



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

- 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:

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VARIANCE

☐

CONDITIONAL USE

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ZONING AMENDMENT

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PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: We are requesting a zoning text change to allow the planning department to issue a conditional use permit for Bulk Retail operations occurring within an industrial zoned building

PROPERTY INFORMATION: N/A

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

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

APPLICANT INFORMATION:

✓ **PROPERTY OWNER:** _____

✓ **PROPERTY OWNER ADDRESS:** _____

✓ **STREET ADDRESS OF PROPERTY:** _____

APPLICANT'S NAME: Jeremy & Savannah Plank

MAILING ADDRESS: 110 Sand Dollar Dr. Sitka, AK 99835

EMAIL ADDRESS: plankj@outlook.com **DAYTIME PHONE:** 425-269-3921

PROPERTY LEGAL DESCRIPTION: N/A

TAX ID: _____ **LOT:** _____ **BLOCK:** _____ **TRACT:** _____

SUBDIVISION: _____ **US SURVEY:** _____

Last Name

Date Submitted

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 **\$100 + tax**

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.

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)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
ZONING AMENDMENT APPLICATION

APPLICATION FOR

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ZONING MAP AMENDMENT

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ZONING TEXT AMENDMENT

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

- NEED/HARDSHIP/JUSTIFICATION FOR PROPOSAL: Due to Sitka's limited size with limited commercial retail, this will open up opportunities and spaces, upon board approval, for new business to try and start new businesses without incurring the high commercial rent.
- PUBLIC BENEFIT OF PROPOSAL: A text change will allow the board to review requests for new business looking for cheaper sites to get started and/or operate. They are still subject to Life's Safety inspections.
- CONSISTENCY WITH COMPREHENSIVE PLAN (Cite Section and Explain): This doesn't change existing plans, but allows the board to hear cases from business owner & approve requests if satisfactory to the board.
- CONSISTENCY WITH PHYSICAL BOUNDARIES (Streets, Major Creeks, etc.): There are no changes from this request.

- DOES NOT RESULT IN SPOT ZONING BECAUSE: W/A - no changes

- PUBLIC HEALTH, SAFETY, AND WELFARE: No impact to public health, safety, or welfare as all premises are still subject to city inspections.

Applicant

Plank

Last Name

Date

1-5-20

Date Submitted

1-5-20

Project Address