

Municipality of Skagway Permit Application for Development in the *Industrial Zoning* District

For City of Skagway Staff to Fill Out

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Application Complete & Accepted for Review _____ Date

Building Permit Needed

Planning Commission Approval Needed

conditional use permit# _____

variance permit# _____

State Fire Marshall Approval Needed

State or Federal permits needed, including Coastal Management Program Consistency Review

This zoning district is intended to provide an area where heavy industrial activities like manufacturing, processing, repairing, and assembling can take place. Proximity to railroad and waterfront transportation will likely be important for these activities. Because of the dust, smoke, refuse matter, odor, gas, fumes, noise, vibration, or similar substances or conditions inherent in some industrial activities, screening and other conditions may be applied to certain uses. The zoning district allows commercial and residential uses but with conflicts being resolved in favor of industrial uses.

Criteria for lands that are included in this zoning district are those areas that are adjacent to major arterials or other industrial users, and of sufficient size to allow heavy commercial activities. They should also be buffered from lower density users.

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.

A. DESCRIPTION OF WORK (COMPLETE FOR ALL WORK):

1. Proposed Development Description:
 New Building Improvement to Existing Building
 Manufactured Home Filling
 Other _____

2. Size and location of proposed development (attach site plan):

3. Is the proposed development in a Special Flood Hazard Area (Zones A, AE, A1-A30, AH, or AO)?
 Yes No

4. Per the floodplain map, what is the zone and panel number of the area of the proposed development?
Zone: _____ Panel Number: _____

5. Are other Federal, State or local permits obtained?
 Yes; No
Type: _____

6. Is the proposed development in an identified floodway?
 Yes; No

7. If yes to #6, is a "No Rise Certification" with supporting data attached?
 Yes; No

B. COMPLETE FOR NEW STRUCTURES AND BUILDING SITES:

1. Base Flood Elevation at the site: _____ feet NGVD (National Geodetic Vertical Datum)

2. Required lowest floor elevation (including basement): _____ feet NGVD

3. Elevation to which all attendant utilities, including all heating and electrical equipment will be protected from flood damage: _____ feet NGVD

C. COMPLETE FOR ALTERATIONS, ADDITIONS, OR IMPROVEMENTS FOR EXISTING STRUCTURES:

1. What is the estimated market value of the existing structure? \$ _____

2. What is the cost of the proposed construction? \$ _____

3. If the cost of the proposed construction equals or exceeds fifty percent (50%) of the market value of the structure, then the substantial improvement provisions shall apply.

D. COMPLETE FOR NON-RESIDENTIAL FLOODPROOFED CONSTRUCTION:

1. Type of floodproofing method: _____
2. The required floodproofing elevation is: _____ feet NGVD
3. Floodproofing certification by a registered engineer is attached: Yes; No

E. COMPLETE FOR SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS:

1. Will the subdivision or other development contain 50 lots or 5 acres? Yes; No
2. If yes, does the plat or proposal clearly identify base flood elevations? Yes; No
3. Are the 100 Year Floodplain and Floodway delineated on the site plan? Yes; No

ADMINISTRATIVE

1. Permit Approved Permit Denied (Statement attached)
2. Elevation Certificate attached: Yes; No
3. As-Built lowest floor elevation: _____ feet NGVD
4. Work inspected by: _____
5. Local Administrator Signature: _____ Date: _____
6. Applicant's Signature: _____ Date: _____

Conditions: _____

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

Roof System

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

You must check the Use Being Proposed or Altered

1. Permitted Uses

- Railroad and trucking transportation firms and yards;
- The manufacturing, warehousing, compounding, processing, assembling, packaging, treatment, or fabrication of materials or property;
- Storage of fuels and propane in compliance with applicable fire codes;
- Junkyards and salvage yards screened from view from adjacent residences or public ways;
- Heavy, light, and railroad related equipment repair and maintenance;
- Vehicle and equipment storage;
- Mining and quarry operations;
- Sand and gravel operations;
- Solid waste facilities;
- Pipelines and railroads;
- Kennels;
- Commercial or private stabling of farm animals;
- Administrative offices, accessory to industrial uses listed in (a)-(l) above.

2. Conditional Uses (a conditional use permit is needed)

Purpose. A conditional use permit gives site specific flexibility to the zoning ordinance in a uniform and controlled manner. It permits uses that are desirable to the community, but may not be suitable at every location in the zone based on character, intensity, size or impact on surrounding uses. The planning commission may attach restrictions and conditions designed to fit the special problems, which the use presents.

Please complete a Conditional Use Permit Application if your project falls within any of the categories listed below.

- Sale and storage of fuels, gases and Class I, II, and III liquids, flammables and explosives, in compliance with applicable fire codes;
- Trailer courts, providing that:
 - (i) The area is at least sixty thousand (60,000) square feet;
 - (ii) There is at least two thousand (2,000) square feet for each allotted trailer space and one thousand (1,000) square feet for each pickup camper space;
 - (iii) Utility connections are available for each trailer;
 - (iv) A bathhouse and restrooms are provided for overnight occupants;
 - (v) No business other than the renting of trailer space shall be conducted, except for self-service laundry facilities and vending machines for the use of the occupants of the trailer court;
 - (vi) Chapter 15.14 of this code shall additionally govern the location, building regulations and operation of trailers, mobile homes and mobile home parks, and to any extent conflicting with this chapter, chapter 15.14 shall be controlling. The foregoing shall not relieve a trailer owner or trailer park operator from complying in all particulars with this chapter when its provisions are not specifically preempted by Chapter 15.14.
- Residential uses, accessory to industrial uses listed in (1)(a)-(l) above, such as watchman's apartment, owner-operator's home, and necessary bunkhouses.
- Congregate residences north of 23rd Street bridge as allowed by IBC provided that:
 - (i) The residential use is accessory to the industrial use.
 - (ii) Minimum lot size is 40,000 square feet.
 - (iii) A minimum of one (1) parking space for every 3 occupants.
 - (iv) Lot coverage does not exceed 60% for all buildings.
 - (v) A 6-foot high solid fence or vegetative barrier shall be required on all lot lines bordering RC lots.
- Other appropriate uses and structures customarily contingent and clearly subordinate to permitted uses, as determined by the planning commission pursuant to Section 19.04.060..

Prohibited Uses in the Industrial Zone

1. Cemeteries;
2. Garbage dumps;
3. Junkyards, unless completely surrounded by a fence at least six feet (6') in height;
4. Uses that degrade air, water, or land resources quality without mitigative measures that alleviate impacts.
5. Residential, except as otherwise defined.

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 permit from requirements. A variance permit must be approved by the Planning Commission before you can begin construction.

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 Lot Requirements N/A Yes No

Minimum Lot Area: forty thousand (40,000) square feet in industrial zone north of 23rd Street bridge; five thousand (5,000) square feet in industrial zone south of 23rd Street bridge

2. Minimum Lot Width N/A Yes No

Minimum Lot Width: fifty feet (50')

3. Minimum Building Setback Requirements N/A Yes No

1. Front yard, none required
2. Side yard, fifteen feet (15'), except that no side yard shall be required along any lot line bordering on other lots in the Industrial (I) zoning district
3. Rear Yard, none required
4. Setbacks shall be ten (10') feet from state highways

4. Maximum Lot Coverage by Buildings N/A Yes No

Maximum Lot Coverage: No limitation, provided compliance with building setback and parking requirements

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

If the answer is no, a conditional use permit may be requested to build higher, 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.

6. 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

7. 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

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

Whenever a lot line is in common with a major public street or adjacent to a business or residential zoned lot, there shall be a six foot (6') high solid fence, vegetative barrier, or other view obscuring screening to promote compatibility of land uses and mitigate negative visual impacts. Junk, trash and debris shall be removed.

9. Sanitary Treatment System Requirements N/A Yes No

Septic systems, leaching fields, or other private sewerage facilities may be permitted provided that the owner or developer submits plans stamped by an engineer licensed in Alaska, percolation and water table depth data suitable for analysis of the feasibility for on lot water and sewer systems to the City and the Alaska Department of Environmental Conservation. Project applicants/owners are responsible for ensuring that their project meets all federal and state septic systems, leaching fields, or other private sewerage facility requirements.

10. Flood Protection N/A Yes No

Some lands in the Industrial (I) zoning district fall within the 100 year floodplain (Zone A6 on the Flood Hazard Boundary Maps). The planning or building official, or planning commission must ensure that all requirements within Chapter 15.12, Flood Zone Land Use, are followed, particularly those at 15.12.040, that govern building and sanitary system construction in these areas.

11. Signage Requirements in Section 19.08.012 D N/A Yes No

Allowed Signage: Total signage area shall not exceed one hundred sixty (160) square feet per business property and may include: any permitted sign, provided that only one (1) free standing sign per business property is allowed, its sign area not to exceed sixty-four (64) square feet.

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

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.

A. Off-street Parking Requirements.

1. There shall be provided at the time of the construction of any main building, or at the time of the alteration, enlargement or any change in use of any main building, permanently maintained, free off-street parking facilities for the use of occupants, employees or patrons of such building, and it shall be the joint and several responsibility of the owner and/or occupant of any main building or structure to provide, and thereafter maintain, minimum free off-street parking facilities listed in (a)-(d) below. Sections (a)-(c) apply to development in all zoning districts and businesses except retail businesses in the Skagway Business Historical District. Off-street parking requirements for retail businesses in the Skagway Business Historical District are listed in section (d):

a. Dwellings.

(i) For each single-family dwelling, two (2) family dwelling or multiple-family dwelling, one (1) private parking space for each dwelling unit;

b. Buildings Other Than Dwellings.

(i) Motel, one (1) private parking space for each dwelling unit or guestroom;

(ii) Hotel or boardinghouse, one (1) public parking space for every three (3) guestrooms;

(iii) Church, auditorium, theater or meeting hall, one (1) public parking space for each five (5) seats, based on maximum seating capacity;

(iv) Hospital, one (1) public parking space for each four (4) beds, based on maximum capacity;

(v) Bank, office building, professional office, funeral parlor or clinic, one (1) public parking space for each two hundred fifty (250) square feet of floor area;

(vi) Retail store or business, one (1) public parking space for each five hundred (500) square feet of floor area;

(vii) Trailer park, one (1) private parking space for each trailer space;

(viii) Wholesale stores, warehouses and storage buildings, one (1) public parking space for every three (3) employees;

(ix) Industrial and manufacturing establishments, one (1) public parking space for every three (3) employees.

- c. 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.
- 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.