



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

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: Day Night	Mailing Address:		
	Contact Phone: Day Night		
Fax:	Fax:		
E-mail:	E-mail:		
II. Property Information			
Property Tax ID #:			
Size of Property:			
Site Street Address: (If Any)			
Legal Description: Lot (s)_____ Block_____ Subdivision_____			
OR			
Parcel/Tract_____ Section_____ Township_____ Range_____			
Zoning: <input type="checkbox"/> 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"/> Mud Bay Zoning District			
<input type="checkbox"/> Lutak Zoning District <input type="checkbox"/> General Use			
III. Description of Work			
Type of Application	Water Supply	Sewage Disposal	
<input type="checkbox"/> Trailer	Existing or Proposed	Existing or Proposed	
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> None	<input type="checkbox"/> None	
<input type="checkbox"/> RV	<input type="checkbox"/> Community well	<input type="checkbox"/> Septic Tank	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Private well	<input type="checkbox"/> Holding Tank	
	<input type="checkbox"/> Public Water System	<input type="checkbox"/> Public Sewer System	
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Pit Privy	
		<input type="checkbox"/> Composting Toilet	
		<input type="checkbox"/> Other _____	
Estimate Cost of Work:			
Land Use Requested For: (Describe the project, and use additional sheets if necessary)			
Required Attachments:			
<input type="checkbox"/> Completed Application Form			
<input type="checkbox"/> Site plan (see Attachment A) showing lot lines, building dimensions, setbacks, streets, etc.			
<input type="checkbox"/> \$50 Non-Refundable Fee (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 authorized representative of the property described above and that I petition for a temporary residence permit in conformance with all of the provisions in the Haines Borough Code. 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. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the proposed use. I also 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. **I am aware that if I begin work prior to receiving permit approval, I may be assessed a penalty fee, as per HBC 18.30.070.**

Signature (Representatives must provide written proof of authorization) _____
Date

PROVISIONS: The applicant is advised that issuance of this permit 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.

Office Use Only Below This Line

Non-Refundable Application Fee \$ _____ Payment Method: _____ Receipt #: _____ Received By: _____ Date: _____	If Application is Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Notified Via: _____ Notified By: _____ Date: _____
If application is approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Approved By: _____ Borough Manager/P&Z Tech/Designee Permit ID #: _____ Permit Issued Date: _____	If no, Denied By: _____ Borough Manager/P&Z Tech/Designee Date: _____

Notice of Right to Appeal: All decisions of the Borough Officials 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.