

Municipality of Skagway Permit Application for Moving or Demolition

For City of Skagway Staff to Fill Out

Moving or demolition of buildings within any of the zoning districts of Skagway requires a permit. The purpose of this permit is to verify: 1) that all work will be completed within a timely manner 2) complete cleanup will take place and 3) that all hazardous conditions are mitigated.

- 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

- Zoning:**
- Business General
 - Business Historic
 - Residential General
 - Residential Conservation
 - Industrial
 - Industrial Light
 - Waterfront

BH District (Please refer to the regulations for Moving or Demolishing Structures in the Historic District, SMC 19.12.130.)

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 demolish:

- Building
- Portion of building
- Other

Cost of Project: \$ _____ *Total cost of moving or demolition includes contracted work, hired labor, equipment rental, and disposal of materials.*

Description of Work: _____

How will materials be disposed of? _____

Proposed date of completion: _____

What is the projected use of this property? _____

Statement of General Compliance: I/We hereby certify that the demolition indicated herein will be so completed 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 site plan showing the location of all existing buildings and demolitions. The plans must show all property lines, easements, or other property information related to this application.

DEVELOPMENT WITHIN A FLOODPLAIN AREA

Have you reviewed the Flood Hazard Boundary Map? N/A Yes No

Which flood hazard zone are you within, please check the appropriate box:

Zone: A B C

If your project is not within the Flood Hazard Boundary, skip this section and proceed to the Building Permit Application Checklist.

The undersigned hereby make application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Municipality of Skagway Floodplain Ordinance and with all other applicable local, State and Federal regulations. This application does not create liability on the part of the Municipality of Skagway or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder.

Owner: _____

Builder: _____

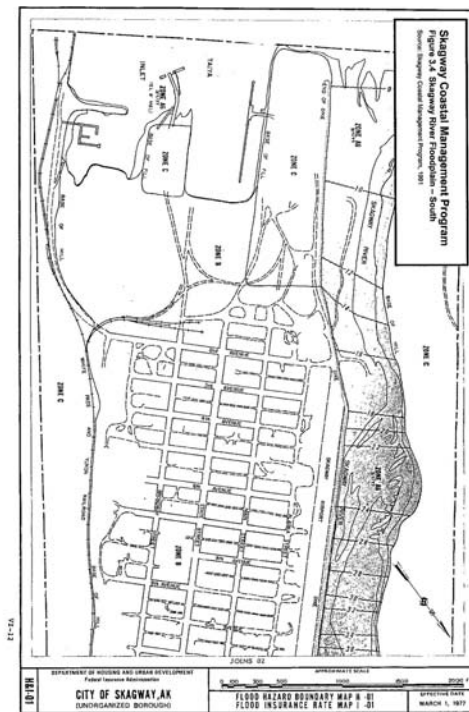
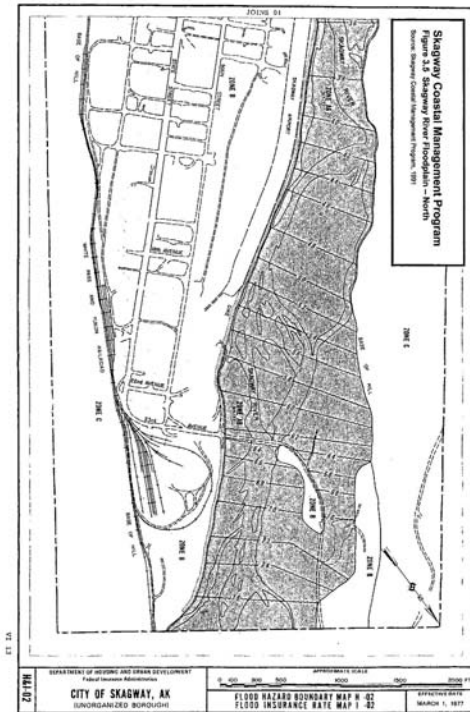
Address: _____

Address: _____

Telephone: _____

Telephone: _____

Street Address/Location of Property: _____



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

- Proposed Development Description:
 New Building Improvement to Existing Building
 Manufactured Home Filling
 Other _____
- Size and location of proposed development (attach site plan):

- Is the proposed development in a Special Flood Hazard Area (Zones A, AE, A1-A30, AH, or AO)?
 Yes No
- Per the floodplain map, what is the zone and panel number of the area of the proposed development?
Zone: _____ Panel Number: _____
- Are other Federal, State or local permits obtained?
 Yes; No
Type: _____
- Is the proposed development in an identified floodway?
 Yes; No
- If yes to #6, is a "No Rise Certification" with supporting data attached?
 Yes; No

B. COMPLETE FOR NEW STRUCTURES AND BUILDING SITES:

- Base Flood Elevation at the site: _____ feet NGVD (National Geodetic Vertical Datum)
- Required lowest floor elevation (including basement): _____ feet NGVD
- 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:

- What is the estimated market value of the existing structure? \$ _____
- What is the cost of the proposed construction? \$ _____
- 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: _____

Demolition Permit Application Checklist

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

Site Plan

Yes N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | Distances from building to other property lines or other buildings & structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of fuel tank(s), other ancillary equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | Water and sewer lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Well and septic system |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed electric meters |
| <input type="checkbox"/> | <input type="checkbox"/> | Easement dimensions |

Fire & Life Safety

Yes N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguishers or water supply available during the demolition process to control accidental fire |
| <input type="checkbox"/> | <input type="checkbox"/> | Burn permit for any intentional burning |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified personnel for hazardous conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | All utilities (electric, gas, oil) disabled and removed from building |
| <input type="checkbox"/> | <input type="checkbox"/> | Date of site inspection prior to demolition
_____/_____/_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Dept notified of demolition date |

Moving or Demolishing Structures in the Historic District.

- Documentation as to when the structure was built and its history. If the building is determined to be not historic, it may be moved or demolished upon approval of the HDC.

The applicant shall document the structure meeting the Historic American Building Survey Level I standard that shall include the following:

- Full set of measured drawings
- Large format photographs of exterior and interior; and
- History and description in narrative format.
- If a historic structure is a hazard to public safety, the applicant shall, prior to application, meet the research and documentation requirements as much as is safely possible. This documentation shall be included with the application.
- The applicant shall investigate and document alternatives to moving or demolishing the structure. This documentation shall be included with the application.

With HDC approval the applicant may move or demolish the structure with the following restrictions:

- A waiting period of 12 months after approval and any appeals to demolish a historic structure or move it to a location outside the Skagway Historic District.
- No waiting period to move a historic structure to a location within the Skagway Historic District. The building and its new site are subject to all current Skagway Historic District regulations and requirements.
- A historic structure that is a hazard to public safety may be demolished upon approval.

Official Use Only

	Hist. Dist. Com.	P & Z Com.	Fire Dept	Building Official	State Fire Marshal
Granted	<input type="checkbox"/>	<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"/>	<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 or demolition work or building moving and requires a minimum of 2 inspection calls: one by the Fire Department prior to any demolition and the second by the Code Enforcement Office upon completion. Other inspections may also be needed depending upon the type of work. 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.
- 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.

Moving or Demolishing Structures in the Historic District.

- Historic structures make up the fabric of the Skagway Historic District and give credibility to the events that created Skagway during the Klondike Gold Rush. They are the historic heritage of Skagway. The preservation and restoration of these historic structures is the highest priority of the City of Skagway Historic District Commission. In order to retain and preserve the fabric of the Skagway Historic District for current and future generations, the demolition or moving of historic structures shall be discouraged.
- A minimum of two (2) Historic District Commission meetings are required to review a request to move or demolish a historic building located in the Skagway Historic District.
- If the building is determined to be historic by the Commission, the applicant shall make public notice per City regulations as to the applicant's intentions to move or demolish the structure.
- Demolition or moving each require a permit separate from and in addition to any other permits necessary to the project.
- Contractors engaged by a property owner to demolish a building in the Skagway Historic District shall document that a valid certificate of approval has been issued for the demolition of said building or be punishable by a fine equal to that as described in the SMC 19.12.130.
- A property owner that demolishes or causes to be demolished either in whole or part a building located in the Skagway Historic District without a certificate of approval or building permit issued by the City of Skagway is punishable by a fine of \$90,000 or the assessed value of the building and property at the time of the demolition, whichever is greater.
- A waiting period of one (1) year shall commence after fines have been paid for demolishing a building without approval before a building permit will be issued for subsequent construction.