Haines Borough

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

APPLICATION FOR CONDITIONAL USE PERMIT

Permit#: _____
Date: _____

Use this form for use approval by the Planning Commission for conditional uses.

I. Property Owner/Agent	Owner's Contractor(If Any)
Name:	Name:
	Haines Borough Business License #:
Mailing Address:	Alaska Business License #:
	Contractor's License #:
Contact Phone: Day Night	Mailing Address:
	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_____ [Attach additional page if necessary.]
Zoning: ☐Waterfront ☐Single Residential ☐Rural Residential ☐Significant Structures Area ☐Rural Mixed Use ☐Multiple Residential ☐Heavy Industrial ☐Waterfront Industrial ☐Commercial ☐Industrial Light Commercial ☐Recreational ☐Mud Bay Zoning District ☐Lutak Zoning District ☐General Use

III. Description of Work			
Type of Application (Check all that apply) ☐Residential ☐Commercial _____sq. ft. _____seating capacity if eating/drinking establishment ☐Industrial ☐Church ☐Other _____	**Project Description** (Check all that apply) ☐Single Family Dwelling ☐Change of Use ☐Multi-Family Dwelling Total # of Units _____ ☐Cabin ☐Addition ☐Accessory Structure ☐Other _____	**Water Supply** Existing or Proposed ☐None ☐Community well ☐Private well ☐Borough Water System ☐Other _____	**Sewage Disposal** Existing or Proposed ☐None ☐Septic Tank ☐Holding Tank ☐Borough Sewer System ☐Pit Privy ☐Other _____

Valuation of Work:
Current use of adjacent properties:
Attach the following documents to the permit application: ☐Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

PREAPPLICATION *(Required)* Pre-application Conference Date: _____

Prior to submission of an application, the developer shall meet with the manager for the purpose of discussing the site, the proposed development and the conditional use permit procedure. The manager shall discuss these matters with the developer with special attention to policies and approval criteria that may pose problems or constraints on the site or the proposed development activity and policies or approval criteria that may create opportunities for the developer.

APPLICATION

Please provide a written narrative explaining how your project will meet the following requirements. You may use the space provided on this form or attach your answers. A variance may only be granted if the Planning Commission finds that these six standards are met.

1. The use is so located on the site as to avoid undue noise and other nuisances and dangers.

Describe what safeguards are being provided (i.e. setbacks or buffers) to meet the condition.

2. Explain how the development of the use is such that the value of the adjoining property will not be significantly impaired.

3. Explain how the size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use.

4. Describe how or why the specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses.

5. Explain how the granting of the conditional use will not be harmful to the public safety, health or welfare.

6. Describe the safeguards that will be provided so that the use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams.

IV. FEE

A non-refundable fee of $150 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

NOTICE

Per HBC 18.50.040, Comments received from property owners impacted by the proposed development will be considered and given their due weight. Additionally, the Planning Commission may impose one or more of the following conditions:

1. Development Schedule. The conditions may place a reasonable time limit on construction activity associated with the development, or any portion thereof, to minimize construction-related disruption to traffic and neighbors, to ensure that lots are not sold prior to substantial completion of required public improvements, or to implement other requirements.
2. Use. The conditions may restrict the use of the development to specific uses indicated in the approval.
3. Owner's Association. The conditions may require that if a developer, homeowner or merchant association is necessary or desirable to hold or maintain common property, that it be created prior to occupancy.
4. Dedications. The conditions may require conveyances of title, licenses, easements or other property interests to the public, to public utilities, or to the homeowners association. The conditions may require construction of public utilities or improvements to public standards and then dedication of public facilities to serve the development and the public.
5. Construction Guarantees. The conditions may require the posting of a bond or other surety or collateral (which may provide for partial releases) to ensure satisfactory completion of all improvements required by the commission.
6. Commitment Letter. The conditions may require a letter from a utility company or public agency legally committing it to serve the development if such service is required by the commission.
7. Covenants. The conditions may require the recording of covenants or other instruments satisfactory to the borough as necessary to ensure permit compliance by future owners or occupants.
8. Design. The conditions may require the adoption of design standards specific to the use and site.

V. 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 and that the use will comply with all required conditions and specifications, will be located where proposed and when developed, will be operated according to the plan as submitted. 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

<table>
<tr><td colspan="6">☐Applicant Notified Application is Complete and Accepted_____
(Date) (Notified via) (Initials)</td></tr>
<tr><td colspan="3">Non-Refundable Permit Fee $_____

Receipt No. _____

Received By:_____

Date:_____</td><td colspan="3">Information/Documentation
Req'd Rec'd
☐ ☐State Fire Marshal
☐ ☐State DEC
☐ ☐Variance/Conditional Use Permit
☐ ☐Sign Permit</td></tr>
<tr><td>Zoning</td><td>Bldg. Height</td><td>Lot Coverage %</td><td>Const. Type</td><td>Occupancy</td><td># Stories</td></tr>
<tr><td colspan="6">This application meets all applicable Borough policies and a permit is issued, conditional on the substantial completion of construction within two years and the following special requirements:</td></tr>
<tr><td colspan="3">Planning Commission Chair:</td><td colspan="3">Date:</td></tr>
</table>

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.