

# 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:

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### PROPERTY INFORMATION:

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: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

### PROPERTY LEGAL DESCRIPTION:

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](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.



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  
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:** \_\_\_\_\_  
Combine lot A of the HPM Subdivision with Lot 55 US Survey 3475 into a Single Lot A  
\_\_\_\_\_ of the Marine Subdivision with a total area of 162,723 SF  
\_\_\_\_\_
- **EXISTING UTILITIES AND UTILITY ROUTES:** All existing utilities are already in place on all parcels  
\_\_\_\_\_
- **PROPOSED UTILITIES AND UTILITY ROUTES:** No new utilities are proposed.  
\_\_\_\_\_
- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** Both Lot A HPM Subdivision and Lot 55 had  
Driveways to Halibut Point Road. Both of these driveways will remain.  
\_\_\_\_\_
- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** None, Existing State of Alaska ROW remains  
in place.  
\_\_\_\_\_
- **PUBLIC HEALTH, SAFETY, AND WELFARE:** None  
\_\_\_\_\_
- **ACCESS TO LIGHT AND AIR:** Should not effect access to light and air.  
\_\_\_\_\_


McGraw  
Last Name

7-14-20  
Date Submitted

4513 Halibut Point Road  
Project Address

- **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** Lot line being removed to accomodate  
new structures that will be built for the effcient loading of cruise ship passengers onto shuttles
- **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**  
Existing structures include an existing terminal building. There is no new proposed  
property lines. Future cruise ship passenger related structures are being constructed on Lot A
- **EXISTENCE OF ANY ENCROACHMENTS:** None
- **AVAILABILITY OF REQUIRED PARKING:** Lot 55 is undeveloped and has ample parking.  
No development is currently planned on lot 55
- **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** No proposed easements

**ANY ADDITIONAL COMMENTS**

  
Applicant

7-14-20  
Date

McGraw	7-14-20	4513 Halibut Point Road
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