

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.

Sharon Smith
 Owner

06 APR 2026
 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)

 Date



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: 10-6^{pm} am - quiet hours
- Number of guests: 4
- Location along a major or collector street: 111 WOLFF DRIVE
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: Minimal
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Only one way out
- Effects on vehicular and pedestrian safety: NONE
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Able, WOLFF DRIVE
- Describe the parking plan & layout: Big Gravel drive way
- Proposed signage: NONE

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

Retaining walls all around

- Amount of noise to be generated and its impacts on neighbors: *minimal standard*

living

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

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

strict rules

REQUIRED FINDINGS (SGC 22.30.160(C):

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:

	Initial
a. Be detrimental to the public health, safety, and general welfare;	GS
b. Adversely affect the established character of the surrounding vicinity; nor	GS
c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.	GS
2. The granting of the proposed <u>conditional use permit</u> is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation.	GS
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	GS
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.	GS
5. The <u>conditional use</u> will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.	GS
6. Burden of Proof. The <u>applicant</u> has the burden of proving that the proposed <u>conditional use</u> meets all of the criteria in subsection B of this section.	GS

ANY ADDITIONAL COMMENTS respectfully request to operate
a short term rental /owner occupied only booked and
advertized through AIRBB.

Graham Smith
 Applicant

06 APR 2026
 Date



City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835

PHONE (907) 747-1804 • FAX (907) 747-3158

City and Borough of Sitka Building Department

Fire and Life Safety Inspection of Bed & Breakfasts and Short Term Vacation Rentals

Policy 15-01

Effective Date: January 27, 2015

Purpose: To establish uniform standards for fire and life safety inspections of bed & breakfasts and short term vacation rentals.


Background: As a condition of granting a conditional use permit for bed & breakfasts and short term vacation rentals, the Planning Department requires the applicant receive a fire and life safety inspection from the Building Department. The Building Department does not conduct fire and life safety inspections of single family dwellings; however, when a single family dwelling is used as a commercial establishment providing lodging for paying guests there is a compelling interest for the municipality to ensure the building complies with basic fire and life safety provisions.

Policy: Fire and life safety inspections of bed & breakfasts and short term vacation rentals will include the following:

• IF RENTERS have
ACCESS to LAUNDRY
Room & Facilities
then Dryer Receptacle
must also be GFCI
protected

- Smoke alarms installed in compliance with the International Residential Code (IRC).
- Carbon monoxide alarms installed in compliance with the IRC.
- In residences where there are no existing smoke/CO alarms connected to the electrical system, battery powered alarms will be accepted as an approved alternative.
- Emergency escape and rescue openings in compliance with the IRC are required in sleeping rooms.
- In older residences where emergency escape and rescue openings do not meet the letter of the IRC, the building official shall have the authority to determine if they meet the intent of the IRC, which is to allow occupants to readily self rescue in the event of a fire.
- Residences with windows in sleeping rooms that do not meet the requirements for emergency escape and rescue openings will not be approved.
- Ground fault interrupting receptacles shall be installed in locations as per the National Electrical Code.
- One (2A:10BC) five pound fire extinguisher shall be installed in a location approved by the building official.

Approved:


William A. Stortz, Building Official

1/27/15
Date