



# 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:

☐

VARIANCE

☐

CONDITIONAL USE

☐

ZONING AMENDMENT

☒

PLAT/SUBDIVISION

### BRIEF DESCRIPTION OF REQUEST: Subdivide two parcels at 601 Alice Loop into four parcels with 3 lots used for further multi-family development.

Lot 1 and Lot 2, Dr. Walter Soboleff Subdivision, according to Plat No. 2020-2, Sitka Recording District, First Judicial District, State of Alaska

will be split into Lots 1 and 2A, 2B, and 2C. Lot 1 will continue to house the commercial property while Lots 2A-C will  
be used for future multi-family development projects.

### PROPERTY INFORMATION:

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

CURRENT LAND USE(S): commercial / Undeveloped PROPOSED LAND USES (if changing): commercial / residential

### APPLICANT INFORMATION:

PROPERTY OWNER: Shee Atika Holdings Alice Island, LLC

PROPERTY OWNER ADDRESS: 315 Lincoln Street, Suite 300, Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 601 Alice Loop

APPLICANT'S NAME: Shee Atika Holdings Alice Island, LLC

MAILING ADDRESS: 315 Lincoln Street, suite 300, Sitka, AK 99835

EMAIL ADDRESS: ptarmica@sheeatika.com DAYTIME PHONE: 747-3534

### PROPERTY LEGAL DESCRIPTION:

TAX ID: 92-0045953 LOT: 1 & 2 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: Dr. Walter Soboleff Subdivision US SURVEY: Plat 2020-2

McConnell

Last Name

6/3/2020

Date Submitted

601 Alice Loop

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](mailto: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.

Shee Atika Holdings Alice Island, LLC

Owner


6-2-2020

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

McConnell, COO

Last Name

6-2-2020

Date Submitted

601 Alice Loop

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:** The site is currently flat and ready for utilities and development.  
The site is partially located within a flood plain and we are aware of the development requirements  
as well as the necessity for elevation certificates. We are proposing three parcels for three distinct  
phases of construction. Each parcel will be used for future multi-family development.
- EXISTING UTILITIES AND UTILITY ROUTES:** There are utilities currently water, sewer and power located within Alice  
Loop that can be extended to the site. There is limited adjacent storm sewer serving the site. Access is from Alice Loop.
- PROPOSED UTILITIES AND UTILITY ROUTES:** New 8" sewer main, 6" water main, and power will be extended to  
the site. Storm water will be collected and discharged to marine waters.
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** The site is currently service by 24' wide paved street from Alice Loop  
and 5' wide sidewalks from Alice Loop. New access will also be 24' wide paved surface with sidewalks.
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** No impact.
- PUBLIC HEALTH, SAFETY, AND WELFARE:** Proposed site has very good access for fire prevention and emergency  
responses. It also is very conducive to other forms of public access for visitors.
- ACCESS TO LIGHT AND AIR:** Very good access to light and air.

McConnell

Last Name

6/3/20

Date Submitted

Alice Loop (near 601)

Project Address

- **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** See attached site plan

- **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**

There are no existing structures on the site.

- **EXISTENCE OF ANY ENCROACHMENTS:** There are no encroachments and the planned improvements will meet all zoning setbacks or height requirements.

- **AVAILABILITY OF REQUIRED PARKING:** \_\_\_\_\_

- **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** See attached for proposed access easements.

**ANY ADDITIONAL COMMENTS** \_\_\_\_\_

Shee Atika Holdings Alice Island, LLC

Applicant

6/2/2020

Date

Patricia McConnell

McConnell

Last Name

6/3/2020

Date Submitted

Alice Loop (near 601)

Project Address