

# Municipality of Skagway

## Application for a Variance Permit

Application/Permit # \_\_\_\_\_

**For Borough Staff to Fill Out:**  
 Application Complete & Accepted for Review \_\_\_\_\_ Date \_\_\_\_\_

**Zoning District:**

- Business General                       Residential General                       Industrial
- Business Historic                       Residential Conservation                       Industrial Light
- Residential Low Density                       Waterfront

**Application Fee: \$50.00**

The Planning Commission shall consider and decide applications for variances. In accordance with AS 29.33.110(c), 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 listed below are met.

***INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.***

***YOUR VARIANCE PERMIT APPLICATION MUST INCLUDE THE FOLLOWING MATERIALS TO BE COMPLETE:***

- Permit application states the variance requested,
- A legal description of the property involved,
- A plot plan showing the location of all existing or proposed buildings or alterations,
- Elevations of such buildings or alterations, and
- Other data as may be required.

\_\_\_\_\_

**Applications will not be processed until all application fees have been submitted.**

**Property Owner:** Name .....  
 Phone & Fax.....  
 Mailing Address.....  
 Signature .....  
 Date .....

**Property** Lot(s)/Block(s).....

**This variance application seeks relaxation of the following zoning requirement(s):**

Lot size: _____	Yard size _____
Building setback _____	Building lot coverage _____
Height restriction _____	Other: _____

**Does Proposed Work Involve:**

**MARK ALL BOXES THAT PERTAIN TO YOUR PROJECT**

- Residential Use
- Commercial Use
- Industrial Use
- Land Clearing
- Increased Traffic or Parking Areas
- New Construction
- Modification of Existing Building(s)
- Demolition of Existing Building(s)
- Construction in or Adjacent to Tidelands or River

**Is Property Serviced By:**

	<b>EXISTING SIZE</b>	<b>PROPOSED SIZE</b>
<input type="checkbox"/> Water	_____	_____
<input type="checkbox"/> Sewer	_____	_____
<input type="checkbox"/> Electric	_____	_____

Per standards listed in SMC 19.04.060(A)(8) please provide information on the following:

**THE PLANNING & ZONING COMMISSION MUST FIND ALL FOUR OF THE CONDITIONS SET OUT BELOW TO EXIST IN ORDER TO GRANT THE VARIANCE.**

**A. There are exceptional physical circumstances or conditions applicable to the property or to its intended development which do not apply generally to the other properties in the same zoning district:**

**How, please explain?**

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**B. The strict application of the provisions of this title would result in practical difficulties or unnecessary hardship. Financial difficulty is not considered a hardship:**

**How, please explain?**

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**C. The granting of the variance will not result in material damage or prejudice to other properties in the vicinity, nor be detrimental to the public health, safety or welfare:**

**How, please explain?**

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D. The granting of the variance will not be contrary to the objectives of the comprehensive plan:

How, please explain?

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The Planning Commission, in granting the variance, may establish conditions under which a lot or parcel of land may be used, or may make any other conditions, requirements or safeguards that it may consider necessary to prevent damage or prejudice to adjacent properties, or detriment to the City.

The decision of the Planning Commission, for the granting, with or without conditions, or the denial of an application for variance, shall become final and effective ten (10) days following such decision.

Any variance approved by the Planning Commission shall be conditional upon the privilege granted being utilized within six (6) months after the effective date of the variance.

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.

Property Owner/Contractor/Agent Signature: .....

Date: .....

**Official Use Only**

	Planning Commission	Public Hearing	Second Hearing
	Approval		(if Requested)
Granted	<input type="checkbox"/>	_____	_____
Denied	<input type="checkbox"/>		

Conditions, Instructions, Notes: .....

.....  
.....  
.....

Application Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

**THIS APPLICATION IS NOT YOUR PERMIT, YOU WILL RECEIVE YOUR VARIANCE PERMIT IN THE MAIL AFTER THIS APPLICATION HAS BEEN APPROVED BY THE APPROPRIATE COMMISSION. AN APPROVED BUILDING PERMIT IS ALSO NEEDED BEFORE ANY CONSTRUCTION BEGINS.**