

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- Completed General Application form
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Floor Plan for all structures and showing use of those structures
- Proof of filing fee payment
- Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)
- Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

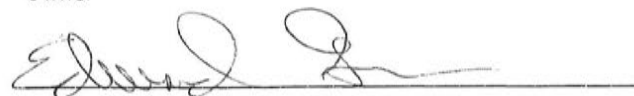
CERTIFICATION: I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.



 Owner

3/6/2026

 Date



 Owner

03/07/2026

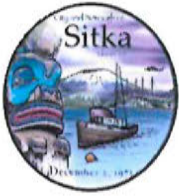
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 Applicant (If different than owner)

 Date

Gassman	3/6/2026	719 Lake Street
Last Name	Date Submitted	Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
CONDITIONAL USE PERMIT

APPLICATION FOR SHORT-TERM RENTALS AND B&B'S

CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) *(Please address each item in regard to your proposal)*

- Hours of operation & quiet hours: We will operate a VRBO/Air B&B. Hours would be Sunday-Saturday 24 hours a day. Quiet hours would be 10 pm - 5 am daily.
- Number of guests: 6 maximum. There are 2 bedrooms (4 guests) and we would allow 2 in the living room.
- Location along a major or collector street: Lake Street (on the lake side).
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: There wouldn't be any additional vehicle traffic generated. If used as a long term rental we would authorize 2 cars and have in the past. We would say 2 cars max for short term rental.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Clients would need to go on Lake Street (a residential area) to access the VRBO. They wouldn't have to use substandard streets or have to cut through traffic.
- Effects on vehicular and pedestrian safety: None, we had renters downstairs so having this won't have any additional effect.
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Police, Fire and EMS are able to respond to emergency calls on the site.
- Describe the parking plan & layout: We having a parking lot to the North of our house, we would have one vehicle park there and one of front of the house.
- Proposed signage: Lakeside VRBO (or whatever business name we finalize) would be put on or in front of the house so they could find us easily.

Gassman

3/6/2026

719 Lake Street

Last Name

Date Submitted

Project Address

- Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:

No proposed buffers will be put up, in front of the house there is a natural barrier of trees in the front yard.

- Amount of noise to be generated and its impacts on neighbors: No additional noise will be generated. Our welcome/rules book will specify quiet hours.

- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc):

We will have a separate trash can for the VRBO, there will not be any odors. We will install a ring or blink security camera to monitor coming and going. We will use a key pad entry system and give a code to the guests and remove their code when their rental time has expired. We will arrange for thorough cleaning after each guest has departed.

Further on trash, they will be instructed where to put garbage especially in summer months - they will use the shed.

- Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)

The owners live in the upper part of the duplex. There will be instructions that there are to be no parties as rules. That language will be prominent in the advertisements as the guests are looking to submit to rent as well on the VRBO and Air B&B pages.

