



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

RECEIVED JUN 27 2018

- 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: We have remodeled our single family dwelling to include a 1 bed/1 bath apartment. It has never been rented. We are asking permission to use it as a short term rental.

PROPERTY INFORMATION:

CURRENT ZONING: PROPOSED ZONING (if applicable): conditional use short term rental
CURRENT LAND USE(S): Single Family dwelling plus apt. PROPOSED LAND USES (if changing): Single Family plus short term rental

APPLICANT INFORMATION:

PROPERTY OWNER: W. Gary & Coralyn M. Oines
PROPERTY OWNER ADDRESS: 2414A Halibut Point Rd.
STREET ADDRESS OF PROPERTY: same
APPLICANT'S NAME: W. Gary & Coralyn M. Oines
MAILING ADDRESS: 2414A Halibut Point Rd.
EMAIL ADDRESS: gcaines@gmail.com DAYTIME PHONE: 747-6732

PROPERTY LEGAL DESCRIPTION:

TAX ID: LOT: Portion E BLOCK: TRACT: 1/2 2 and 3
SUBDIVISION: 3011ar ? US SURVEY: 2749

Oines

Last Name

Date Submitted

2414 Halibut Pt. Rd.

Project Address

REQUIRED 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
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

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.)

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.

W. Gary Oines
Owner

6-27-18
Date

Coralyn M. Oines
Owner

6-27-18
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)

Date

Oines
Last Name

Date Submitted

2414 Halibut Pt. Rd.
Project Address