

**Municipality of Skagway
Permit Application for
Development in the**

***Business - Skagway Historical
Zoning District***

This zoning district is for the area of downtown Skagway with special historical significance. It is to allow commercial development whose buildings are in keeping with the architectural character of the historic Gold Rush era.

For City of Skagway Staff to Fill Out

- Application Complete & Accepted for Review _____ Date _____
- Building Permit Needed
- Planning Commission Approval Needed
 - conditional use permit# _____
 - variance permit# _____
- Historic Commission Approval Needed
- State Fire Marshall Approval Needed
- State or Federal permits needed, including Coastal Management Program Consistency Review

The Historic District helps to safeguard the heritage of Skagway by preserving its cultural, social, economic, political and architectural history. For this reason, special regulations are applied to preserve or enhance its unique historic character.

IN ORDER FOR THIS APPLICATION TO BE CONSIDERED COMPLETE AND YOUR PERMIT REVIEW TO BEGIN, SKAGWAY CITY HALL STAFF MUST REVIEW THIS PERMIT APPLICATION AND ENSURE THAT IT HAS BEEN FILLED OUT COMPLETELY AND THAT ALL DRAWINGS, DIAGRAMS AND INFORMATION NEEDED HAVE BEEN SUBMITTED.

Two sets of drawings must accompany your application, one set no larger than 11"x17".
Applications will not be processed until all application fees have been submitted.

Property Owner: Name _____
 Phone & Fax _____
 Mailing Address _____
 Signature _____
 Date _____

Contractor or agents: Name _____
 Phone & Fax _____
 Mailing Address _____
 Who should we contact regarding this permit? _____

Project Location: Lot(s) _____
 Block(s) _____
 Subdivision _____
 Street Address _____
 Other _____

(legal description)

Applicant Proposes to:

- Construct
- Alter
- Enlarge
- Move
- Convert
- Demolish

All or part of:

- Building
- Building Interior
- Building Exterior
- Other _____

Cost of Project: \$_____ *Total cost of construction includes finish work, painting, roofing, electrical, plumbing, heating, air conditioning, fire extinguishing systems and any permanent equipment.*

Description of Work: _____

Planned Completion Date: _____

Statement of General Compliance: I/We hereby certify that the improvement indicated herein will be so constructed as to meet all applicable ordinances and codes as adopted by the City of Skagway.

The applicant warrants the truthfulness of the information in the application.

- *If any information is incorrect the permit may be revoked.*
- *If the permit is issued wrongfully, whether based on misinformation or an improper application of the code, the permit may be revoked.*

Property Owner/Contractor/Agent: _____ DATE _____
(signed)

With this application, you must include
A surveyed plot plan showing the location of all existing or proposed buildings or alterations. The plans must show all property lines, easements, or other property information related to this application.

Building Permit Application Checklist

Unless otherwise noted by City Staff all of these must be included in your plans.

Site Plan

Yes N/A

- North Arrow
- Distances from building to other property lines or other buildings & structures
- Location of fuel tank(s), other ancillary equipment
- Required off-street parking
- Water and sewer lines
- Well and septic system
- Existing and proposed electric meters
- Easement dimensions
- Location of signs

Foundation Plan

Yes N/A

- Outline/size of all foundations including: type, interior bearing walls, piles and pads
- Depth (minimum of 12" below grade)
- All horizontal and vertical reinforcement steel indicating size and placement
- All slab elevation changes
- Ventilation and flow-through openings

Floor Plan

Yes N/A

- Square footage: habitable_____ + non-habitable_____ = total_____
- Exterior walls with dimensions
- Layout for all rooms showing principle dimensions
- Label all rooms (rooms with closets may be considered sleeping rooms and will require emergency egress)
- All plumbing fixtures including water heater and washing machine hook-up
- Door and window sizes, labeling egress windows, all header sizes, door swing
- Changes in floor elevations
- Tempered glass in hazardous locations
- Attic access and dimensions
- All storage areas
- Entry door landings and dimensions
- Interior and exterior stairs w/rise & run and width dimensions, handrails
- All columns and beams with dimensions
- Tenant and/or occupancy separation requirements

Floor Construction Plan

Yes N/A

- Overall dimensions
- Indicate if framing material is a framed joist system or pre-engineered trusses
- Layout, material size, species, grade, spacing, span and connections
- Location of load bearing walls
- Floor type
Slab floor: treated soil, vapor barrier, welded wire mesh and thickness of concrete
Wood floor: connection to foundation floor
insulation: type_____
- R-Value_____
- floor sheathing thickness_____

Exterior Wall Section

Yes N/A

- Finished grade
- Foundation
- Type of wall: masonry, filled cell or wood
- Connection of wall to foundation
- Pressure treated bottom plates, sill seal
- Size of studs & spacing
- Ceiling height
- Sheathing with vapor barrier
- Wall insulation: type_____
- R Value_____
- Exterior wall finishes
- Minimum 6" clearance between wood siding and grade
- required fire rating(s)
- chimneys, crickets, ventilations and flow
- Windows and doors

Elevations (face view)

Yes N/A

- Elevation of each face is required
- Doors, windows, landings, steps, porches,
- Height of roof ridge, overhang and finished grade

Interior Wall Section (load bearing)

Yes N/A

- Foundation – shape, size and steel reinforcement

Fire Safety

Yes N/A

- smoke detectors (minimum of 1 per sleeping room, one in area adjacent to sleeping areas, minimum of 1 per floor) and all interconnected
- fire extinguishers
- flammable liquid storage or transfer use of open flames (fireplace, gas stovetop, etc)

Mechanical, electrical

Yes N/A

- Location & size of service entrance
- Lights, switches, and regular outlets
- Required GFCI & Arc Fault receptacles
- Required lighting and switches
- Location of heating appliances and ducting
- UL cut sheets for all appliances

Yes N/A

- Tenant separation if required
- Size of studs & spacing
- Rafters: label as such with ridge beam, collar ties, species/grade and spacing
- Engineered trusses: label as such, spacing
- ceiling insulation: type _____
R Value _____
- ceiling finish – 24” framing o.c. requires 1/2” ceiling board or 5/8” gypsum board minimum, 1/2” gypsum is ok for 16” o.c.
- Roof sheathing – type, thickness, nailing pattern, nail size
- Underlayment – type & weight drip edge
- Sub-fascia size and material
- Fascia size and material
- Overhang dimension, type of ventilation, location and amount
- Covering – metal, 3-tab, shake, etc. and nail/screw pattern
- Roof slope
- Means of anchoring roof to walls

Specialty Plans

Yes N/A

- Elevated (above 30”) porch, deck and/or balcony details
- Others as required

Roof System

You must check the Use Being Proposed or Altered

1. Permitted Uses

- Banks and offices;
- Hotels;
- Restaurants, not serving alcoholic beverages;
- Theaters and bowling alleys;
- Assembly halls
- Printing establishments;
- Laundries of all types and dry cleaning establishments;
- Funeral parlors
- Retail stores and service shops;
- Fraternal and social organizations
- Post offices;
- Dwelling units.
- Congregate residences as allowed by IBC provided that:
 - (i) Minimum lot size is 5,000 square feet and limited to one building per 5,000 square feet.
 - (ii) A minimum of one (1) parking space for every 3 occupants.
 - (iii) Lot coverage does not exceed 60% for all buildings.
 - (iv) A 6-foot high solid fence shall be required on all lot lines bordering RG lots.

Prohibited Uses In the Business-Historical District Zone

1. All buildings not in keeping with the architectural character of the historic or "Gold Rush" buildings in this zone;
2. Any use or structure not of a character indicated under the permitted principal and accessory uses, or permitted by conditional uses pursuant to subsection B of Section 19.04.060;
3. Automobile repair garages;
4. Service Stations;
5. Kennels;
6. Structures creating greater than 90% lot coverage for a lot 5,000 sq. ft. or larger

Does your proposed project meet the following requirements? *(you must check "yes" or "no")*
Unless otherwise noted, if the answer is no to any of the questions below, you must get a variance from requirements approved by the Planning Commission before you can begin construction.
(Criteria for variances are set out in §19.04.060 A 8).

No variance shall be granted because of special conditions caused by actions of the person seeking relief, or for reasons of pecuniary hardship or inconvenience; nor shall any variance be granted which would permit a land use in a district in which that land use has been prohibited. Variances are intended to provide a mechanism for the relaxation of such standards as minimum lot or yard requirements, setback, or building coverage, when the applicant shows, and the planning commission finds, that the criteria in 19.04.060(A) subsection 8 are met.

- 1. Minimum Building Setback Requirements** N/A Yes No
1. Front yard, no requirements
 2. Side yard, none required, except that there shall be a five foot (5') side yard when windows or doors are in a side wall of a proposed structure.
 3. Rear Yard, five feet (5')

If the answer is no, you must get specific approval for an exemption as part of the planning commission permit review. Criteria for review are found at section 19.04.060.B5.

- 2. Maximum Lot Coverage By All Buildings** N/A Yes No
- Maximum Lot Coverage: Ninety percent (90%)

- 3. Maximum building height shall not exceed 3 stories (35 ft) high** N/A Yes No

If the answer is no, you must get specific approval for an exemption as part of the planning commission permit review. Criteria for review are found at section 19.04.060.C4.

- 4. Parking Requirements** N/A Yes No
- All parking requirements within Section 19.08.020, Provision of Off-Street Parking, including those for industrial and manufacturing establishments, must be followed

5. Visibility at Intersections Must be Assured N/A Yes No

No vehicle shall be parked within twenty feet (20') of any street intersection. To ensure that a vehicle's driver has good visibility at street intersections, on corner lots there shall not be a fence, wall, hedge, or other planting or structure that will impede visibility between a height of two feet six inches (2'6") and eight feet (8') above the centerline grades of the intersecting streets

6. All structures within the Historic District shall comply with the provisions of Chapter 19.10, Historic District Regulations N/A Yes No

7. Signage Requirements in Chapter 19.08.012 A N/A Yes No

There is a separate sign application available at City Hall which must be submitted with your plans.

8. Adequate Landscaping or View Obscuring Screening N/A Yes No

Whenever a proposed development is either adjacent to a residential structure or is on a lot with a lot line in common with a lot in the Residential General (RG) zoning district, there shall be a six foot (6') high solid fence, vegetative barrier, or other view and noise obscuring screen to promote compatibility of land uses and mitigate negative visual impacts. Junk, trash and debris shall be removed.

If you checked "no" to any of the questions listed above, except the building height request, you need a variance permit.

Historic District Commission Review

It shall be the duty of the commission to review all plans for the construction alteration, repair, moving or demolition to structures in the Historic District, and it shall have the power to pass upon such plans before a permit for such activity can be granted. In reviewing the plans, the commission shall give consideration to:

1. The historical or architectural value and significance of the structure and its relationship to the historic value of the surrounding area;
2. The general compatibility of exterior design, arrangement, texture and materials proposed to be used; and
3. Any other factor, including aesthetic, which it deems pertinent.

The Historic District Commission will review plans using three major criteria:

1. design of the building: scale, mass, proportions, height, rhythm and ground plan;
2. architectural details: roofline, exterior cladding, windows, entrances, ornamentation, and interior features which are visible from the outside; and
3. streetscape: the overall visual effect of a building in relationship to other buildings along the street. The district is a combination of many things -- architectural styles, building materials, building form and mass and landscaping. The visual impact of the Skagway Historic District must be protected and any change or alteration must be preceded by thoughtful public review.

Prior to coming to the Historic District Commissions, the following questions should be reviewed by an applicant on any project involving existing historic buildings in the district:

1. Do the planned changes maintain as much of the original building as possible?
2. Are exterior alterations and changes kept to a minimum?
3. Do the plans fit the structure's original design?
4. Do the plans relate favorably to the surroundings?
5. Are the changes visible from the street sides of the building kept at a minimum?
6. Are the original building materials maintained or exposed?
7. Are all materials appropriate to the building and to the neighborhood?
8. Are the original size and shape of door and window openings the same?
9. Are the original and distinctive architectural details kept intact?

The following materials, structures, or architectural features are prohibited.

1. In order to preserve the unique appearance of the AB Hall and the Pantheon building, the further use of driftwood as an architectural material is prohibited.
2. In order to preserve the unique appearance of the McCabe Building and the Pantheon building, the further use of stone or cobbles is prohibited.
3. Incorporating the architectural details used on the street façade of the Gold Rush era BPOE Lodge into a modern building is prohibited.
4. In new construction, the use of a single recessed entry on a single business frontage that serves as the entry to two individual business spaces is prohibited. Each business space shall have its own entry.
5. Canvas tents are prohibited.
6. Log buildings are prohibited except for actual log buildings from the Historic Period such as the original Skagway City Hall on 5th Avenue.
7. Angled entries except at the corner of a building that is at a street or alley intersection are prohibited.

Areas Meriting Special Consideration. Within the Skagway Historic District are several structures that because of their unique design or special use should not be required to conform to historic district guidelines. These structures have a history that is not from the Klondike Gold Rush which is the event that the Skagway Historic District guidelines and ordinances are written to preserve. These structures are products of their own time and place. The listed examples shall not be required to conform to the Skagway Historic District Klondike Gold Rush guidelines except for 19.12.130 Demolition or moving buildings, but shall be treated as products of their own time and protected as such. The Commission shall review any modifications to these structures using the same design criteria listed in SMC 19.12.010(C)(6) basing these criteria on the periods that these buildings were constructed and the buildings own design characteristics. These structures include but are not limited to the following:

1. The Bank of Alaska building at 6th and Broadway.
2. The World War II Quonset Hut at 7th and Spring.
3. The World War II Commissary building that is part of the Soapy Smith Museum complex on 2nd Avenue.
4. The World War II barracks building on 4th Avenue.

Official Use Only

	Planning Commission	Fire Dept	Building Official	State Fire Marshal
Granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conditions, Instructions, Notes: _____

Coastal Zone Management Consistency Review: _____

Application fee: \$ _____ Date paid: _____ Receipt # _____

This applications is not your permit to start construction, you will receive your permit in the mail after this application has been approved by the Fire Department and Building Official, and/or the appropriate commission. Please note that all other services provided by the City of Skagway, such as utility services, are separate issues and need a separate application.

Please be aware of the following items:

- A permit is a legally binding contract between the builder and the City of Skagway. It is granted on the express condition that the construction shall, in all respects, conform to the ordinances of this jurisdiction including zoning ordinances, which regulate the construction and use of buildings, and the currently adopted International Building Codes. This permit may be revoked at any time upon violation of any ordinances or codes.
- The Code Enforcement Office must be notified in advance of any construction work and requires a minimum of 5 inspection calls: footings (prior to placement of forms), foundation (prior to pour with steel in place), slab or under floor, framing prior to inside covering, final inspection. Other inspections may also be needed depending upon the type of construction. It is **your** responsibility to arrange for inspections, and this office should be called at least 24 hours in advance.
- The Code Enforcement Office reserves the right to reject any work that has been concealed without first having been inspected and approved by this department in accordance with all applicable codes.
- A copy of **APPROVED** construction documents (building plans and other supporting documents) must remain at the building site at all times during construction.
- Any deviation from the approved plans must be authorized and approved subject to the same procedure for the original set of plans.
- Permits are valid for a period of 18 months and work must start within 6 months.
- Final inspection call shall not be made until all construction work is completed and heating apparatus is installed and functional. Final finish applications not required.
- Final inspection and Certificate of Occupancy must be obtained before occupying building.
- The Code Enforcement Office will do everything reasonable and prudent to help you achieve your goal. However, we will not do the work on construction documents for you.

19.08.020 Provision of off-street parking. Provisions at (A)(1)(d) shall apply in the Skagway Historical Zoning District.

d. Business establishments in the Business-Skagway Historical Zoning District:

- (i) For each dwelling unit, one (1) private parking space.
- (ii) Commercial vehicles. The owner or operator of any commercial enterprise involving use of commercial vehicles shall provide and utilize off-street parking adequate to park all vehicles used by that enterprise for commercial purposes, but may be located outside the business Skagway Historical Zone provided that provisions of SMC 19.06 are met.

B. General Conditions.

- 1. Every lot or parcel of land used as a public parking area shall be developed as follows, subject to the approval of the plans by the planning commission:
 - a. Such area shall be adequately and satisfactorily surfaced;
 - b. Where such area adjoins the side of a lot in an R district, it shall be separated from such lot by a fence not less than four feet (4') or more than six feet (6') in height. Such fence shall be maintained in good condition;
 - c. Any lights provided to illuminate such parking area shall be so arranged as to reflect the light away from adjoining premises and streets.
- 2. In the case of a use not specifically mentioned in this section, the requirements for off-street parking facilities shall be the same as the above-mentioned use that, in the opinion of the planning commission, shall be deemed most similar.
- 3. Detailed plans for driveways shall be submitted to the planning commission for approval with regard to the location and relation of the same to the public street or highway.
- 4. All parking spaces provided pursuant to this section shall be:
 - a. On the same lot with the main use they serve;
 - b. On an adjoining lot; or
 - c. On any lot within one hundred fifty feet (150') of the use if the Planning Commission determines that it is impractical to provide parking on the same lot.
- 5. No existing parking area, and no parking area provided for the purpose of complying with the provisions of this title shall hereafter be relinquished or reduced in any manner below the requirements herein established.
- 6. Detailed plans for all parking and loading areas shall accompany the building plans when the application for building permit is made. Such plans shall show following:
 - a. Area of the plot involved;
 - b. Layout and dimensions of each parking space; and
 - c. Entrance and exit to the parking area.

19.02.010 Definitions.

“Parking Space, Private”, “Private parking space” means any automobile parking space not less than ten feet (10') wide and twenty feet (20') long.

“Parking Space, Public”, “Public parking space” means an area of not less than two hundred fifty (250) square feet, accessible from streets and alleys, for the storage of passenger motor vehicles operated by individual drivers.