



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐ VARIANCE☐ CONDITIONAL USE☐ ZONING AMENDMENT☒ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: State of Alaska Tidelands Lease Expansion - AKDNR Require
sign off on final plat by platting authority

PROPERTY INFORMATION:

CURRENT ZONING: Commerical PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): Commercial Dock PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: State of Alaska Department of Natural Resources

PROPERTY OWNER ADDRESS: 550 W. 7th Ave, Suite 1360 Anchorage, AK 99501-3557

STREET ADDRESS OF PROPERTY: 4513 Halibut Point Road

APPLICANT'S NAME: Halibut Point Marine Services

MAILING ADDRESS: PO Box 718 - Sitka, AK 99835

EMAIL ADDRESS: chris@halibutpointmarine.com DAYTIME PHONE: 907-738-9011

McGraw

8-5-2025

4513 Halibut Point Road

Last Name

Date Submitted

Project Address

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

Date

Owner

Date

I certify 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.



Applicant (If different than owner)

8-5-2025

Date

McGraw

8-5-2025

4513 Halibut Point Road

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM PLAT APPLICATION

APPLICATION FOR

- ☐ MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
☐ MINOR SUBDIVISION/HYBRID SUBDIVISION
☒ SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
☐ BOUNDARY LINE ADJUSTMENT

ANALYSIS: (Please address each item in regard to your proposal)

- SITE/DIMENSIONS/TOPOGRAPHY: Submerged Tidelands

- EXISTING UTILITIES AND UTILITY ROUTES: None

- PROPOSED UTILITIES AND UTILITY ROUTES: None

- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY: None

- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS: None

- PUBLIC HEALTH, SAFETY, AND WELFARE: None

- ACCESS TO LIGHT AND AIR: None

McGraw

8-5-2025

4513 Halibut Point Road

Last Name

Date Submitted

Project Address

- ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: _____

- DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:
Existing deep water dock with floating pontoon and 2 mooring dolphins.

- EXISTENCE OF ANY ENCROACHMENTS: NO

- AVAILABILITY OF REQUIRED PARKING: NA

- SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: NA

ANY ADDITIONAL COMMENTS This is for the concurrence by CBS as required by AK DNR for the final plat for a State of Alaska Tidelands Lease. Halibut Point Marine Services received the early entry authorization for this lease in 2020 and the dock structures were built on the submerged lands in 2021



Applicant



Date

McGraw

Last Name

8-5-2025

Date Submitted

4513 Halibut Point Road

Project Address



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

DIVISION OF MINING, LAND & WATER
Survey Section

550 West 7th Avenue, Suite 650
Anchorage, Alaska 99501-3576
Main: 907.269.8523
TTY: 711 or 800-770-8973
Fax: 907.269.8916

PLATTING AUTHORITY PLAT APPROVAL STATUS

Platting Authority: _____

Platting Authority File #: _____

DNR File #: _____

I have reviewed the final plat for _____ and have determined that the plat requires no further correction at this time and is ready for signatures. DNR will be notified if further corrections or additions are required by the platting authority after the final plat mylars have been signed and submitted for approval and recording.

Platting Officer

Date

Comments:
