HAINES BOROUGH **Permit #**

PLANNING AND ZONING/LAND USE PERMIT APPLICATION

[ ] SIGN $25 [ ] LAND USE AND DEVELOPMENT $50 [ ] CHANGE OF USE $50

[ ] VARIANCE/CONDITIONAL USE/PUD $150 [ ] LOT LINE VACATION/ADJUSTMENT PLAT $50

[ ] SHORT PLAT $75 [ ] REZONING/LONG PLAT $200

Land Use Zone: (circle) GU LTK MB I/H I/L/C I/W C W SSA SR MR RR RMU REC

Location of project: Lot_____ Block_____ Subdivision/Tract/Survey _____

Street Address _____ Property tax ID number _____

[ ] Residential Development
[ ] Single Family
[ ] Duplex
[ ] Multi-Family
(# of Units_____)

[ ] Commercial Development
Type of Business_____
If eating or drinking establishment, give maximum seating capacity_____
[ ] Sign(s) How many? _____ (Attach Drawing)
[ ] Fire Marshal Plan Approval (Required)

[ ] If Change of Use: Existing/Proposed Property Use _____

[ ] If Subdivision: New Subdivision Name (must be unique)_____

Estimated Project Value $_____
(To nearest $1,000)

[ ] Development: (Explain)_____

PERMIT REQUIREMENTS:

→ Connect to Public Water and Sewer if available [completed application required]
→ Provide State approval of on-site water and/or septic system if public utilities not available – **permit will not be issued without this approval**
→ Provide proof of legal and physical road access to property
→ Provide plan for drainage, driveway(s), culvert size and placement
→ Provide public access to recreational waters where required
→ Provide adequate off-street parking as required
→ Abide by existing height restrictions and setback requirements
→ Abide by existing minimum lot size requirement
→ In Highland Estates, underground utilities required where available
→ If application for commercial use, written approval from State Fire Marshal's office required **before** Borough permit will be issued
→ If permit is for a sign adjacent to a State Highway, set back a minimum of 60' from center line of the highway or applicant must notify local DOT
→ If located in Historic District, permit processed by Planning Commission

[ ] I hereby request a variance from density, setback, parking or height limitations and have submitted a variance request form, attached hereto.

The information I have given in this application is true and accurate. I have been informed of the above-listed permit requirements and agree to abide by them, all Borough Codes, and all State and Federal regulations, including those regarding wetlands and tidelands. I AM AWARE THAT IF I BEGIN CONSTRUCTION PRIOR TO RECEIVING PERMIT APPROVAL I WILL BE ASSESSED A $250.00 "AFTER-THE-FACT" FEE.

_____ _____
Signature of **Property Owner**(**Required**) **Businesses/Laborers hired (Required)**

_____ _____
Printed Name of Property Owner Owner Name

_____ _____
Mailing Address Mailing Address

_____ _____ _____
Date Submitted Phone No. Phone No.

Revised 8/18/06

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SITE PLAN

Draw your site plan, to scale, on a separate sheet of paper. The site plan must include the following:

1. Drawing showing dimensions of lot on which activity/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, incl. widths.
3. Existing buildings/structures on the property, their location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
4. Proposed construction--including location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
5. Existing and proposed non-building improvements, including surface water drainage plan, driveway placement, culvert(s), off-street parking (location and dimensions), on-site water and/or wastewater handling systems.
6. Shore lines, steep slopes, or other evidence of natural hazards.
7. If commercial structure include all signs planned, with a drawing showing the proposed size, lettering and dimensions, its location on the property, as well as dimensions of building wall on which or adjacent to which each sign will be placed. Maximum of 4 signs per business allowed. (See example.)
8. If variance or conditional use application, provide the names and addresses of all property owners within 200 ft. of your property (see Assessor's office)
9. If zero lot line construction proposed, show plan for handling snowdrop onto adjoining properties.

It is strongly recommended that a survey of the property be performed prior to submittal of the land use permit application and site plan. Setback requirements vary by district -- check with Borough planning staff for setback requirements in your area. Ordinance enforcement as adopted by the Haines Borough Assembly is administered by the Haines Borough Planning Commission. Any violation of permit procedures or of the ordinances enforced by the Commission has both civil and criminal penalties provided by law.

========== OFFICE USE ONLY BELOW THIS LINE ==========

DECISION

This application meets all applicable Borough policies and a permit is issued, conditional on the **substantial completion of construction within two years** and the following special requirements:_____

_____

_____ _____

BOROUGH MANAGER OR PLANNING COMMISSION CHAIR DATE

NON-REFUNDABLE PROCESSING FEES

[ ] $25 - Sign [ ] $50 - Land Use [ ] $50 - Change of Use
[ ] $150 - Development/Conditional/Variance
[ ] $50 - Lot Line Vacation/Adjustment Plat [ ] $75 Short Plat
[ ] $200 - Rezoning/Long Plat
[ ] $250 - Fee for beginning work prior to permit being issued

[ ] Fees paid $_____ Receipt No._____

_____ _____

Fees Received By Date Received