

Municipality of Skagway
Permit Application for
Development in the
Waterfront
Zoning District

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 # _____
- State Fire Marshall Approval Needed
- State or Federal permits needed, including Coastal Management Program Consistency Review

The waterfront zoning district is intended for all property contiguous with the shoreline. This is to protect Skagway's limited, developable waterfront areas for those uses that are directly dependent upon, or directly related to the water, a waterfront location, or both. This is also to allow special consideration to the development, growth, public use and appearance of Skagway's waterfront, the City's most heavily utilized area. Water-dependent and water-related industrial and commercial uses have priority in this zoning district. Consideration is also given to maintaining safety, public access and an attractive appearance. Intended activities include those that derive major economic or social benefits from a waterfront location, with particular emphasis on industrial, tourism, commerce and commercial enterprises.

Criteria for including lands in this zoning district are those lands adjacent to the shoreline of Taiya Inlet. Special policies in the Waterfront Zoning District to enhance public access, use, safety and the general appearance of the waterfront. Five percent (5%) of the total project cost must be spent on certain amenities to achieve these goals.

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 the following 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
- Tenant separation if required
- Size of studs & spacing

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

- 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” o.c. framing requires 5/8” gypsum board, 1/2” gypsum 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 - Note that special policies, outlined below, apply in this zone.

- Public, private, and commercial moorage;
- Warehousing, storage and handling of cargo, provided, however, that:
 - (i) No use shall be constructed or operated so as to cause excessive noise, vibration, smoke, dust or other particulate matter, toxic or noxious matter, humidity, heat or glare, at or beyond any lot line of the lot on which it is located. “Excessive” is defined for these purposes as a degree exceeding that caused by customary manner of operation by uses permitted in the district, or a degree injurious to the public health, safety, or welfare.
- Marine fuel, water, sanitation facilities;
- Research and educational facilities related to the adjacent waterbody;
- Port and harbor facilities including docks, floatplane operations, barge freight terminals, and ferry terminals;
- Seafood processing plants, cold storage plants and facilities;
- Boat storage yards;
- Fish and shellfish propagation;
- Parks and open space;
- Administrative offices, accessory to waterfront uses listed 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.

- Heliport;
- Manufacturing, processing, repair or sales related to maritime activity that requires or benefits from a shoreline location;
- Hotels and motels;
- Sale and storage of fuels, gases and Class I, II, and III liquids, flammables and explosives, in compliance with applicable fire codes;
- Water-dependent or related visitor industry services (not retail);
- Residential uses, accessory to waterfront uses listed in (1)(a)-(i) above, such as watchman's apartment, owner-operator's home, necessary bunkhouses or congregate residence;
- 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 Waterfront Zoning District

1. Any use or structure not of a character indicated under permitted uses, or permitted by conditional uses.
2. Uses which degrade air, water, or land resources quality without mitigative measures to alleviate impacts.
3. Residential, except as otherwise defined.

Waterfront District Special Policies

In addition to the general requirements set forth in 19.06.040, the following special policies will apply in the waterfront district:

1. To maintain and enhance public access and use, safety and the general appearance of Skagway's heavily used downtown waterfront, applicants are required to spend five percent (5%) of the total project cost on the amenities described at (1)(d) below. Amenities may be proposed for the specific site development plan or on other City owned waterfront land, as approved by the City Council. Applicants for a building or conditional use permit will submit a plan to the Zoning or Building Official or Planning Commission showing project development with special attention to:
 - a) buffers, screening, and sound fences between adjacent uses;
 - b) parking;
 - c) public access to the waterfront; and
 - d) amenities such as landscaping, walkways, bike paths and bike racks, windscreens, water and fish viewing areas, picnic areas and interpretative displays.
2. Compliance with the Skagway Coastal Management Program shall be strictly enforced within the waterfront district. Particular attention will be given to the Coastal Development Policies found at 17.04.020 parts b & c, the Pullen Creek Area Meriting Special Attention (AMSA) policies, found at 17.50.010, and the Port of Skagway AMSA policies.
3. Public access to the water and hatchery related activities shall be emphasized within the Pullen Creek area. There shall be a fifty foot (50') wide buffer strip protected from development, measured from the centerline of the creek, on either side of Pullen Creek .

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: Two thousand (2,000) square feet

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, twenty feet (20')
 2. Side yard, twenty feet (20')
 3. Rear Yard, twenty feet (20')
 4. Accessory buildings of 1,000 square feet or less in size, ten feet (10')

- 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. 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.

- 7. Five Percent of the total project cost is dedicated to amenities listed at Section 19.06.040. (i)(ii)(d) to enhance public access, safety and the general appearance of the waterfront** N/A Yes No

- 8. Project complies with Skagway Coastal Management Policies at Section 17.04.020 (b)(c), Pullen Creek policies at Section 17.50.010 and Port of Skagway policies** N/A Yes No

- 9. Fifty foot (50') wide no-development buffer strip from Pullen Creek centerline is shown** N/A Yes No

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.