



Haines Borough Planning and Zoning  
 103 Third Ave. S., Haines, Alaska, 99827 Telephone:  
 (907) 766-6401 \* Fax: (907) 766-2716

**Construction Declaration Form**

- Per HBC 18.30.010(A)(2)(c), Construction Declaration. **New construction outside of the townsite service area that exceeds \$5,000 in assessed value or 500 square feet** must be declared on a construction declaration form and filed with the borough assessor per HBC 3.72.070. Failure to file a construction declaration prior to commencement of construction shall result in penalties equal to the townsite service area after-the-fact penalties.
- Setback regulations vary in different planning/zoning districts. For more information, please see the attached information sheet. The Borough staff may do a site inspection to determine that the building site is not within the setbacks. It is important that the applicant follows the regulations for the area of the Borough in which the proposed building project is located. Please be aware that if the project does not meet the setback requirements, the applicant may be assessed a penalty fee, as per HBC 18.30.070.

**NOTICE: PLEASE READ AND INITIAL BELOW**

**If construction is not substantially completed within 2 years, a new construction declaration needs to be submitted. Property will be inspected late in the year to calculate %complete & valuation of improvements, \_\_\_\_\_ Initial, please**

I. Owner/Authorized Representative		Owner's Contractor(If Any)	
Name:		Name:	
		Haines Borough Business License #:	
Mailing Address:		Alaska Business License #:	
		Contractor's License #:	
Contact Phone:		Mailing Address:	
		Contact Phone:	
Fax:		Fax:	
E-mail:		E-mail:	

**II. Property Information**

Property Tax ID #:

Size of Property:

Legal Description: Lot (s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

**OR**  
 Parcel/Tract \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Zoning: Mud Bay Planning/Zoning District      Lutak Inlet Planning/Zoning District      General Use

**III. Description of Work**

<p><b>Type of Project:</b>          (Check all that apply)  <input type="radio"/>Residential  <input type="radio"/>Commercial (Do you need a business license?)  <input type="radio"/>Industrial  <input type="radio"/>Church  <input type="radio"/>Other _____</p>	<p><b>Brief Project Description: Include an attached sketch detailing building dimension, type, &amp; use.</b></p>
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Residential-Type of structure (circle one): Custom home, timberframe, log, manufactured home, mobile, steel stud, or other _____	Outbuilding-Type of structure (circle one): wood shed, storage, shop, garage/carport, guest house, or other _____
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Estimate cost of work: \_\_\_\_\_  
 Estimate date of Construction: \_\_\_\_\_ **(must be within two years of date of submission)**

IV. CERTIFICATION

I hereby certify that I am the owner or authorized representative of the property described above and that I file a construction declaration form in conformance with all of the provisions in the Haines Borough Code. I understand that 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.

\_\_\_\_\_  
Signature (Representatives must provide written proof of authorization)

\_\_\_\_\_  
Date

PROVISIONS: The applicant is advised that the submittal of this construction declaration form will not relieve responsibility of the owner or authorized representative 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.

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**Office Use Only Below This Line**

Received By: \_\_\_\_\_

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

**INCOMPLETE CONSTRUCTION DECLARATIONS WILL NOT BE ACCEPTED**

**Construction Declaration Information Sheet**

❖ Mud Bay Rural Residential Zone

Zoning Regulations - Uses by Right: One single family dwelling per lot. Accessory uses include accessory buildings, cottage industries and a guest house. **Uses allowed with a conditional use permit:** public parks, public recreation sites, nonprofit camps, schools, fire stations, lodges, commercial or public radio and television transmitters and towers, public utility facilities, commercial enterprise, cemetery, vacation rentals. **Heliports are prohibited.**

Setbacks - Structures shall be located no less than 25 feet from the nearest lot line, and right-of-way line, with Chilkat State Park Road being exempt from the right-of-way setbacks; structures shall be located no less than 25 feet, measured from the top of the nearest stream bank, from any stream or watercourse used to provide domestic water, and from all anadromous fish streams.

❖ Lutak Inlet Rural Residential Zone

Zoning Regulations - Uses by Right: One single family dwelling per lot; guest houses and cottage, industry and domestic log milling. Accessory uses include wood sheds, greenhouses, smokehouses, tool sheds, steam baths, saunas, workshops, garages and structures for housing animals and fowl. **Uses allowed with a conditional use permit:** churches, schools, lodging houses, public parks, recreation sites, public utility facilities, fire stations, community halls, governmental buildings, rentals, sales, professional services, fish hatchery, commercial agriculture, commercial logging, campgrounds, cemetery and vacation rentals. **All other uses are prohibited.**

Setbacks - Structures shall be located no closer than 10 feet from all property lines except for properties located along the Lutak Spur road (from the Chilkoot River Bridge to the end of the road) where there will be no minimum setback along the road front right-of-way. Setbacks will apply for all other property lines along the Lutak Spur road. Also, the building height standard is 35 feet maximum height from the plane of the mean building grade.

❖ General Use Planning/Zoning District

Zoning regulations - There are no prohibited uses in this district. **Uses allowed with a conditional use permit:** landfills, commercial power plants, cemeteries, heliports and hazardous materials storage facilities.

Setbacks - Structures shall be located no less than 20 feet from street lot lines, 10 feet from other lot lines for all uses in this district.

**REMINDER: Did you sign your application? Did you initial the notice?**