



Haines Borough

Planning and Zoning
 103 Third Ave. S., Haines, Alaska, 99827
 Telephone: (907) 766-2231 Fax: (907) 766-2716

APPLICATION FOR TEMPORARY RESIDENCE PERMIT

Permit#: _____

Date: _____

I. Property Owner		Contractor (If Any)	
Name:		Name:	
Mailing Address:		Mailing Address:	
Contact Phone: Day Night		Contact Phone: Day Night	
Fax:		Fax:	
E-mail:		E-mail:	

II. Property Information	
Size of Property:	
Property Tax #:	
Street Address:	
Legal Description: Lot (s) _____ Block _____ Subdivision _____	
OR Parcel/Tract _____ Section _____ Township _____ Range _____	
Zoning: Waterfront <input type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Significant Structures Area <input type="checkbox"/> Rural Mixed Use <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Waterfront Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input type="checkbox"/>	

III. Description of Work		
<u>Type of Application</u> (Check all that apply) <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile Home <input type="checkbox"/> RV <input type="checkbox"/> Other _____	<u>Water Supply</u> Existing or Proposed <input type="checkbox"/> None <input type="checkbox"/> Community well <input type="checkbox"/> Private well <input type="checkbox"/> Public Water System <input type="checkbox"/> Other _____	<u>Sewage Disposal</u> Existing or Proposed <input type="checkbox"/> None <input type="checkbox"/> Septic Tank <input type="checkbox"/> Holding Tank <input type="checkbox"/> Public Sewer System <input type="checkbox"/> Pit Privy <input type="checkbox"/> Other _____
Valuation of Work:		
Written Explanation:		

Attach the following documents to the permit application:

- Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

IV. FEE

A non-refundable fee of \$50 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

NOTICE

Per HBC 18.60.020, temporary residence permits may be granted for a period of one year. One six-month extension of the temporary residence/trailer permit may be granted by the Planning Commission as long as the developer is complying with all requirements. Any temporary residence, trailer, recreational vehicle or mobile home being occupied by a person must be connected to public water and sewer and may be required to connect to the local electrical service. Garbage disposal facilities are required. A minimum of one off-street parking space will be required for a temporary residence. The area surrounding of the temporary residence/trailer shall be kept in a clean and sanitary condition.

IV. CERTIFICATION

I hereby certify that I am the owner or duly authorized owner's agent, that I have read this application and that all information is correct. I further certify that I have read, understand and will comply with all of the provisions and permit requirements outlined hereon. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property. All contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. **I am aware that if I begin construction prior to receiving permit approval, I will be assessed a \$250.00 "After-the-Fact" fee.**

Owner or Agent

Date

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or owner's agents to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

Office Use Only Below This Line

Applicant Notified Application is Complete and Accepted _____
(Date) (Notified via) (Initials)

Non-Refundable Building Permit Fee \$ _____ Receipt No. _____ Received By: _____ Date: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Information/Documentation</th> </tr> <tr> <th style="text-align: left;">Req'd</th> <th style="text-align: left;">Rec'd</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> State Fire Marshal</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> State DEC</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Variance/Conditional Use Permit</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Sign Permit</td> </tr> </table>	Information/Documentation		Req'd	Rec'd	<input type="checkbox"/>	<input type="checkbox"/> State Fire Marshal	<input type="checkbox"/>	<input type="checkbox"/> State DEC	<input type="checkbox"/>	<input type="checkbox"/> Variance/Conditional Use Permit	<input type="checkbox"/>	<input type="checkbox"/> Sign Permit
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Zoning	Bldg. Height	Lot Coverage %	Const. Type	Occupancy	# Stories
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This application meets all applicable Borough policies and a permit is issued with the following special requirements:

Borough Manager	Date
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Notice of Right to Appeal: All decisions of the Borough Manager are appealable per HBC 18.30.050
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ATTACHMENT A

SITE PLAN REQUIREMENTS

1. Drawing showing dimensions, including elevations, of lot on which activity/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, including widths.
3. Existing buildings/structures on the property, their location, dimension and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
4. Proposed construction—including location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
5. Existing and proposed non-building improvements, including surface water drainage plan, driveway placement, culvert(s), off street parking (location and dimensions), on-site water and/or wastewater handling systems.
6. Shore lines, steep slopes, or other evidence of natural hazards.
7. If zero lot line construction proposed, show plan for handling snowdrop onto adjoining properties.

It is strongly recommended that an as-built survey be performed prior to submittal of the application.