

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

**For Municipal Staff to Fill Out**

- 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 for low-density residential development on adequate lot sizes not served by city water and sewer, to allow natural resource development and conservation, and to allow dispersed recreational activities including recreational cabins, lodges, and small seasonal recreational facilities.**

**Criteria for lands that are included in this zoning district are those that are relatively isolated from city development due to natural features and the lay-of-the-land, and that are presently without any or all of the following: city water, city sewer, roads up to standards.**

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.**

## 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: \_\_\_\_\_

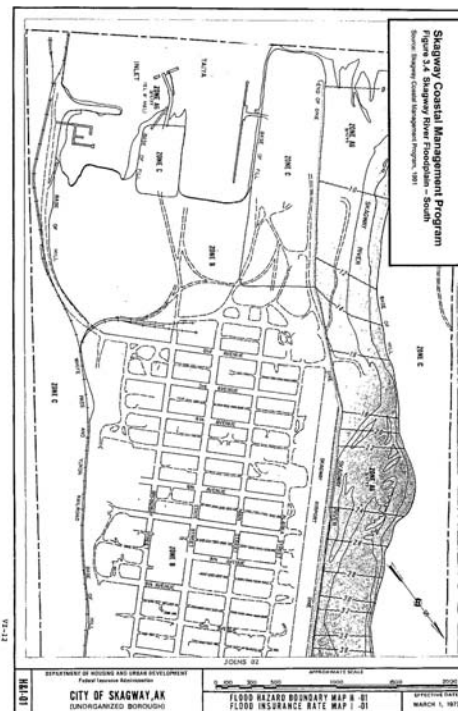
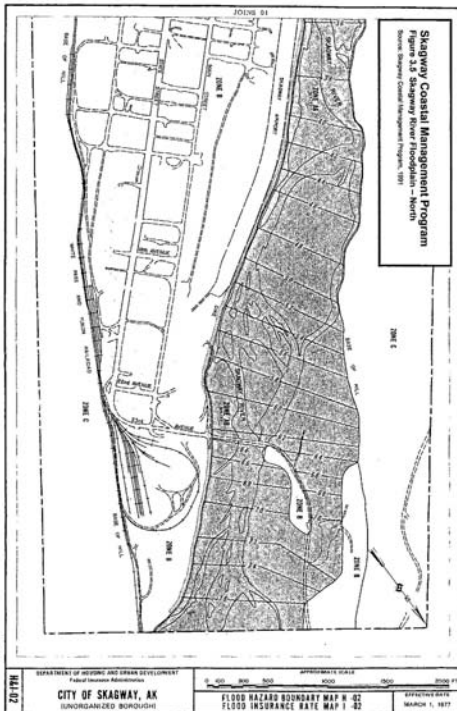
Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Street Address/Location of Property: \_\_\_\_\_



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

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

RESIDENTIAL CONSERVATION ZONING DISTRICT  
05/27/2009

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**

- Public parks and open space recreation;
- Watershed reserve;
- General agriculture and horticulture;
- Single-family residences and duplexes;
- Public water, sewer, electric and communication facilities.

**2. Accessory Uses**

- Uses and structures customarily accessory and clearly subordinate to permitted principal uses, as determined by the building official.
- Storage Structures: one semi-trailer, freight container, storage trailer or van, may be used as a storage shed per lot. Commercial markings and other markings detracting from its appearance in a residential zone must be removed. Wheeled storage containers or vans are not permitted for long term storage.
- Home occupations provided that the conditions listed in Section 19.02.010 are met.

### 3. 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.*

- Churches;
- Solid waste facilities;
- Sand and gravel operations;
- Mining and quarry operations;
- Kennels;
- Timber harvesting and storage;
- Recreational cabins, lodges and small seasonal recreational facilities;
- Commercial greenhouses;
- Cemeteries;
- Pipelines and railroads;
- Campgrounds;
- Temporary structures for residential use, used in conjunction with building or land development, for one year.
- Other appropriate uses as determined by the planning commission pursuant to subsection B of Section 19.04.060.
- Commercial recreation operations on Municipal land.

#### **Prohibited Uses In the Residential Conservation Zoning District**

1. Any use or structure not of a character indicated under the permitted principal and accessory uses, or permitted by conditional uses.
2. Mobile homes.
3. Congregate residences.

**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

**2. Minimum Lot Width** N/A  Yes  No

Minimum Lot Width: No requirement

**3. Minimum Building Setback Requirements** N/A  Yes  No

1. Front yard, twenty-five feet (25')
2. Side yard, fifteen feet (15')
3. Rear Yard, twenty-five feet (25')
4. Accessory building, five feet (5')
5. Setbacks between structures shall be regulated by the Uniform Building Code.

**4. Maximum Lot Coverage By All Buildings** N/A  Yes  No

Maximum Lot Coverage: Twenty-five percent (25%)

**5. 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.

**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. Signage Requirements in Chapter 19.08.012 B** N/A  Yes  No

Prohibited signs: Off premises signs visible from a public right-of-way.

Allowed signs: One (1) sign, not to exceed eight (8) square feet, to identify a home occupation; To identify a conditional use: total sign area shall not exceed twelve (12) square feet. To identify public and semi-private institutions, churches, and similar uses: total sign area shall not exceed twenty (20) sq. feet,

**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 system plans stamped by a licensed Alaska engineer to the City and the Alaska Department of Environmental Conservation. Data should include percolation and water table depth data suitable for analysis of the feasibility for on lot water and sewer. Project owners are responsible for ensuring that their project meets all federal and state septic system, leaching fields or other private sewerage facility requirements

**10. Flood Protection**

N/A  Yes  No

Some lands in the Residential-Conservation (RC) zoning district fall within the 100 year flood plain (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.

**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.