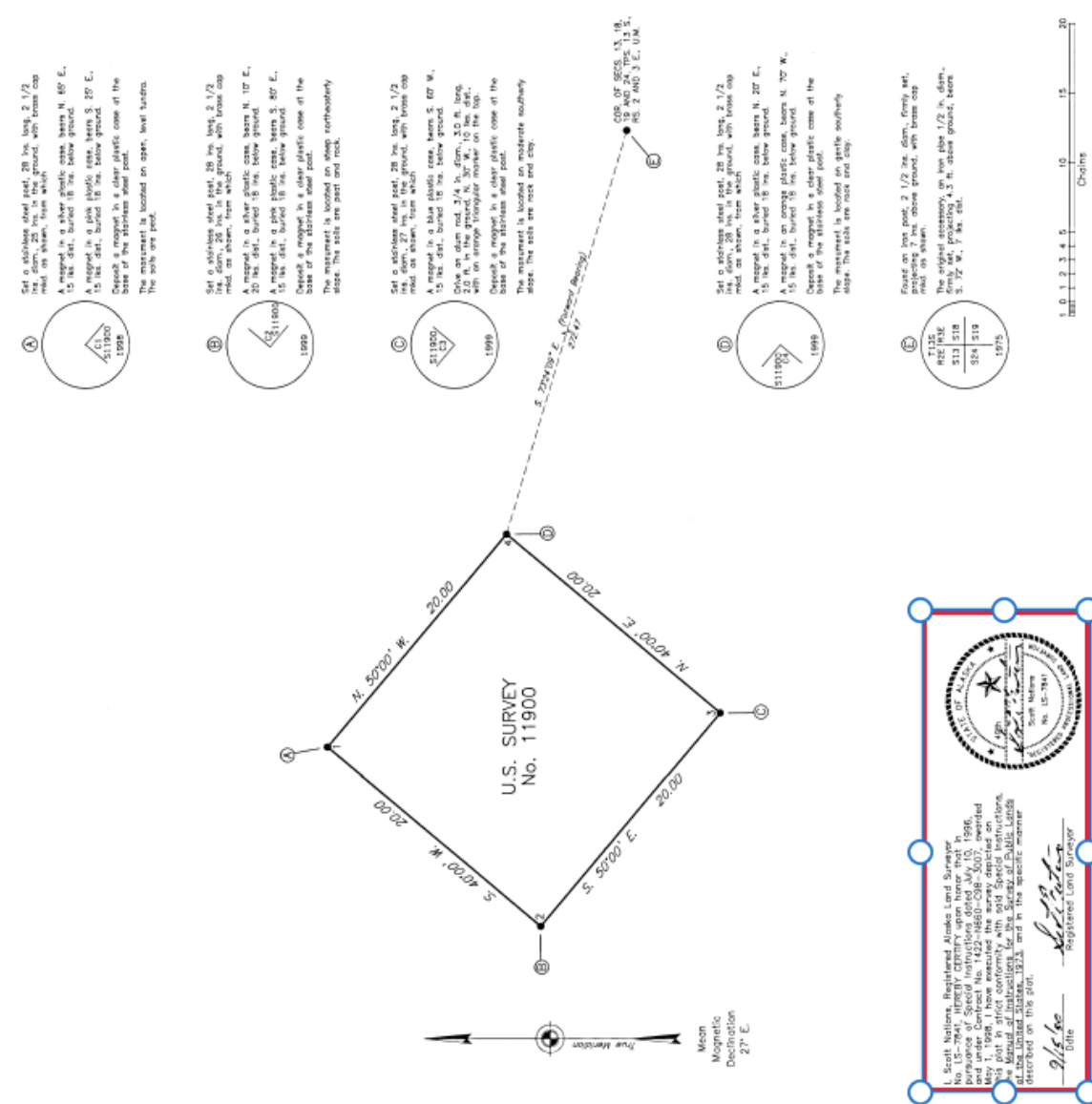
Field assistants were:
Wayne D. Hignelder, Land Surveyor
Michael J. Hignelder, Land Surveyor
Mike Rautsch, Surveying Technician
Area: 40.00 Acres.
The azimuth was obtained from Global Positioning System methods, and refers to the true meridian.
The corner positions of this survey were determined by Global Positioning System methods.
The geographic position of corner No. 4, as determined by a Global Positioning System method, is 68° 19' 25.06" North, 150° 00' 00.00" West, and 24.1766 feet above mean sea level, as determined by a Global Positioning System method, in Township 13 South, Range 2 and 3 East, United Meridian, Alaska, is:

Latitude: 68° 19' 25.06" NORTH (NAD 27)
Longitude: 151° 40' 00.00" WEST
The mean magnetic declination was taken from U.S. Geological Survey magnetic map "DISCOVERER LAKE (R-3)", Alaska, 1987 edition.
In accordance with technical specifications, topographic contours are only shown for distinctive topographic features within 3 chains of a monument position, for witness corners and for tests.

This survey is located approximately 12 miles northwesterly of the town of Bettendorf, within Township 13 South, Range 2 East, United Meridian, Alaska.
This land, which is 2000 to 2845 feet above sea level, is upland tundra with scattered rocks, vegetated with tundra grasses.

Access to the survey was by helicopter.

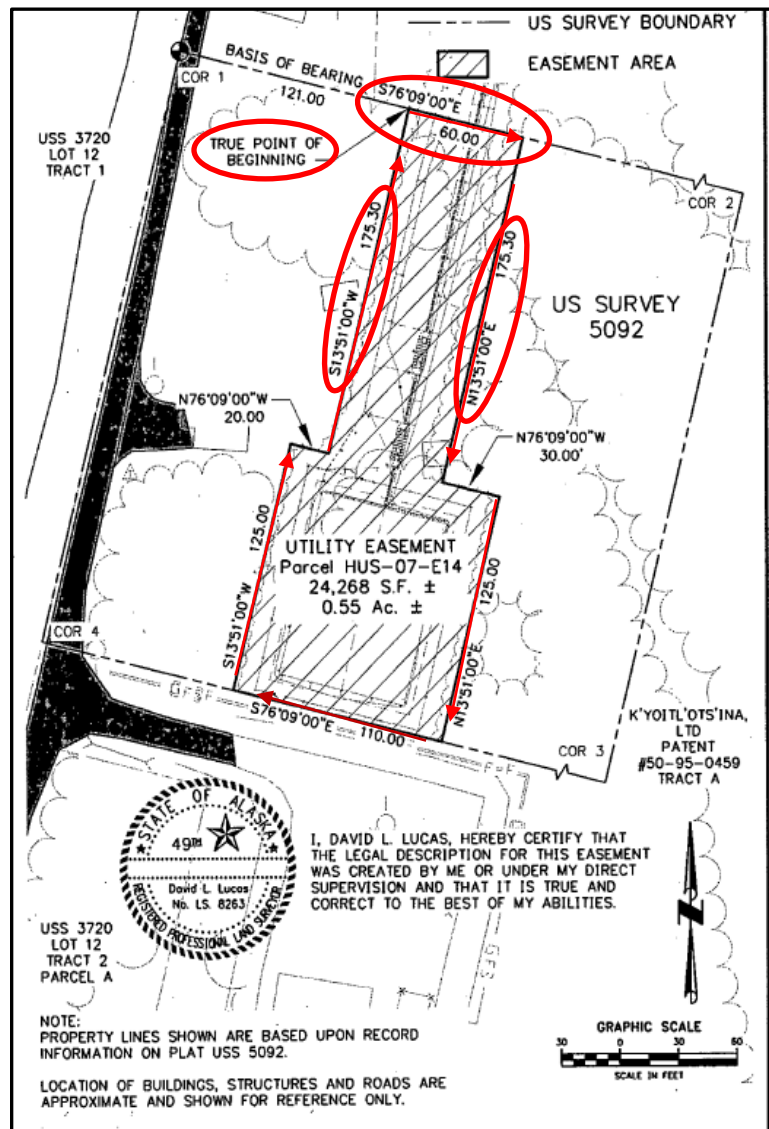
Accordance with this survey data and subject to transfer any interest in submerged lands to which the State of Alaska is entitled, the State of Alaska, by its duly authorized representatives, in the name of the State, hereby certifies that the location, or absence of monument lines to depict water bodies, is correct.
UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Anchorage, Alaska
The survey represented by this plat having been correctly executed in accordance with the regulations of the Act and the regulations of this Bureau, is hereby accepted.
For the Director
Deborah L. Johnson 11-17-00
Deputy State Director for Cadastral Survey, Alaska



Metes and Bounds Description

The metes and bounds method is used when someone describes property by using compass readings and measuring distances. An example of a metes and bounds description is provided here. This example shows the description of a utility easement within a parcel of land described as U.S. Survey 5092.

The description starts at the “true point of beginning”, then describes a distance (60 feet) and a compass direction (south 76 degrees 09 minutes east) and continues around the entire parcel until the whole easement is identified. This map also shows the total easement to be .55 acre in size.



Public Land Survey System

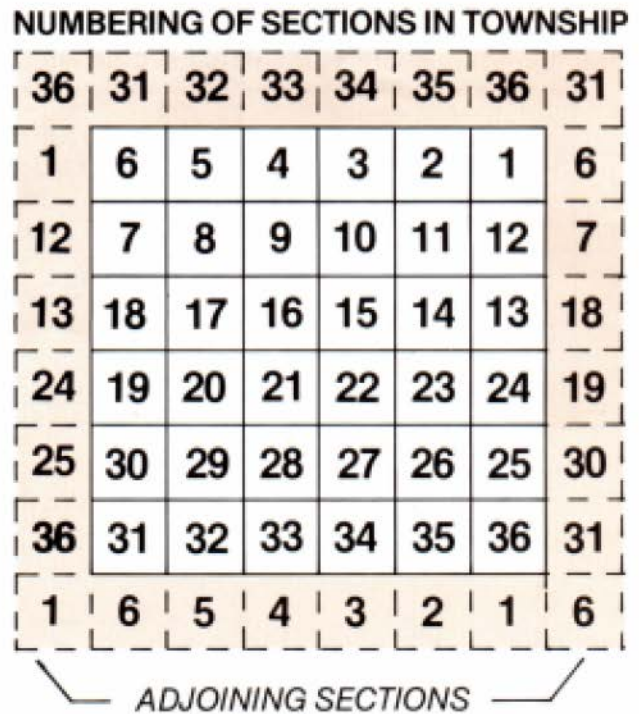
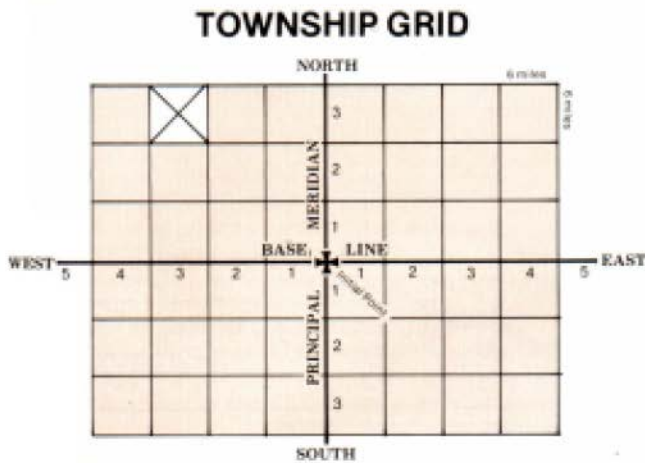
The third most common method of describing land is by using the Public Land Survey System (PLSS) which is sometimes labeled as "MTRS" because it uses Meridian, Township, Range, and Sections to describe land. You will often see this method used to describe state land, or to describe land transferred to a regional or village corporation.

This method divides Alaska into a grid, starting out with five meridians, as shown in the map below.



Each area is then divided up into townships. A township is typically 6 miles by 6 miles, but the exact size changes based on the curvature of the earth. In the township grid below, the township which has an X on it would be described as Township 3 North, Range 3 West, Principal Meridian.

Then each township is divided into 36 sections. Each section is roughly 1 mile by 1 mile and roughly contains 640 acres but actual size can also vary. The picture on the right shows how the 36 sections are numbered within the township.



Each section can then be divided into smaller parts often referred to as “aliquot parts”. Aliquot means a portion of a larger whole. Since a section consists of roughly 640 acres, if you divide it into four, each quarter section contains 160 acres.

Below you can see the southwest quarter of a section which adds up to 160 acres. The northwest quarter is divided into four more pieces (each containing 40 acres). The section outlined in red would be described as “the northwest quarter of the northwest quarter of the section”, which might be written like this: NW ¼ NW ¼ Section 3, Township 3 North, Range 3 West, Principal Meridian.

NW 1/4 NW 1/4	NE 1/4 NW 1/4	80 acres	80 acres
SW 1/4 NW 1/4	SE 1/4 NW 1/4		
SW 1/4 160 acres		80 acres	
		20	20

Typical Section

Now to show a real-life example of how land is described using the PLSS method to transfer land. On the next page is a federal map called a Master Title Plat, or MTP, which shows a large block of land transferred under patent 50-2013-0134 to Doyon Limited for the subsurface estate and patent 20-2013-0133 to Northway Natives Incorporated (NNI) for the surface estate. This map shows the township for Township 13 North, Range 19 East, Copper River Meridian. The highlighted sections are the ones being transferred to NNI.

If you wanted to see if there are any restrictions or special conditions affecting this property, you would need to look up and read patent 50-2013-0133 on BLM’s webpage which allows a search of BLM patents (https://sdms.ak.blm.gov/scanned_images/patentindex.html).

SURVEYED TOWNSHIP 13 NORTH RANGE 19 EAST OF THE COPPER RIVER MERIDIAN, ALASKA

STATUS OF PUBLIC DOMAIN
LAND AND MINERAL TITLES

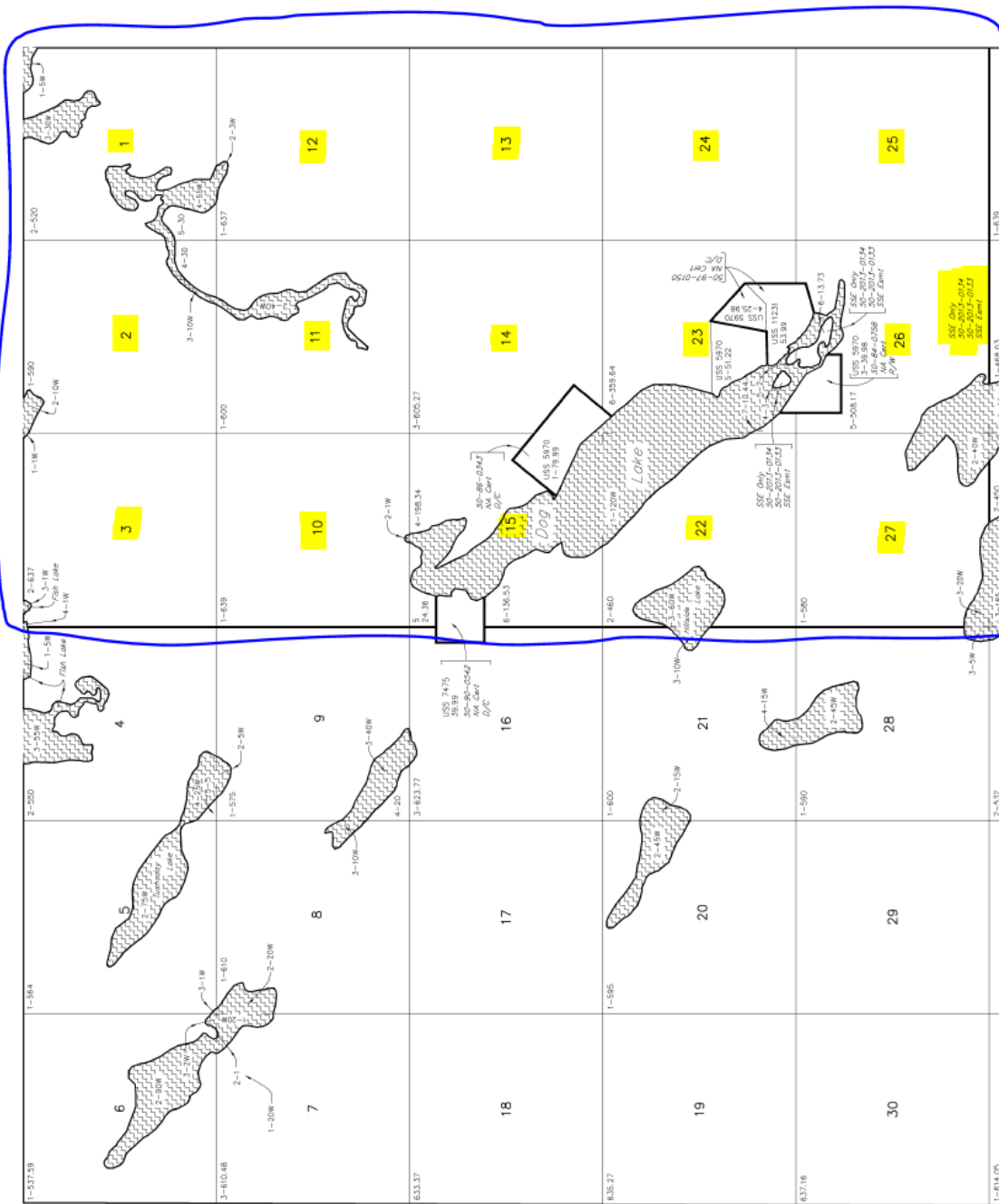
MTP

FOR PROSPECTS EFFECTING DISPOSAL OR USE OF UN-
IDENTIFIED LANDS WITHDRAWN FOR CLASSIFICATION
MINERALS, WATER AND/OR OTHER PUBLIC PURPOSES
REFER TO INDEX OF MISCELLANEOUS DOCUMENTS.

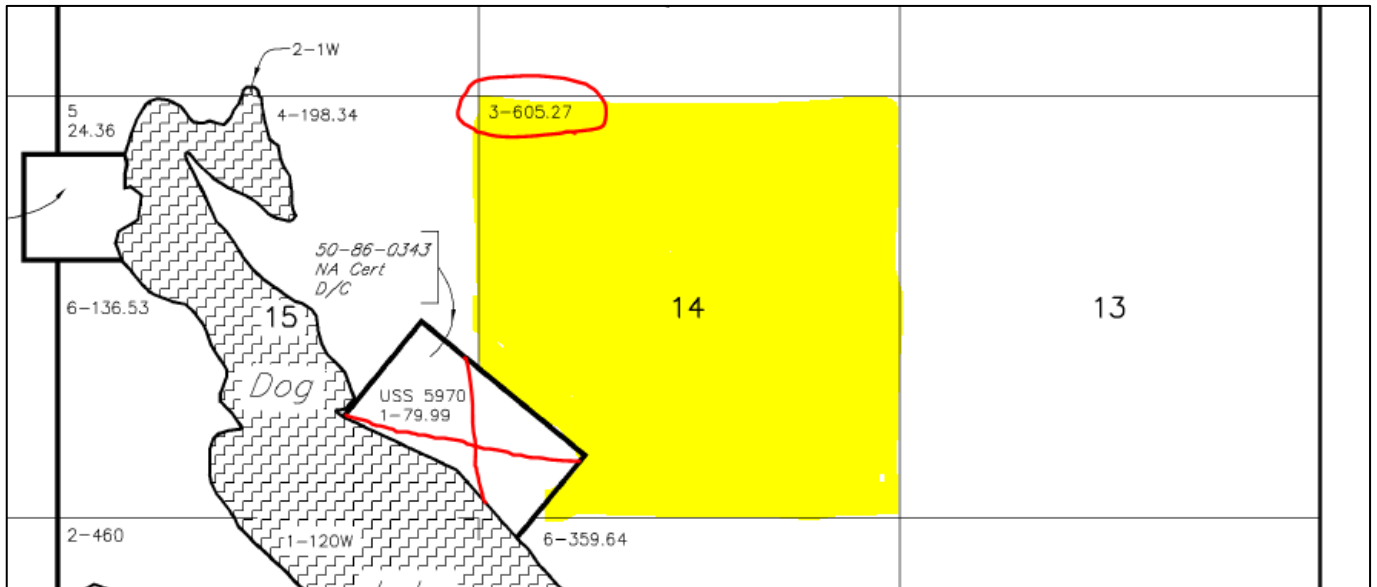
PL 92-203 MSL 174812

PL 95-487 MSL Terlin NWR entire tp.

FD94661 RDJ Issued 9/7/2008 (Tan Lake)



One final note. When reading Master Title Plats, it is also good to know that BLM often provides “lot numbers” for parts of a section which may not be surveyed. In the example below, the highlighted area would be described as “Lot 3, Section 14, Township 13 North, Range 19 East CRM” because NNI is not getting land within U.S. Survey 5970. Notice that lot 3 of Section 14 is estimated to be 605.27 acres. Often you will see these type of land descriptions in federal patents and interim conveyance documents.



APPENDIX E – RESEARCHING LAND RECORDS AND COMMON TYPES OF OWNERSHIP IN ALASKA

If a property is well-described and there are no errors in the recorded land documents and no changes in the land description, then determining and documenting how much property interest is owned can be straightforward.

On the other hand, if you begin to research the history of land title for a property and discover changes in land description or property documents which are unclearly written, then you may need to find a land manager or title research company to assist with your research. In these type of situations, determining land ownership can be a difficult task which requires tracking changes in land descriptions and deciding when property documents did not do a sufficient job of properly transferring property interest.

This appendix provides more detailed information on where to find land records and describes a few common types of property ownership, especially in rural Alaska. As a reminder, Appendix A provides contact information for sources of government land records and Appendix B provides options for sources of unrecorded land records as well as useful websites when researching property interests.

Finding the location of your property

Before describing where to find land records, the first task is to identify where your property is located within the Public Land Survey System (PLSS, also referred to as MTRS for Meridian Township Range and Section). If you are fortunate and have a clearly surveyed piece of property, the MTRS is usually identified on the survey or plat. For example, for the plat on page 26, the MTRS information is described in the title box of the plat as “Sections 34 and 36, Township 17 North, Range 11 West, Kateel River Meridian”. A shorter way to describe it would be written as “Secs. 34 and 36, T17N, R11W, KRM”.

A copy of the plat and the last recorded document can be provided to show proof of site control. The granting agency can use the MTRS information to double-check the chain of title to make sure there are no restrictions or conflicts of record. A “site control opinion” may be written which documents the chain of title and describes whether any unusual restrictions or conflicts were found. The site control opinion describes whether sufficient site control has been proven based on the chain of title, the type of project and the amount of money proposed for the project.

If there is complex history of title or a huge sum of funds being proposed, you may want to ask for technical assistance and a “preliminary site control opinion”. This preliminary site control opinion will let you know early on if there are any corrections to title or special documents needed for the type of project being proposed. For large projects, getting site control documents can take up to six months or longer to

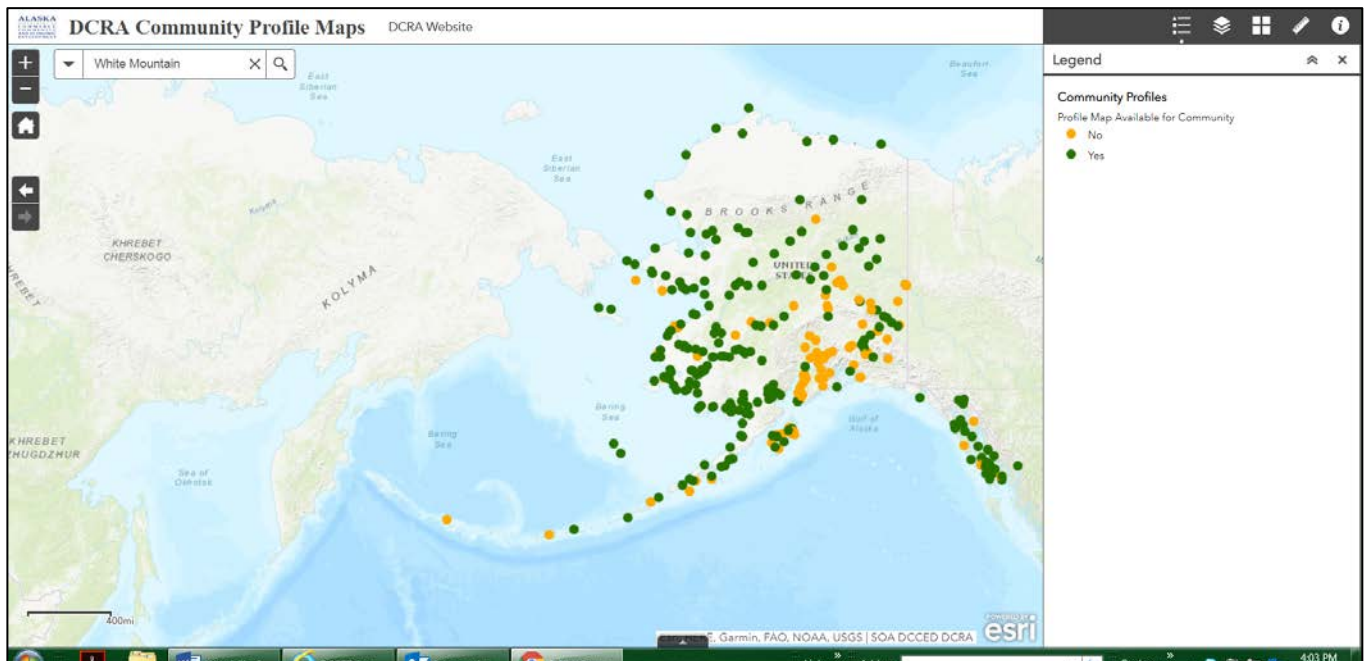
obtain, so doing this step early on will make sure the project is not delayed once grant funds are available.

If your property document does not have MTRS, then there are two common ways to quickly determine where you are located within the Public Land Survey System. One way involves using community profile maps found on Alaska Division of Community and Regional Affairs (DCRA) website. The other involves using Alaska Department of Natural Resources map viewer called “Alaska Mapper”.

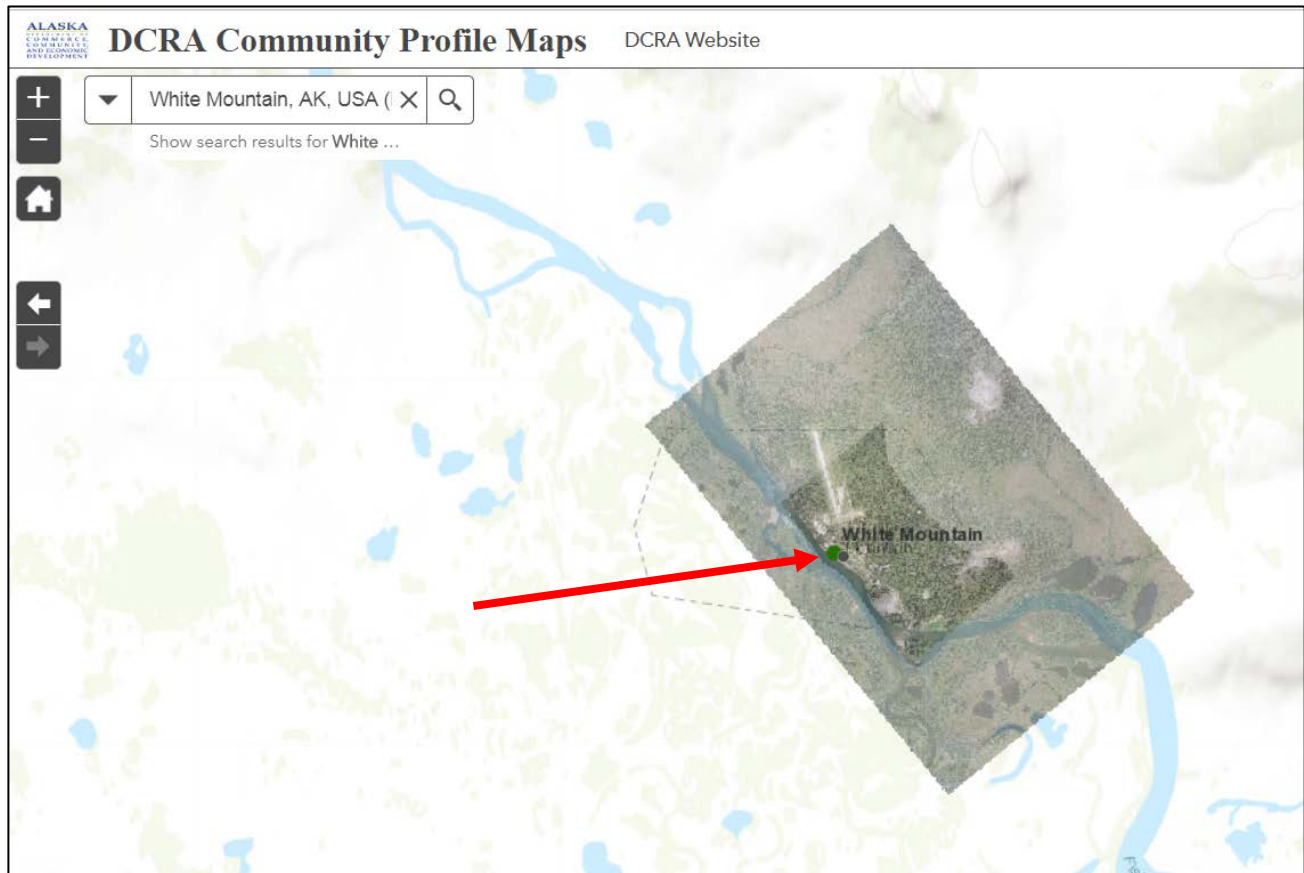
DCRA Community Profile Maps. Many communities in the state have a “community profile map” completed which shows the town core along with the MTRS information. These maps are available online within the Alaska Division of Community and Regional Affairs website. The webpage can be found searching DCRA’s website – but currently these maps are located at:

dced.maps.arcgis.com/apps/webappviewer/index.html?id=18fdb060875740fdad22099ca779d637.

Below is the first view after opening the web app viewer for DCRA’s community profile maps. In this example, the community “White Mountain” is described in the search box on the upper left side. You can see the green dots means a profile map is available and an orange dot means a profile map is not available.

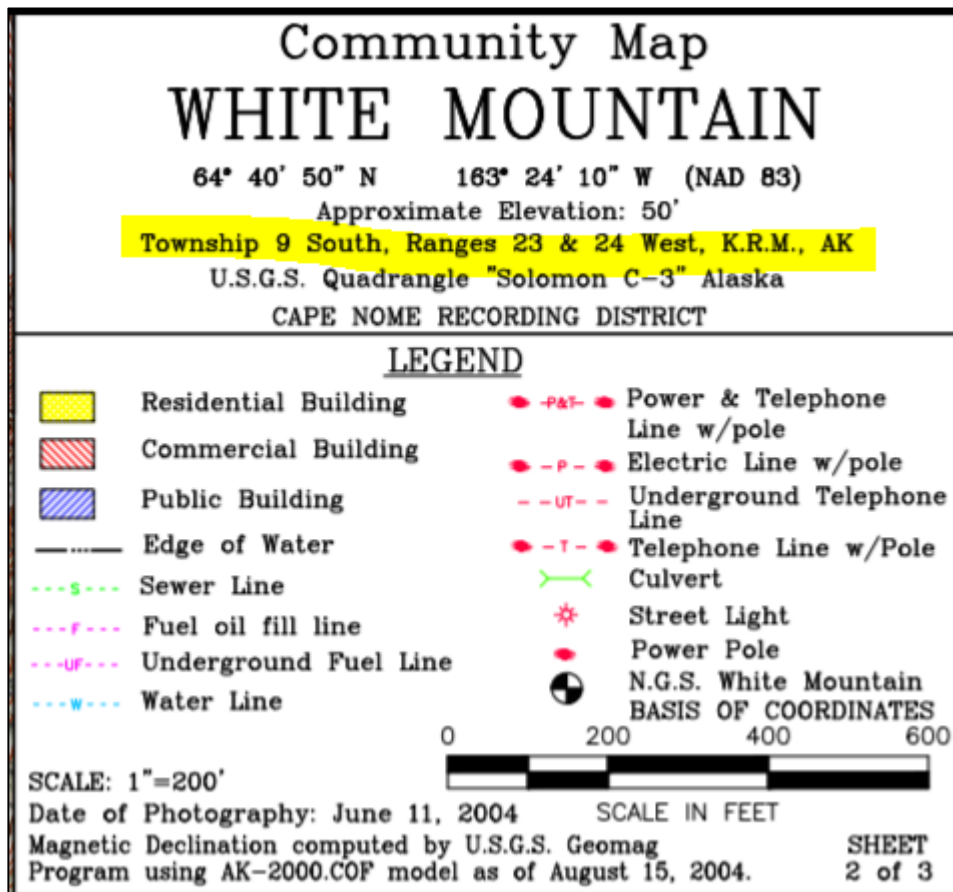


Once you click on the eyeglass icon (search tool), the following view pops up. The next step is to click on the green dot to see what type of community profile maps are available.



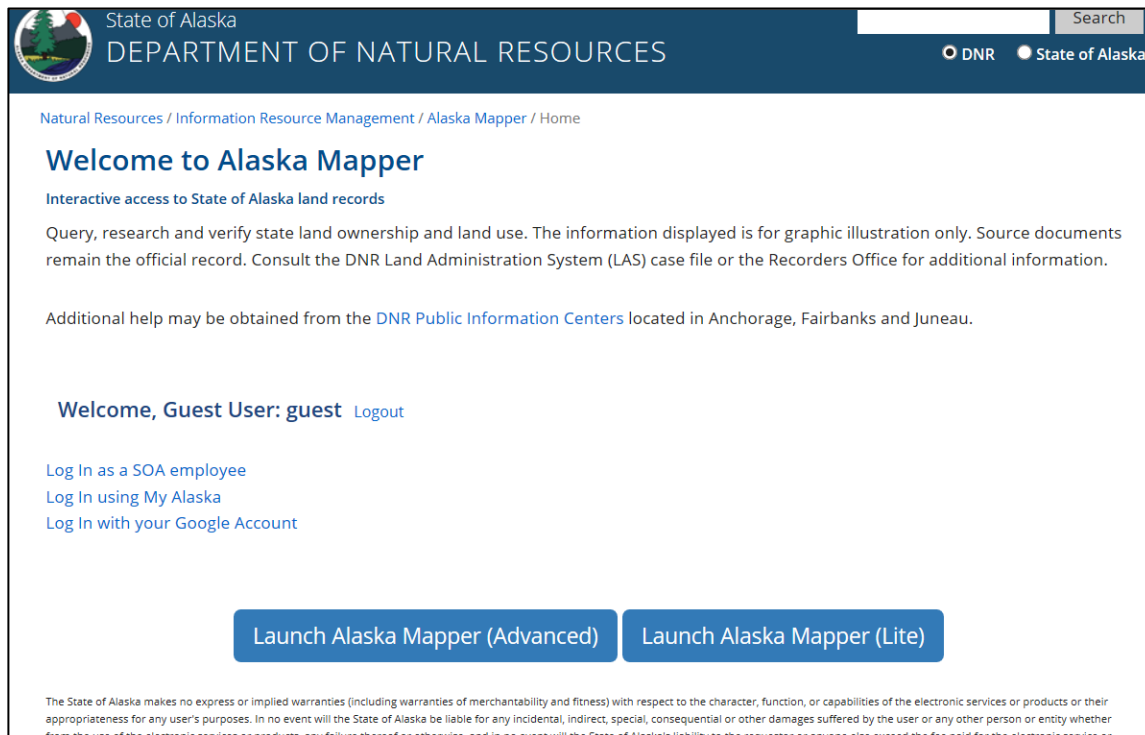
After clicking on the green dot, scroll down to select “White Mountain Area Map Sheet 2” to see the following view. In this view, it is possible to locate the heavy equipment building being proposed for improvements – it is circled in red. This building is located within Section 26 and when looking at the title box for the map (see next picture), you see the area on this map is located within Township 9 South, Range 23 and 24 West, Kateel River Meridian. On the first view, you can see that Section 26 was originally transferred to “WMNC” or White Mountain Native Corporation within Patent 50-2002-0397.



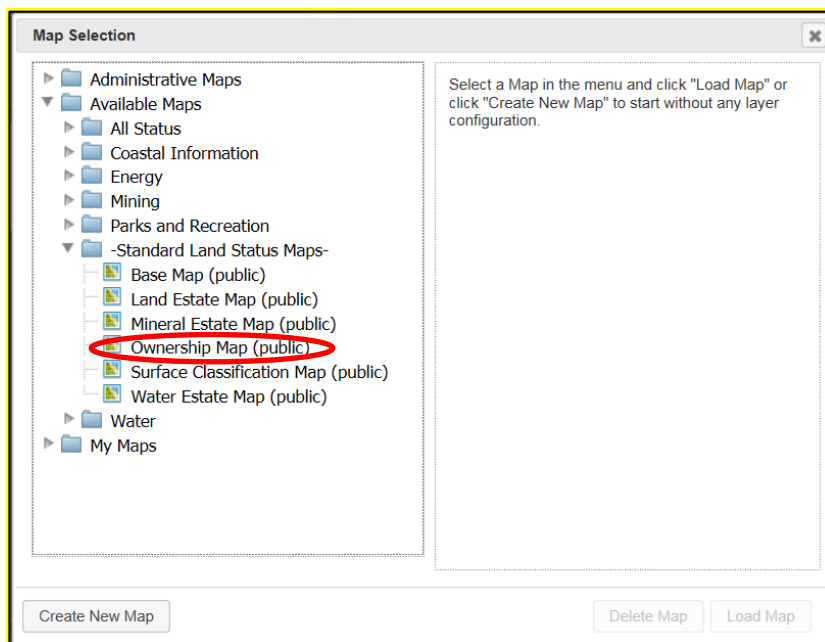


Using DNR's Alaska Mapper

It is also possible to identify where a property is located by using Alaska Department of Natural Resources' Alaska Mapper. Below is a view of the Alaska Mapper website. If you have limited bandwidth, you can select "Launch Alaska Mapper (Lite)", otherwise the "Launch Alaska Mapper (Advanced)" provides more options and details.



After launching Alaska Mapper, you will be prompted to choose a base map. A common base map used would be "Ownership map (public)" as shown in the view below.



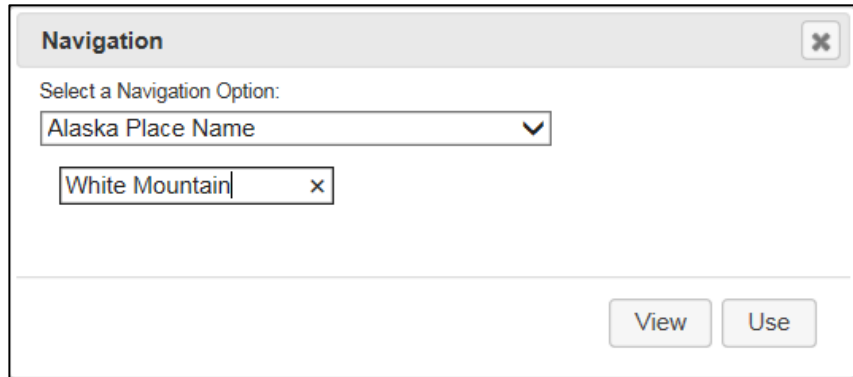
After picking "Ownership Map(public), Alaska Mapper will load a statewide ownership map. You can zoom to your area by selecting the zoom tool:



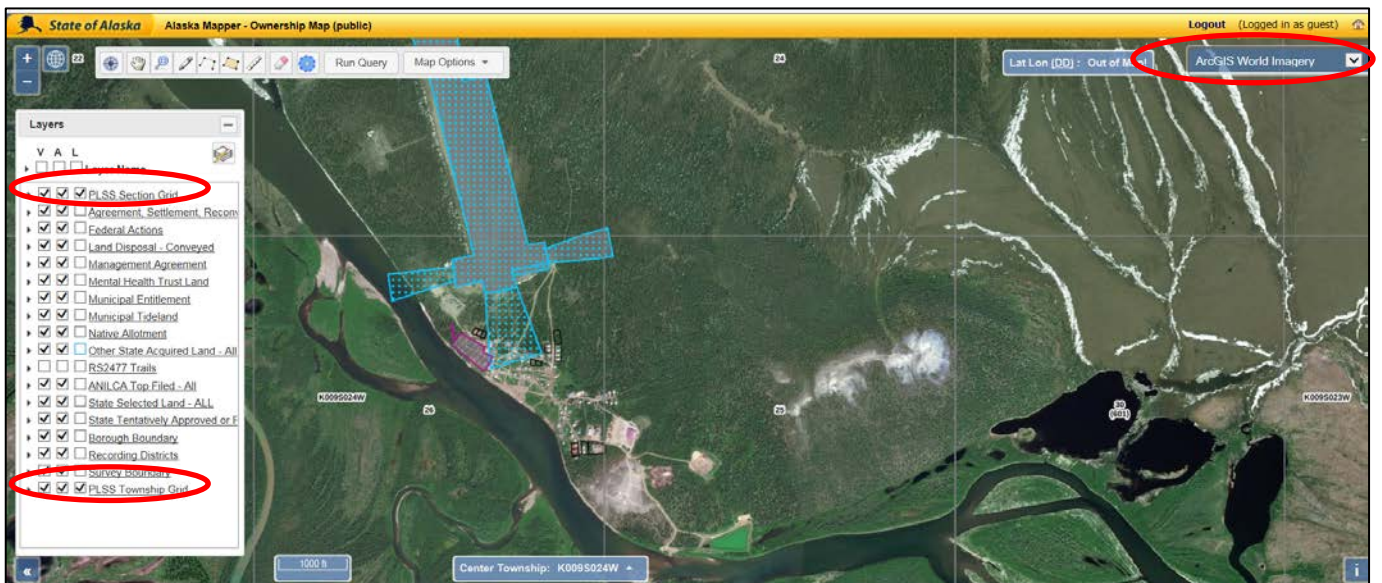
Or, a quicker way to get to your location would be to click on the “navigate” tool icon:



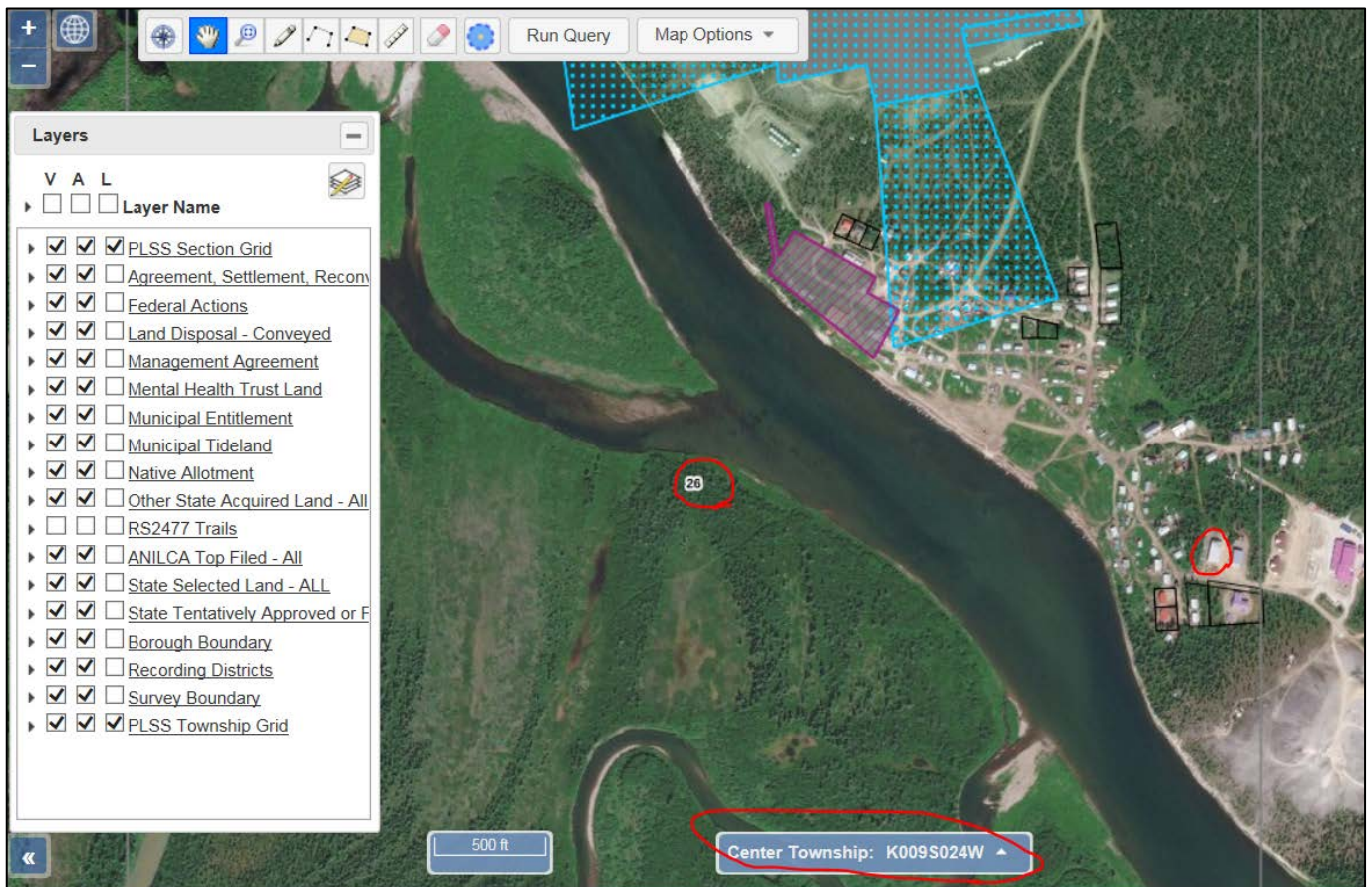
After selecting navigate, the following screen pops up. Click on the right side arrow to see the pull-down menu, then select, “Alaska Place Name” and then type in your community or the closest place name, and Alaska Mapper will zoom to that area quickly. Here is a view of the Alaska Place Name screen:



After selecting the “use” button, then checking the boxes under “L” for label for the “PLSS Section Grid” and the “PLSS Township Grid”, and selecting a base map in the top right corner of the mapper titled “ArcGIS World Imagery”, the screen that comes up for White Mountain is shown below



If you zoom in closer, you can see the heavy equipment building circled in red is located within Section 26, Township 9 South, Range 24 West, Kateel River Meridian (see below):



Notice there are other tools within mapper where you can circle or draw a polygon around the property you are researching and send it to others.

Now that the location of the property has been identified within the Public Land Survey System, it will be easier to do property research on various state or federal websites.

Where to research land records

Four common places to research land title are the Bureau of Land Management (BLM), the Bureau of Indian Affairs (BIA), the Alaska Department of Natural Resources (DNR), and finally local offices such as the village corporation, city or village council offices.

Bureau of Land Management (BLM)

BLM manages the land record system of the Federal government but only provides information about federal ownership of land, claims to federal lands, or times when the federal government gave up interest in federal property. For example, BLM keeps a copy of patents and interim conveyance documents (or “ICs”) when it transfers property to the village corporation under ANCSA. It does not keep any records for those properties once they left federal ownership. BLM also keeps a copy of “certificates of Native allotments” which is similar to patent documents but used when transferring property in trust to an individual as a Native allotment.

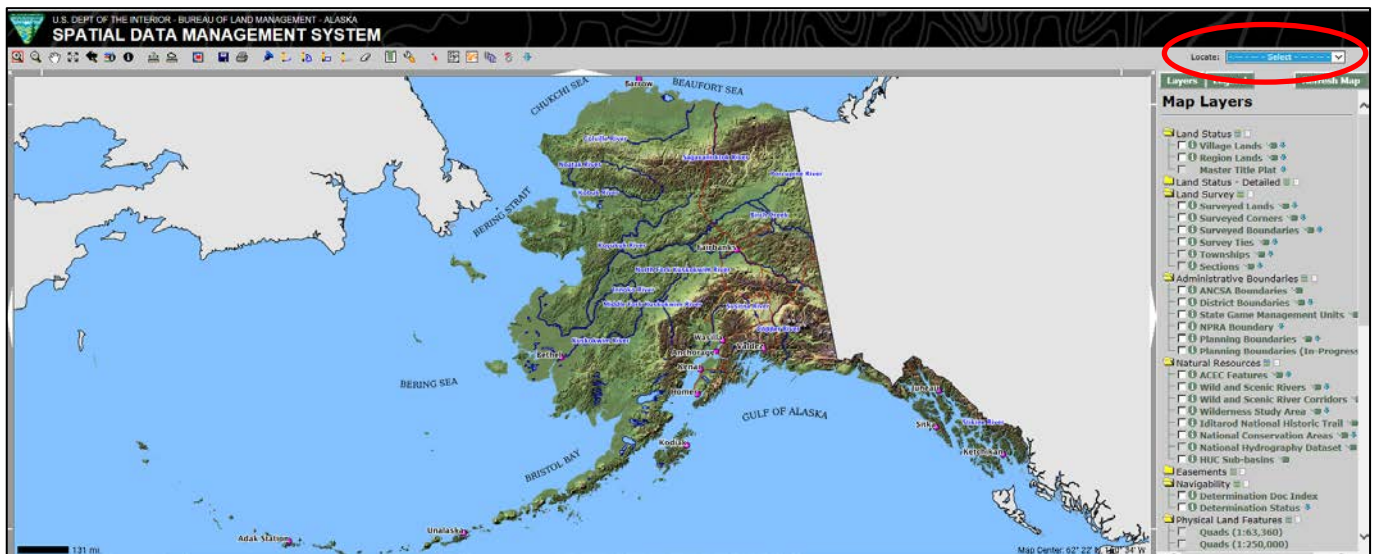
BLM has an office in Fairbanks and Anchorage for anyone looking for these type of land records. They also have many online websites, which are described in Appendix B, to help research and locate land documents. One online website has a map viewer called “Spatial Data Management System” or “SDMS”

for short. When using the map viewer, it is important to remember it may not accurately show or ‘color code’ land ownership. Instead, it is meant to be a tool for locating the actual land documents which describe when land was transferred out of federal ownership.

Although BLM is the primary source for federal property documents, it can be helpful to double-check federal land ownership by using the U.S. Forest Service or U.S. Fish and Wildlife map viewers if your property is located near property owned by the U.S. Forest Service or U.S. Fish and Wildlife. The locations of these map viewers are described in Appendix B.

Search BLM’s SDMS Website

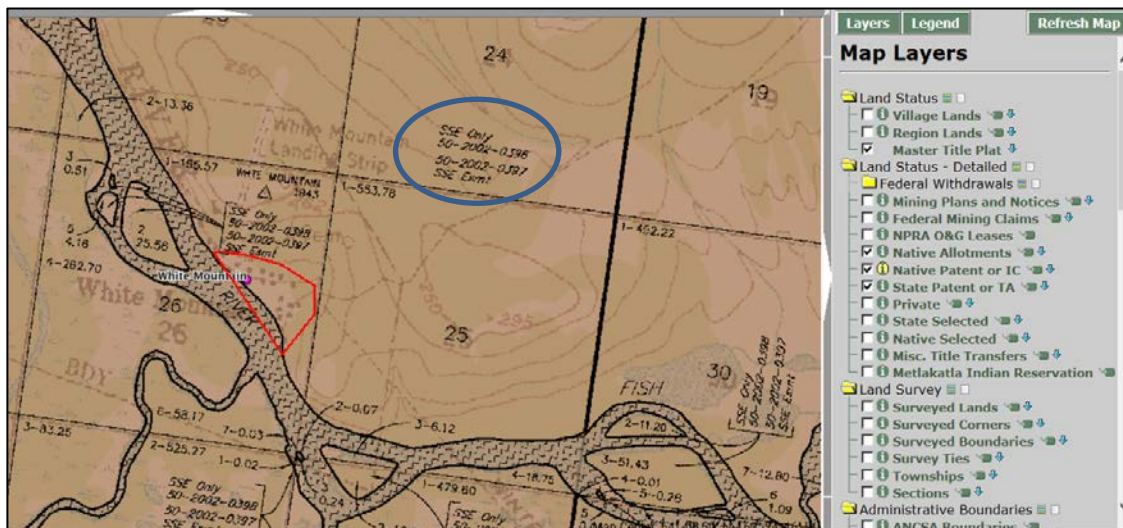
Once you open the SDMS map viewer, a statewide map opens up. The quickest way to navigate to your community is to select “town” on the pull-down menu located in the upper right corner of the viewer:



Below is a picture of the SDMS map viewer which shows village corporation land in brown around White Mountain, Alaska. To get this view, check the boxes next to “Master Title Plat”, “Native Patent or IC”, and “1:63,360 map base”, and you see the view shown on below.

Outlined in red is the area being researched which is the town core for White Mountain. From this map, you can see that the patent documents which transferred ownership of this area are outlined in blue – patent 50-2002-0398 transferred the “SSE Only” which means this patent transferred the subsurface estate only. Usually surface property rights goes to a village corporation and subsurface property rights goes to the regional Native corporations.

The viewer also describes patent 50-2002-0397 as the document you would want to find to describe what type of property interest was transferred from BLM to the local village corporation. By putting this patent number on BLM’s patent search webpage, you can download the pdf file showing this patent (see the second clip below for a view of this search webpage). The website for finding BLM conveyance documents is https://sdms.ak.blm.gov/scanned_images/patentindex.html, or you can search for “BLM conveyance documents” on the BLM webpage.



SPATIAL DATA MANAGEMENT SYSTEM

**US Department of the Interior
Bureau of Land Management**

Conveyance Document
Display Entry Form

All Interim Conveyances (IC), Tentative Approvals (TA) issued 1960 or later and Alaska patents issued after 1965 are available. The number for the patent to the Alaska Railroad for the right-of-way is 19850105. Alaska patents issued prior to 1965 and patents issued for land in other States are available through the Eastern States site <http://www.glorerecords.blm.gov/>.

Document Type:

Conveyance No:

Enter a patent below to download a PDF copy

Document Type:

Conveyance No: x

By reviewing the actual patent document, you will learn that the property within Section 26, T9S, R24W, K.R.M. was transferred to the White Mountain Native Corporation. The patent describes some easements but DCRA's community profile map of this area shows none of the easements affect the property you are researching.

The patent also mentions the property may be subject to the ANCSA 14(c)(3) requirement. Other than easements and Section 14(c)(3), there are no other restrictions or conditions indicated in the patent. A tip: Even if you do not know how to read the patent or you might not understand the conditions of the patent, a site control opinion can be written much faster if these historic documents are provided with your site control documents.

For this example, the next research step would be to check the State Recorder's website to see if White Mountain Native Corporation transferred any interest to the City or Village for the land where the heavy equipment site is located. This step is described on page 43.

BLM townsites and mining claims: Many communities have a federal townsite survey within their community. BLM's online system does not provide information on townsites, so you need to go to the person at BLM called the Townsite Trustee to obtain copies of townsite deeds when BLM transferred

lands to cities, villages, or individuals within these townsites. (See Appendix A for contact information). Fortunately, many cities, villages or individuals recorded their deeds with the State Recorder's Office so you can often find recorded copies of these deeds on the Recorder's website.

A tip: If you are a city or village government and you determine your original townsite deeds have not been recorded, it is highly recommended you have them recorded as many of BLM's original townsite deeds are now stored in federal archives and can be difficult to locate.

Also, if you are in an area where there has been mining, there is potential for conflict with mining claims. The appropriate Federal and State land records should be checked to make sure there are no conflicts of record (SDMS or Alaska Mapper websites).

BIA: The Bureau of Indian Affairs maintains land records for Native allotments and restricted townsite lots. Often you will find Native allotment certificates (similar to a patent document) and townsite deeds recorded on the State Recorder's website. If not, the BIA records will have copies of original deeds and certificates when individuals received their property from the federal government. They will also have any documents if the property has ever been transferred or sold to others, or if the property transferred to heirs if the original owner has passed. BIA has a land record office in Anchorage, but you may obtain title information from your closest BIA realty contractors. Most often these contractors are the regional non-profit Native corporation or association. See Appendix A for contact information for BIA.

DNR: The Alaska's Department of Natural Resources (DNR) maintains two land record systems. One of their offices maintains information on all State actions on State lands and tidelands. These type of land records are important if you are next to state land and you want to verify the boundaries of state land. The DNR Public Information Office can help you identify the boundaries of State land (see Appendix A for contact information).

The other office at DNR is the **State of Alaska Recorder's Office**. This office is sometimes referred to as the "State Recorder" or as the "Recorder's Office". This office maintains the entire land record system for all of Alaska as required by state law and regulations. Everyone is expected to record their property documents with the Recorder's Office because the documents maintained by this office represents the current legal ownership of land. In other words, the Recorder's Office is the "legal paper trail" for land records in Alaska. Occasionally, however, a federal patent, trustee deed, or certificate may not be recorded and you may need to go to BLM or BIA to get a copy of these documents.

The Recorder's Office maintains a complete record of property documents which have been issued since patent from the United States government down to and including the document held by the current owner of record. The history of title documents for a property is often referred to as the 'chain of title'. A good chain of title shows properly described property interest which flows directly from one person to the next without any 'breaks' in the title or poor legal descriptions. A "break" in the title occurs when a new name pops up as "Grantor" when there is no record of this name ever receiving the property as the "Grantee" first.

Conducting research on the State Recorder’s website. If you have a good idea of what the current land description is for your property, the first place to go when researching land records is the State Recorder’s Office because it is where all legal land records for Alaska are recorded. They have an online website where all their land records can be located and viewed. When a document is recorded, the information is indexed by location as well as by name which means you can research by name, or by survey number, or by plat number and recording district. Below is a view of the type of searches available on this website.

Alaska Department of Natural Resources
RECORDER'S OFFICE

Search

DNR State of Alaska

RO HOME UCC HOME RECORDING INFO DISTRICT INFO SEARCHES FAQS CLOSURES/NOTICES CONTACT US

State of Alaska / Natural Resources / Recorder's Office

Recording/Filing occurs between 8:00 AM and 3:30 PM Monday through Friday except holidays or scheduled closures.

RECORDER'S OFFICE SEARCH

Recording Resources

- Recording [requirements](#).
- Our current [fees](#).
- Recording [District](#) addresses and phone numbers.
- Help finding your Recording [District](#).
- Recorder's Office [District Map](#).
- [Online Copy Request](#)
- [e-Recording](#) information.
- Search and Index [Guidelines](#).
- Recording [District History](#), and [Miscellaneous District Facts](#).

Notice:
Recorded and/or filed documents and ALL information contained within those instruments become the permanent public record and are available for public viewing and/or purchase.

The following types of searches are available:

Name Search	Plat Search
Date Search	Survey Search
Document Number Search	MTRS Search
Document Type Search	Subdivision Name Search
Book and Page Search	Subdivision Name - No Plat Number
Historic Book Search	Document Input & Unverified Status

A tip: occasionally you may be able to locate documents on this website doing a search by Meridian, Township, Range and Section search, but many property documents are indexed by plat or survey so you may not find the document you are looking for by doing an MTRS search.

Although it can be time-consuming, it is common to also research land records by name. Often, there can be different ways a name is spelled and a long history of documents. For example, let’s say you are trying to find a site control document between the White Mountain Native Corporation and the City of White Mountain for the heavy equipment building. If you search by name for “White Mountain Native Corporation”, here is what you see:

The screenshot shows the Alaska Department of Natural Resources Recorder's Office website. The header includes the department logo and name, a search bar, and navigation links. The main content area displays search filters and a list of results under the heading 'Recorder's Office - Search by Name'. A yellow notice box provides information about UCC Central filings. The search results list includes two entries for 'WHITE MOUNTAIN NATIVE CORPORATION'.

Alaska Department of Natural Resources
RECORDER'S OFFICE
 Search Natural Resources Intra

RO HOME UCC HOME RECORDING INFO DISTRICT INFO SEARCHES FAQs CLOSURES/NOTICES CONTACT US

State of Alaska /Natural Resources /Recorder's Office

Name Search Document Number Search Plat Search More Search Types ▾ Doc. Input/Unverified Status

Recorder's Office - Search by Name

NOTICE: A Name Search may not retrieve all records associated with UCC Central filings made after July 1, 2001. To ensure all related UCC filings are accounted for, enter the file number of each initial financing statement under a Document Number search, and click on the Associated Document link to see all related records.

Selected District: ALL - ALL Recording Districts
Starting Name: WHITE MOUNTAIN NATIVE CORPORATION

NAMES

- WHITE MOUNTAIN NATIVE CORPORATION
- [WHITE MOUNTAIN NATIVE STORE](#)
- WHITE MOUNTAIN NATIVE VILLAGE OF
- WHITE MOUNTAIN NATVE CORPORATION
- [WHITE MOUNTAIN NO 1](#)

In this case you can see two entries for White Mountain Native Corporation (WMNC). If you click on the first entry, you see over 50 recorded documents and if you click on the second WMNC entry, you find 1 recorded document. After reading all of these documents, you discover it is not possible to find a lease, deed or other type of site control document between the WMNC and the City for the heavy equipment building. By not finding a document, it means the land is still owned by White Mountain Native Corporation. In order for the city to receive public funds to improve this building, they would need to get a deed or lease from WMNC for this property to show sufficient site control.

To provide an example of how you can search by plat number, below is a view showing a search for Plat 2003-47 within the Cape Nome Recording District.

Name Search Document Number Search Plat Search More Search Types ▾ Doc. Input/Unverified Status

Recorder's Office - Plat Number Search Menu

Select District:
Cape Nome - 201 ▾

Enter Plat:
2003-27

Optional Search Criteria

Lot: Block: Tract: Apartment:

Townsite codes for various townsites and/or additions have been utilized when the survey number is not provided on the document (see link below). For example... Enter JT as the plat number to get to Juneau Townsite documents in Juneau district. See Townsites Codes.

[Plat Search](#)

After selecting the “Plat Search” button, these recorded documents can be found related to Plat 2003-27:

Name Search Document Number Search Plat Search More Search Types ▾ Doc. Input/Unverified Status

Recorder's Office - Documents By A Plat Number

In District: 201 - NOME

Document(s) for Plat: 2003-27

Lot: Block: Tract: Apt/Unit:

DOCUMENT DESC.	DATE RECORDED	INDEX	ADDITIONAL LEGAL	DOCUMENT NUMBER
PLAT	08/28/2003	PL - PLAT		2003-001028-0
STAT QUITCLAIM DEED	03/15/2004	D - DEEDS	DEERING CLINIC LOT	2004-000206-0
STAT QUITCLAIM DEED	05/03/2004	D - DEEDS	DEERING CLINIC LOT	2004-000478-0

All Documents have been displayed

[Back](#)

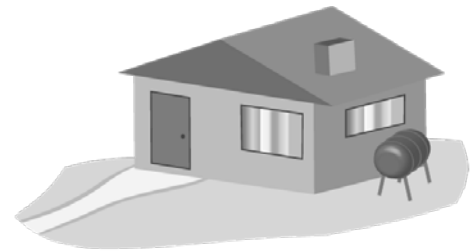
After clicking on both Statutory Quitclaim Deeds, you see the first deed transferred the property from NANA Regional Corporation as successor in interest to Deering Ipnatchiak Corporation to the City of Deering with no special conditions or restrictions.

The second deed transferred interest from the City of Deering to Maniilaaq Association. If you click on "Plat", you will see what the actual plat for this property looks like. In this example, the last deed shows Maniilaaq Association has site control for this property, but you may want to include the first deed in with your site control documents to get a quicker site control opinion.

Occasionally, you may not find a U.S. Survey on the Recorder's website. Since U.S. Surveys are surveyed by the federal government, they can also be located within BLM land records. Also, many documents related to Native allotments and restricted townsite lots may not be available on the Recorder's website so you may need to contact BIA's Land Transfer and Record office to get current land ownership information.

Local Offices

There are times when the local knowledge or understanding about land ownership does not match the information at the Recorder's Office. This situation can happen when documents for whatever reason did not get recorded as they should. In this situation, you may need to search local records at the village corporation, city or tribal office to find the property document and record it so that the legal paper trail matches local understanding of land ownership.



When researching title, you may become aware of potential agreements or claims which do not show up yet as a legally recorded document. These agreements or claims can be determined by talking with staff or officials from the local village corporation, city government, or the Municipal Land Trustee (MLT) office if there is no city government. The Municipal Land Trustee holds title to community land in many of the communities which do not have a city government. See Appendix B for contact information for the MLT program.

Here are some other examples of potential claims or conflicts which may need to be researched at the local level:

- An ANCSA 14(c)(3) agreement may be signed and BLM may have surveyed lots and tracts, but the village corporation may not have signed deeds yet, or the city may not have recorded the deeds.
- Individuals and businesses that occupied village corporation land prior to December 18, 1971, are entitled to a claim under Section 14(c)(1) and (2) of ANCSA. You should make sure your site does not conflict with a potential or actual 14(c) claim by contacting the local village corporation, or by contacting the City or MLT office.
- The Federal Townsite Trustee may have issued a deed to the local village corporation who later signed a deed transferring the property to the local city government. If the deed was not recorded, you will need to research the City office for a copy of the original deed.

If the deed is found, the City should record it with the State Recorder's Office. If it was not found, then the Corporation may need to sign a new deed or a confirmatory deed and the City would need to record it to prove they have adequate site control for the property.

- Any use or removal of subsurface resources, including gravel, may require permission from the subsurface owner which should show up within federal records. Often this information can be confirmed by the land manager for the nearby regional Native corporation. Each regional corporation has their own policies related to use of subsurface resources which they own.
- Although many Native allotment owners have received their certificates (patents) from BLM, there are still some pending allotment applications in the State and some which have not been surveyed on the ground. Native allotment applications should appear on the Federal land status records, but if there is local understanding of a Native allotment claim, you can also check with the U.S. Bureau of Indian Affairs (BIA) or the regional non-profit association who may have a contract with BIA to manage realty functions.

Common types of land ownership in rural Alaska

In this section, five common types of property documents will be described – a townsite trustee deed, a BLM Interim Conveyance document (or IC), a BLM patent, a BLM Certificate of Native allotment, and a quitclaim deed.

Example 1. U.S. Townsite Trustee Deed transferring federal townsite lot to a City. Below is a copy of the Trustee Deed from BLM to the City of Toksook Bay, Alaska. Notice it is recorded at Book 50, Page 333, Bethel Recording District (which shows up on the second page). There are no special conditions or restrictions associated with this deed. The legal land description is Lot 6, Block 8, U.S. Survey 5024. (Page 1 of 2)

Grantor's Address:
Bureau of Land Management
222 West 7th Avenue, 413
Anchorage, Alaska 99513

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
ALASKA STATE OFFICE - ANCHORAGE, AK
TRUSTEE DEED

BOOK 50 PAGE 333
After Recording Please
Forward to Grantor

THIS INDENTURE, made this 29th day of March, 1999, in the year of our Lord one thousand nine hundred and eighty-nine, by and between Gail Ozmina, as trustee for the townsite of Toksook Bay, U.S. Survey Number 5024, in the State of Alaska, party of the first part, and City of Toksook Bay of Nelson Island, Toksook Bay 99637, Alaska, part of the second part,

WITNESSETH, That said party of the first part, as such trustee, by virtue of the power vested in and conferred upon him by the terms of section 11 of the Act of Congress approved March 3, 1891 (26 Stat. 1095), and the regulations thereunder and the patent issued to him thereon, and in consideration of the sum of \$100,000.00, the amount of the assessments upon the premises hereinafter described, the receipt of which is hereby acknowledged, by these presents does grant, convey, and confirm unto the said party of the second part and its successors assigns all the following lot or parcels of land situate in the townsite of Toksook Bay, State of Alaska, described as follows, to-wit: Lot Six (6), Block Eight (8), as shown on the official plat of U.S. Survey 5024, Alaska, Toksook Bay Townsite, as accepted by the Chief, Division of Cadastral Survey, for the Director, on May 21, 1975, and located within the Bethel Recording District.

According to the official plat of survey of said townsite, subject to rights and reservations in said patent expressed. To have and to hold the same, together with all and singular the tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining, its successors assigns forever.

IN WITNESS WHEREOF said party of the first part, as trustee, has hereunto set his hand and seal on the day and year first above written.

In the presence of:
Ron C. Baker
James M. Malymick

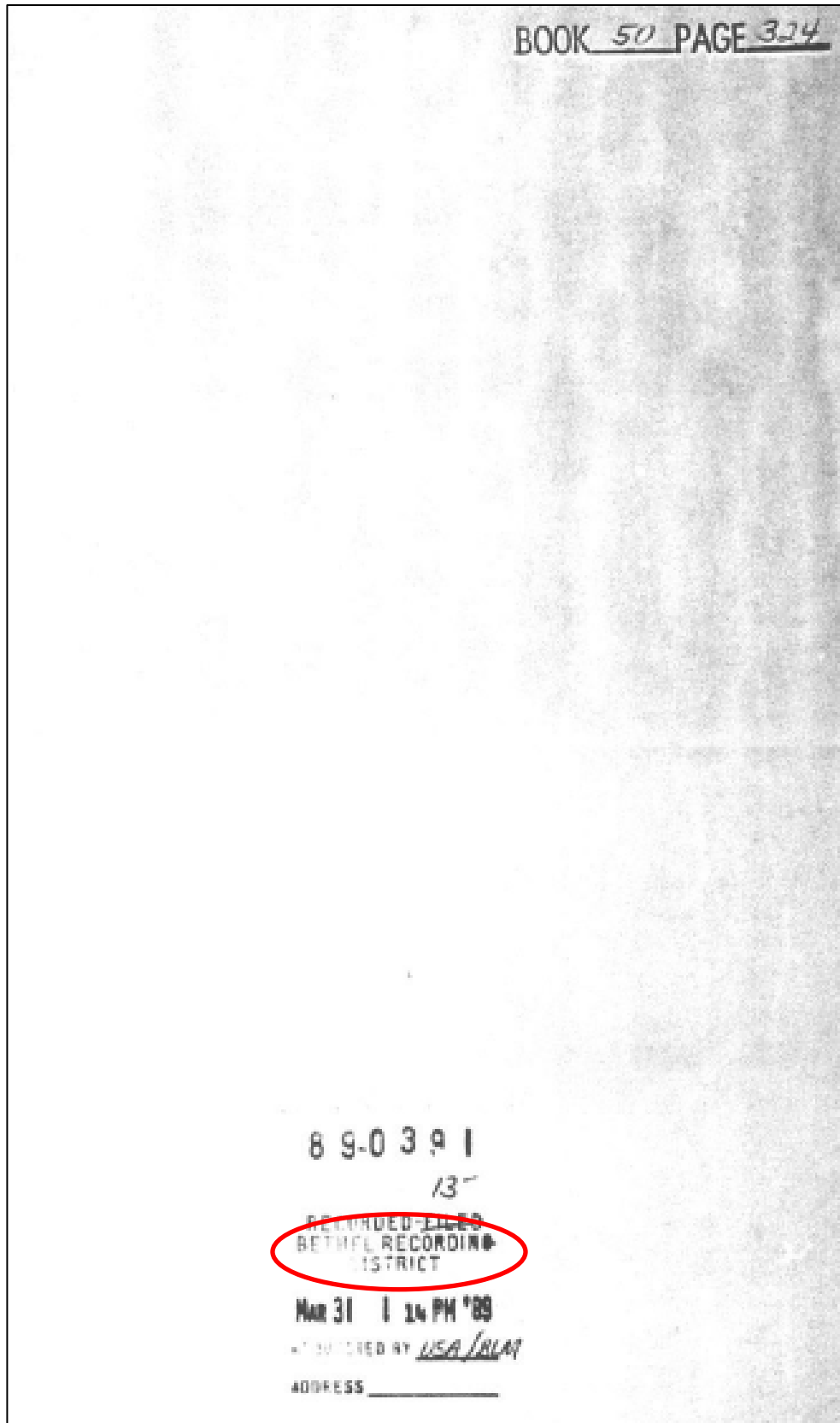
Gail Ozmina
Trustee for the townsite of Toksook Bay, State of Alaska

STATE OF ALASKA:
BE IT REMEMBERED, That on this 29th day of March, A.D. 1999, before me, a Notary Public, came Gail Ozmina, to me personally known to be the trustee of said townsite of Toksook Bay, and the identical person described in, and whose name is affixed to, the foregoing conveyance as grantor, and he acknowledged the execution of the same to be his voluntary act and deed as such trustee, for the uses and purposes therein mentioned.

In TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year first above written.

ORIGINAL
Allan J. Breitzman
Notary Public for Alaska, residing at Anchorage, Alaska
My Commission expires December 17, 1992
AK 2564-21 (Feb. 1984)
(formerly 2560-4)

Example 1. U.S. Townsite Trustee Deed transferring federal townsite lot to a City (page 2 of 2)



Example 2. BLM Interim Conveyance document transferring property to a village corporation (1 of 2). BLM uses interim conveyance documents to initially transfer property to a village corporation before a survey is done, so acreage amounts are estimates. Notice this conveyance includes sections 21, 22 and 27 of Township 23 North, Range 76 West, Seward Meridian, except it excludes three survey areas and the Andreafsky River. Only the surface estate is transferred to this corporation. Also notice there is an easement that goes with this property. If the corporation transferred part of this property to the City, the same easement would still be in place over City property.

F-14830-A

INTERIM CONVEYANCE

WHEREAS

Nerklikmute Native Corporation

is entitled to a conveyance pursuant to Secs. 14(a) and 22(j) of the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1613(a), 1621(j) (Supp. IV, 1980)) of the surface estate in the following described lands:

Seward Meridian, Alaska (Unsurveyed)

T. 23 N., R. 76 W.

Secs. 21 and 22;
Sec. 27, excluding U.S. Survey No. 2984, U.S. Survey No. 5507, U.S. Survey No. 5929, and Andreafsky River.

Containing approximately 1,649 acres.

NOW KNOW YE, that there is, therefore, granted by the UNITED STATES OF AMERICA, unto the above-named corporation the surface estate in the land above described, TO HAVE AND TO HOLD the said estate with all the rights, privileges, immunities, and appurtenances, of whatsoever nature, thereunto belonging, unto the said corporation, its successors and assigns forever.

EXCEPTING AND RESERVING TO THE UNITED STATES from the lands so granted:

1. The subsurface estate therein, and all rights, privileges, immunities, and appurtenances, of whatsoever nature, accruing unto said estate pursuant to the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1613(f)); and
2. Pursuant to Sec. 17(b) of the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1616(b)), the following public easement, referenced by easement identification number (EIN) on the easement map attached to this document, copies of which will be found in case file F-14830-EE, is reserved to the United States. All easements are subject to applicable Federal, State, or Municipal corporation regulation. The following is a listing of uses allowed for each type of easement. Any uses which are not specifically listed are prohibited.
 - 60 Foot Road - The uses allowed on a sixty (60) foot wide road easement are: travel by foot, dogsled, animals, snowmobiles, two- and three-wheel vehicles, track vehicles, four-wheel drive vehicles, automobiles, and trucks.
 - a. (EIN 4 C3, D1) An easement sixty (60) feet in width for an existing road from St. Mary's village in Sec. 26, T. 23 N., R. 76 W., Seward Meridian, westerly to an existing road on State land in Sec. 30, T. 23 N., R. 76 W., Seward Meridian. The uses allowed are those listed above for

Interim Conveyance No. 576

Date DEC 22 1982

Notice this interim conveyance is also subject to the requirements of ANCSA 14(c) which means some of this land could be selected and conveyed to the City as part of their 14(c)(3) conveyance. Until the Corporation and City sign a final agreement, the requirement to address what will be a 14(c) conveyance remains in place.

F-14830-A

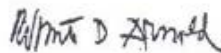
a sixty (60) foot wide road easement. This easement is subject to the State of Alaska's claimed R.S. 2477 right-of-way, if valid.

THE GRANT OF THE ABOVE-DESCRIBED LANDS IS SUBJECT TO:

1. Issuance of a patent after approval and filing by the Bureau of Land Management of the official plat of survey confirming the boundary description and acreage of the lands hereinabove granted;
2. Valid existing rights therein, if any, including but not limited to those created by any lease (including a lease issued under Sec. 6(g) of the Alaska Statehood Act of July 7, 1958 (48 U.S.C. Ch. 2, Sec. 6(g)), contract, permit, right-of-way, or easement, and the right of the lessee, contractee, permittee, or grantee to the complete enjoyment of all rights, privileges, and benefits thereby granted to him. Further, pursuant to Sec. 17(b)(2) of the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1616(b)(2)) (ANCSA), any valid existing right recognized by ANCSA shall continue to have whatever right of access as is now provided for under existing law; and
3. Requirements of Sec. 14(c) of the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1613(c) (Supp. IV, 1980)) that the grantee hereunder convey those portions, if any, of the lands hereinabove granted, as are prescribed in said section.

IN WITNESS WHEREOF, the undersigned authorized officer of the Bureau of Land Management has, in the name of the United States, set his hand and caused the seal of the Bureau to be hereunto affixed on this 22nd day of December, 1982 in Anchorage, Alaska.

UNITED STATES OF AMERICA



Assistant to the State Director
for Conveyance Management

576

Interim Conveyance No. _____

Date _____ DEC 22 1982

Example 3. BLM transferring property to a village corporation by Patent.

The BLM document number for the patent below is 50-82-0123 (82 refers to the year of the document). The legal land description is Lot 2, Block 10, U.S. Survey 5024. The patent does not include the subsurface estate and the patent is subject to ANCSA 14(c)(3) requirements and possibly some "ANCSA 17(b) easements". These easements are sometimes drawn on the DCRA community profile maps, or BLM has topographic quadrangle maps showing the location of any easements in this area.

WHEREAS

Nunakauiak Yupik Corporation

is entitled to a Land Patent pursuant to Sec. 14(a) of the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1613(a)), of the surface estate in the following described lands:

Lot 2 of Block 10, U.S. Survey No. 5024, Alaska, Toksook Bay Townsite located on Nelson Island on the northerly shore of Kangirivvar Bay.

Containing 4,250 square feet.

NOW KNOW YE, that there is, therefore, granted by the UNITED STATES OF AMERICA, unto the above-named corporation the surface estate in the land above described, TO HAVE AND TO HOLD the said estate with all the rights, privileges, immunities and appurtenances, of whatsoever nature, thereunto belonging unto the said corporation, its successors and assigns forever:

EXCEPTING AND RESERVING TO THE UNITED STATES from the lands so granted:

The subsurface estate therein, and all rights, privileges, immunities, and appurtenances, of whatsoever nature, accruing unto said estate pursuant to the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1613(f)).

THE GRANT OF THE ABOVE-DESCRIBED LANDS IS SUBJECT TO:

1. Valid existing rights therein, if any, including but not limited to those created by any lease (including a lease issued under Sec. 6(g) of the Alaska Statehood Act of July 7, 1958 (48 U.S.C. Ch. 2, Sec. 6(g))), contract, permit, right-of-way, or easement, and the right of the lessee, contractee, permittee, or grantee to the complete enjoyment of all rights, privileges, and benefits thereby granted to him. Further, pursuant to Sec. 17(b)(2) of the Alaska Native Claims Settlement Act (ANCSA) of December 18, 1971 (43 U.S.C. 1601, 1616(b)(2)), any valid existing right recognized by ANCSA shall continue to have whatever right of access as is now provided for under existing law; and

Patent Number 50-82-0123

Form 1860-10
(July 1975)

F-14948-A

2. Requirements of Sec. 14(c) of the Alaska Native Claims Settlement Act of December 18, 1971 (43 U.S.C. 1601, 1613(c)), that the grantee hereunder convey those portions, if any, of the lands hereinabove granted, as are prescribed in said section.

IN TESTIMONY WHEREOF, the undersigned authorized officer of the Bureau of Land Management, in accordance with the provisions of the Act of June 17, 1948 (62 Stat. 476), has, in the name of the United States, caused these letters to be made Patent, and the Seal of the Bureau to be hereunto affixed.

[SEAL]

GIVEN under my hand, in ANCHORAGE, ALASKA
the TWENTY-SEVENTH day of AUGUST in the year
of our Lord one thousand nine hundred and EIGHTY-TWO
and of the Independence of the United States the two hundred
and SEVENTH

By *William D. Arnold*
Assistant to the State Director
for Conveyance Management

Patent Number 50-82-0123

Example 4. BLM issuing a Certificate to an individual as a Native allotment . The BLM document number for the Native allotment certificate below is 50-95-0360. The legal land description is Lot 6, U.S. Survey 10812, Alaska. Notice the document is recorded at Book 9, Page 111, Ft. Gibbon Recording District. The numbers "989 3791" is how the document is recorded with BIA.

F-1058	BOOK 0009 PAGE 111
Ft. Gibbon Recording District	989 3791
 UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT ALASKA STATE OFFICE 222 WEST SEVENTH AVENUE, #13 ANCHORAGE, ALASKA 99513-7599 NATIVE ALLOTMENT Anna G. Barker General Delivery, Tanana, Alaska 99777 IT IS HEREBY CERTIFIED That, the application F-1058, filed pursuant to the Act of May 17, 1906, as amended, 43 U.S.C. 270-1 to 270-3 (1970), repealed with a savings provision by 43 U.S.C. 1617(a) (1988), has been approved pursuant to that Act for the following described land: <u>Lot 6, U.S. Survey No. 10812, Alaska, situated on the right bank of the Yukon River approximately 1 mile northeasterly of the village of Tanana, Alaska, within surveyed Township 4 North, Range 22 West, Fairbanks Meridian, Alaska.</u> Containing 44.96 acres, as shown on the plat of survey officially filed on January 21, 1995. Therefore, let it be known that, pursuant to the Act of May 17, 1906, as amended, the land above-described shall be deemed the homestead of the allottee and her heirs in perpetuity, and shall be inalienable and nontaxable until otherwise provided by Congress or until the Secretary of the Interior or his delegate, pursuant to the provisions of the Act of May 17, 1906, as amended, approves a deed of conveyance vesting in the purchaser a complete title to the land.	
 Certificate No. 50-95-0360	

Also notice the property has one condition on the title -- a 15-foot wide easement for the Ft. Gibbon-Koyukuk Trail.

BOOK 0009 PAGE 112

F-1058

EXCEPTING AND RESERVING TO THE UNITED STATES, a right-of-way thereon for ditches or canals constructed by the authority of the United States. Act of August 30, 1890, 43 U.S.C. 945 (1988).

THE GRANT OF THE ABOVE DESCRIBED LAND IS SUBJECT TO the continued right of public access along the non-exclusive use of the Fort Gibbon-Koyukuk Trail not to exceed fifteen (15) feet in width.



James F. Moore
James F. Moore
Acting Chief, Branch of Northern Adjudication

Dated at ANCHORAGE, ALASKA

on JULY 18 1995

RECORDED
ALASKA TITLE SERVICES CENTER
95 JUL 24 PM 1:48
BUREAU OF LAND MANAGEMENT
JUNEAU MAIN OFFICE
989 3791

Return to: Tanana Tribal Council
PO Box 130
Tanana, Alaska 99777

Certificate No. 50-95-0360

95-163
RECORDED - FILED 18
REC. DIST. Ft. Gibbon
DATE 9-13 1995
TIME 11:35 AM
Requested by Tanana
Native Council

Example 5. Quitclaim deed by a village corporation transferring property to a City as part of the ANCSA 14(c)(3) conveyances. The State Recorder's document number is 2007-000005-0, Ft. Gibbon Recording District. The legal description is "Tracts A, B, and C, Plat 2005-1, Ft. Gibbon Recording District". There are no special restrictions or conditions within this deed.

2007-000005-0
Recording Dist: 417 - Ft. Gibbon
3/13/2007 12:33 PM Pages: 1 of 2

A
L
A
S
K
A

AFTER RECORDING, RETURN TO:
K'oyitl'ots'ina, Limited
1603 College Road
Fairbanks, AK 99709

CC
Ft. Gibbons Recording District

QUIT CLAIM DEED

The Grantor, **K'OYITL'OTS'INA, LIMITED**, an Alaska Native Village corporation organized under the laws of the State of Alaska pursuant to the terms of the Alaska Native Claims Settlement Act ("ANCSA"), whose address is, 1603 College Road, Fairbanks, AK 99709, conveys and quit claims, according to the provisions of the ANCSA, Section 14(c) to **CITY OF HUGHES**,

Grantee, whose address is: **P.O. BOX 45010 HUGHES, AK 99745**

all interest which it has, if any, in the following described real estate:

Tracts A, B and C of ALASKA NATIVE CLAIMS SETTLEMENT ACT (ANCSA) SECTION 14(C), TRACTS A THROUGH C, LOTS 1-27, P.L. 92-203 (85 STAT. 688, 702, 703), according to the plat filed March 9, 2005 as Plat No. 2005-1; Records of the Ft. Gibbons Recording District, Fourth Judicial District, State of Alaska.

Dated this 4th day of June, 2005.


K'OYITL'OTS'INA, LIMITED

Esther McCarty
By: Esther McCarty, President

STATE OF ALASKA)
) ss.
FOURTH JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 4th day of June 2005, by Esther McCarty, President, of K'oyitl'ots'ina, Limited, an Alaska corporation, on behalf of the corporation.

Delores Huffman
Notary Public in and for Alaska
My Commission Expires: April 21, 2009

 **COPY**

APPENDIX F – DETERMINING SUFFICIENT SITE CONTROL

Project Description

Maps or drawings should show the whole 'footprint' of the project

Provide details about what type of construction and project activities will occur at each location

Legal Description

Helps to have a legal description, such as lot, block, tract, plat or survey number

A good map is as important as a legal description. A legal description can be misread but a good map is easy to read.

Map of Project

Shows all areas affected by project

Provides reference information so anybody can figure out the location

Two good sources for base maps -- DCRA community maps or DNR Alaska Mapper

Title Documents

Research entire history of title to describe how much interest one has in the property

Maps and project description are used to research title on BLM and DNR websites

Research provides proof of recorded title documents

Site Control Documents

Must have a legal description which covers all the areas of the project. Map recommended.

Applicant must have sufficient interest in property. Chain of title:
- must flow well from one person to the next
- shows how much interest was transferred, or if there are restrictions

Final document must provide sufficient property interest for the type of project. For example, an easement is good if building utility lines, but a deed or long-term lease is better if constructing buildings



ALASKA

DEPARTMENT OF
COMMERCE,
COMMUNITY,
AND ECONOMIC
DEVELOPMENT

**DIVISION OF COMMUNITY
AND REGIONAL AFFAIRS**