



City of Hoonah | P.O. Box 360 | 300 Front Street | Hoonah, AK 99829
Phone: (907) 945-3663 Fax: (907) 945-3445

Planning & Zoning Commission Meeting

Thursday, March 21, 2024 at 7 p.m.

In Council Chambers

Agenda

- I. **Call to Order**
- II. **Roll Call**
 - A. Approval of Meeting Minutes [November 16, 2023 & January 25, 2024]
- III. **Old Business**
 - A. None
- IV. **New Business**
 - A. Skaflestad Manor
 - B. Recommendation to Take Conservation Land & Change to Public Facilities Land
 - C. Assisted Living Lot Selection
 - D. SE Earthmovers Land Lease Request
 - E. Review of Real Property Development Application and Permit from last Meeting
- V. **Future Agenda Items**
- VI. **Adjournment**

Jennifer Bidiman

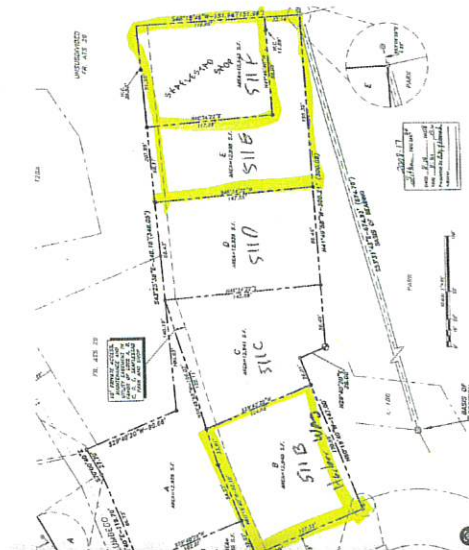
From: Janice Skaflestad <janice.skaflestad@gmail.com>
Sent: Wednesday, March 6, 2024 10:37 AM
To: Jennifer Bidiman
Cc: Janice Skaflestad
Subject: Personal Property

Hi Jen,

I just spoke with Billy regarding my Hoonah property. She suggested that I email you with my questions and that between the team at the City of Hoonah, you will be able to assist me. With 6 lots and 3 owners of property right next to one another, clarification will be very helpful.

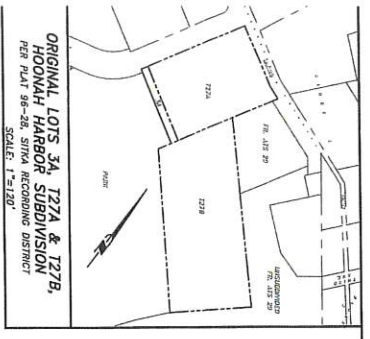
My questions are:

1. My home is currently on 511B. I learned last summer at the time of Faggen's passing that the actual address is 511 Harbor Way and not 511 Lumbago Drive. Is this correct? I am updating all insurance policies and the exact address is essential. This was also an area of confusion when 911 was dialed and forwarded to Juneau when Faggen was in distress immediately prior to his passing. The authorities did not have 511 Lumbago Drive on record.
2. Jeff Skaflestad owns 511C and 511D. What are each of the addresses for these properties?
3. Joyce Skaflestad owns 511A. What is the address for this lot?
4. I own lot 511E. What is the address for this lot? I need this information for legal purposes.
5. I own lot 511F. What is the address for this lot? Again, I need this information for legal purposes.
6. What is the zoning for each lot that I own?



I very much appreciate your assistance with this matter.

Best,
Jan Skaflestad



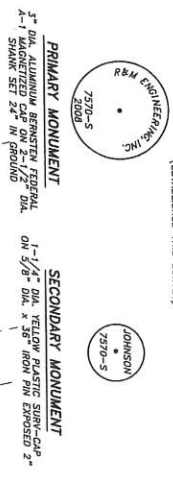
**CERTIFICATE OF APPROVAL
BY THE COMMISSION**

WE HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN REVIEWED BY THE CITY OF HOONAH PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION ON THIS DATE OF August 1, 2008, AND THAT SAID PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORD BY THE STATE OF ALASKA REGISTERED SURVEYOR, STIVA ALASKA, REGISTERED SURVEYOR NO. 10910.

ATTEST: Stiva Alaska
CITY CLERK



**TYPICAL MONUMENTS
(ESTABLISHED THIS SURVEY)**



GENERAL NOTES

- 1.) THE BASIS OF BEARING FOR THIS SURVEY WAS BETWEEN RECOVERED TOWER-MONUMENT AND ASSOCIATES MONUMENTS FOR ANGLE POINT ON THE NORTHERLY BOUNDARY OF LOT 11A-B AND SUBDIVISION AS DENOTED ON "PLAT OF HOONAH HARBOR, A SUBDIVISION OF TRACT A, A FRACTION OF A1S 29, 1998 ON FILE IN THE SITKA RECORDING DISTRICT AS 1241 (N.S. 98-264).
- 2.) WHERE RECORD SURVEY COURSES (BEARINGS AND/OR DISTANCES) DIFFER FROM THAT OF RECORD SURVEYS MADE FOR THIS SURVEY, THE BEARINGS AND/OR DISTANCES SHOWN HEREON SHALL PREVAIL OVER THE BEARINGS AND/OR DISTANCES SHOWN WITHIN PARENTNESS WHILE THE ACTUAL MEASURED AND/OR COMPUTED SURVEY COURSE IS SHOWN WITHOUT PARENTNESS.

TAX NOTE

THIS PROPERTY LIES OUTSIDE A TAXING AUTHORITY AT THE TIME OF FILING.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY SUPERVISION AND THAT THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED AND THAT THE BEARINGS AND DISTANCES ARE CORRECT.

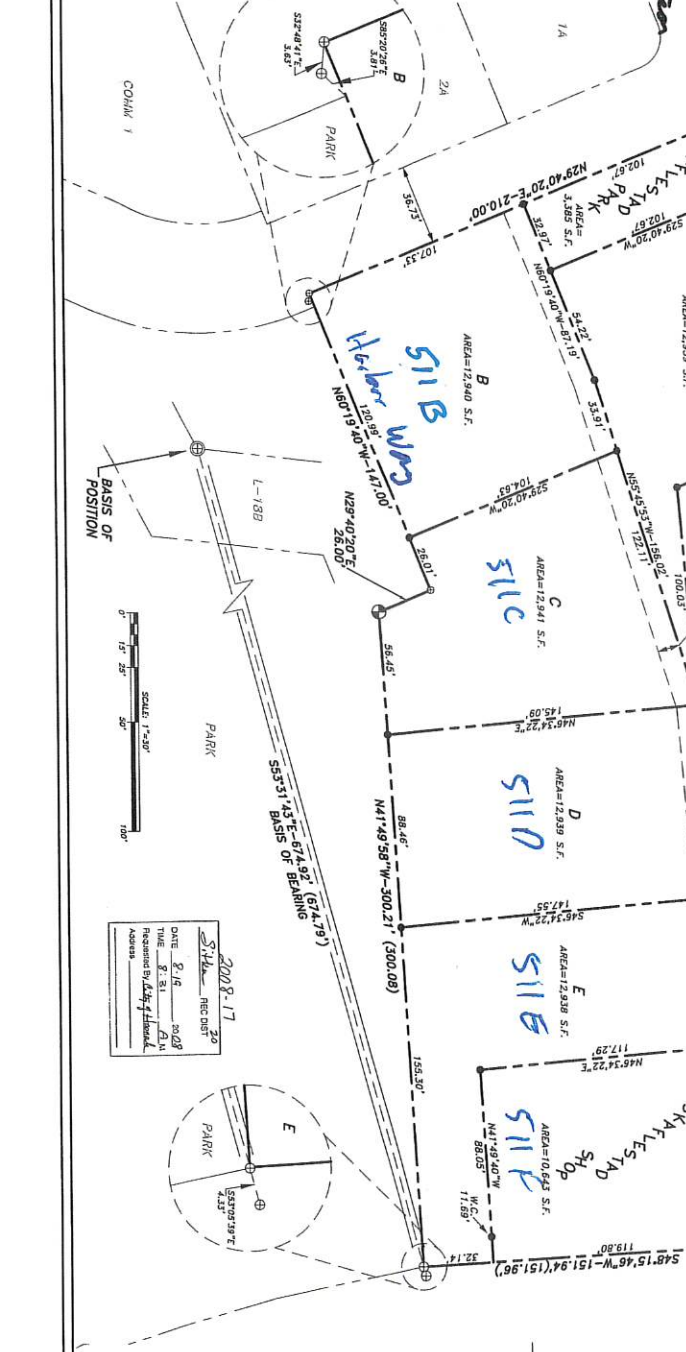
7-30-08



CERTIFICATE OF OWNERSHIP
LOTS 3A, 727A AND 127B,
HOONAH HARBOR SUBDIVISION

I (WE) HEREBY CERTIFY THAT I (AM) THE (ARE) OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND THAT I (WE) HEREBY AGREE TO HOLD THE SAID PROPERTY OPEN SPACES TO PUBLIC AND PRIVATE USE AS NOTED.

DATE 8-11 2008
WITNESS _____ OWNER Stiva Alaska



NOTARY ACKNOWLEDGMENT

STATE OF ALASKA }
NOTARY PUBLIC FOR ALASKA }
MY COMMISSION EXPIRES: Nov. 22, 2011

Stiva Alaska
REGISTERED SURVEYOR NO. 10910

SKALESTAD MANO
ALASKA TIDELANDS SURVEY NO. 29
CITY OF HOONAH
SHEET 1 OF 1
DATE: JUNE 24, 2008
SCALE: 1"=30'



LEGEND

- PRIMARY MONUMENT BY OTHERS (RECOVERED)
- ⊕ SECONDARY MONUMENT BY OTHERS (RECOVERED)
- ⊙ 3750-S PRIMARY MONUMENT (RE-ESTABLISHED)
- ⊙ 3750-S SECONDARY MONUMENT (ESTABLISHED)
- BOUNDARY / PROPERTY LINE

SECTION 35
SECTION 34

FOREST SERVICE

Conservation

Ecology
Blocks

asphalt
plant

Public
Facility
(Fill area)
only

Spack
isail
& parking
Area

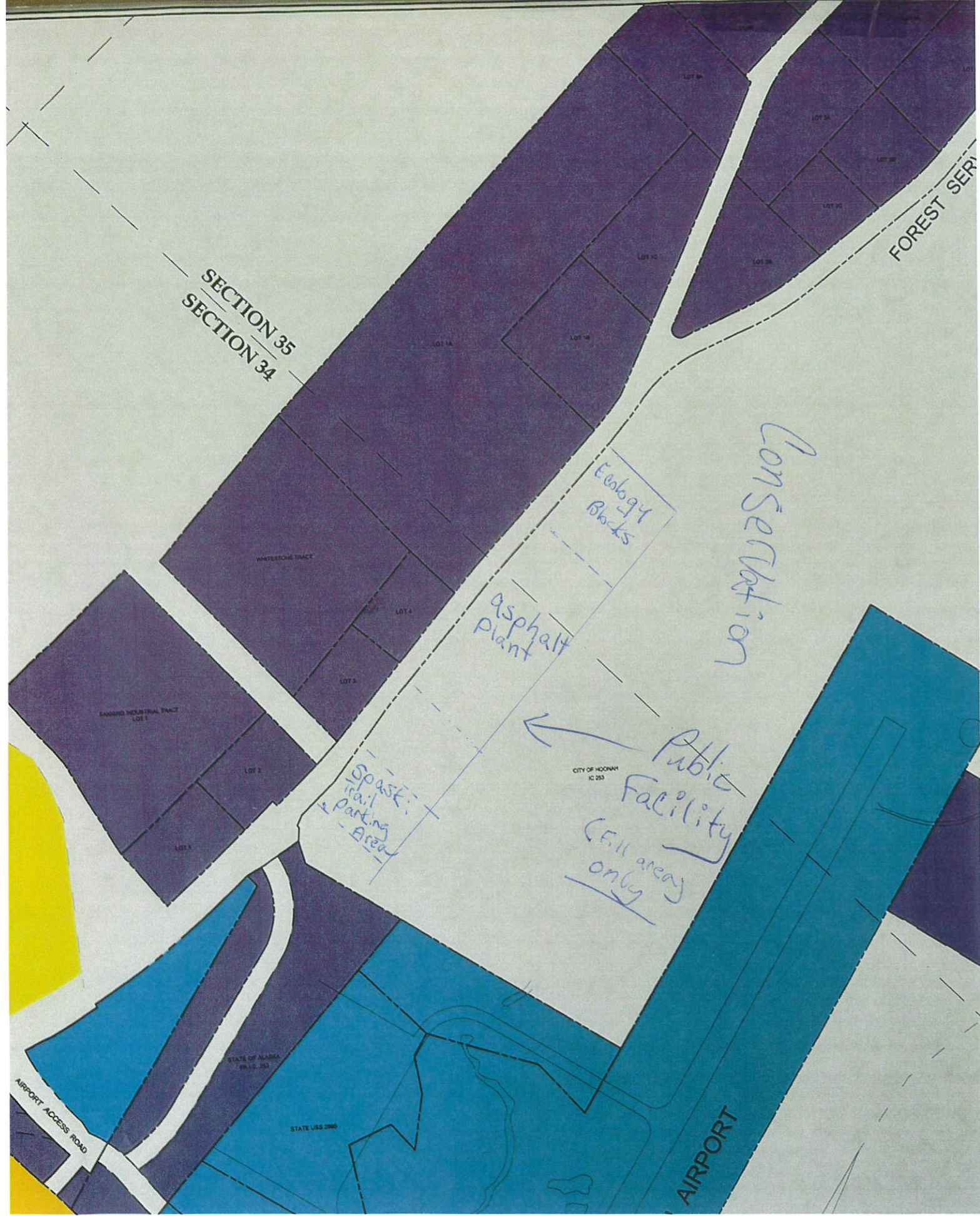
CITY OF MOONAH
IC 203

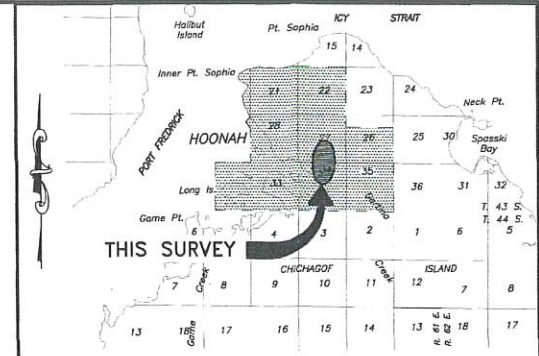
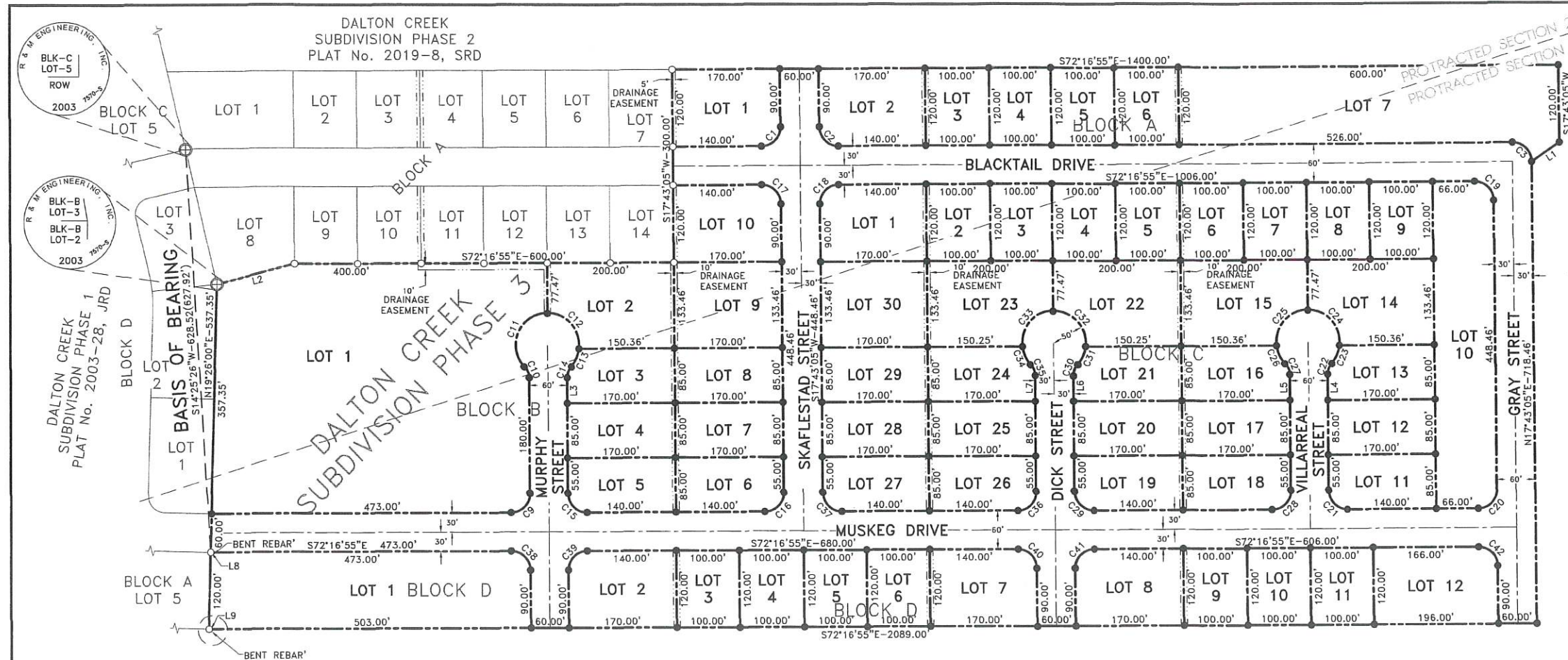
STATE OF ALABAMA
PR.C. 203

STATE LSS 098

AIRPORT

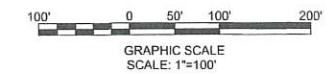
AIRPORT ACCESS ROAD





VICINITY MAP
 SOURCE: U.S.G.S. QUADRANGLE JUNEAU (A-5), ALASKA
 SCALE: 1" = 2 MILES
 DATE: 1951
 REV.: 1965

- LEGEND**
- ⊕ PRIMARY MONUMENT BY OTHERS (RECOVERED)
 - SECONDARY MONUMENT (RECOVERED)
 - SECONDARY MONUMENT (ESTABLISHED)
 - SURVEYED BOUNDARY/PROPERTY LINE
 - - - UNSURVEYED BOUNDARY/PROPERTY LINE
 - CENTERLINE
 - - - DRAINAGE EASEMENT



SURVEYOR'S CERTIFICATE

I CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXISTS AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.



REGISTRATION No.: LS-11759
 DATE: 6/27/2019
 JASON S. LANGEN
 REGISTERED LAND SURVEYOR

A PLAT OF
 LOTS 1-6, BLOCK "A"; 1-10, BLOCK "B"; 1-30, BLOCK "C"
 & 1-12, BLOCK "D"
**DALTON CREEK SUBDIVISION
 PHASE 3,**
 LOCATED WITHIN
 PROTRACTED SECTIONS 27 & 34
 TOWNSHIP 43 SOUTH, RANGE 61 EAST
 COPPER RIVER MERIDIAN, ALASKA
 CITY OF HOONAH, ALASKA
 SITKA RECORDING DISTRICT

DRAWN BY: ECR
 CHECKED: JSL
 DATE: 6/27/2019
 SCALE: 1" = 100'



PROJECT No.
19106JN
 SHEET NUMBER

Sitka 2019-12

CURVE TABLE

No.	LENGTH	RADIUS	DELTA	TANGENT	CHORD DIRECTION	CHORD LENGTH
C1	47.12'	30.00'	090°00'00"	30.00'	N62°43'05"E	42.43'
C2	47.12'	30.00'	090°00'00"	30.00'	N27°16'55"W	42.43'
C3	47.12'	30.00'	090°00'00"	30.00'	N27°16'55"W	42.43'
C9	47.12'	30.00'	090°00'00"	30.00'	N62°43'05"E	42.43'
C10	18.69'	25.00'	042°50'00"	9.81'	N03°41'55"W	18.26'
C11	115.92'	50.00'	132°50'00"	114.54'	N41°18'05"E	91.65'
C12	83.55'	50.00'	095°44'21"	55.28'	S24°24'45"E	74.16'
C13	32.37'	50.00'	037°05'39"	16.78'	S42°00'16"W	31.81'
C14	18.69'	25.00'	042°50'00"	9.81'	S39°08'05"W	18.26'
C15	47.12'	30.00'	090°00'00"	30.00'	S27°16'55"E	42.43'
C16	47.12'	30.00'	090°00'00"	30.00'	N62°43'05"E	42.43'
C17	47.12'	30.00'	090°00'00"	30.00'	N27°16'55"W	42.43'
C18	47.12'	30.00'	090°00'00"	30.00'	S62°43'05"W	42.43'
C19	47.12'	30.00'	090°00'00"	30.00'	N27°16'55"W	42.43'
C20	47.12'	30.00'	090°00'00"	30.00'	N62°43'05"E	42.43'
C21	47.12'	30.00'	090°00'00"	30.00'	S27°16'55"E	42.43'
C22	18.69'	25.00'	042°50'01"	9.81'	N39°08'05"E	18.26'
C23	32.37'	50.03'	037°04'10"	16.77'	N42°00'16"E	31.81'
C24	83.55'	50.00'	095°44'21"	55.28'	N24°24'45"W	74.16'
C25	83.55'	50.00'	095°44'35"	55.28'	S59°50'54"W	74.16'
C26	32.37'	50.00'	037°05'39"	16.78'	S06°34'06"E	31.81'
C27	18.69'	25.00'	042°50'00"	9.81'	S03°41'55"E	18.26'
C28	47.12'	30.00'	090°00'00"	30.00'	N62°43'05"E	42.43'
C29	47.12'	30.00'	090°00'00"	30.00'	S27°16'55"E	42.43'
C30	18.69'	25.00'	042°50'00"	9.81'	N39°08'05"E	18.26'
C31	32.37'	50.00'	037°05'39"	16.78'	N42°00'16"E	31.81'
C32	83.55'	50.00'	095°44'21"	55.28'	N24°24'45"W	74.16'
C33	83.55'	50.00'	095°44'21"	55.28'	S59°50'54"W	74.16'
C34	32.37'	50.00'	037°05'39"	16.78'	S06°34'06"E	31.81'
C35	18.69'	25.00'	042°49'57"	9.81'	S03°41'55"E	18.26'

CURVE TABLE

No.	LENGTH	RADIUS	DELTA	TANGENT	CHORD DIRECTION	CHORD LENGTH
C36	47.12'	30.00'	090°00'00"	30.00'	N62°43'05"E	42.43'
C37	47.12'	30.00'	090°00'00"	30.00'	S27°16'55"E	42.43'
C38	47.12'	30.00'	090°00'00"	30.00'	S27°16'55"E	42.43'
C39	47.12'	30.00'	090°00'00"	30.00'	S62°43'05"W	42.43'
C40	47.12'	30.00'	090°00'00"	30.00'	N27°16'55"W	42.43'
C41	47.12'	30.00'	090°00'00"	30.00'	S62°43'05"W	42.43'
C42	47.12'	30.00'	090°00'00"	30.00'	N27°16'55"W	42.43'

LINE TABLE

No.	LENGTH	DIRECTION
L1	53.25'	S73° 25' 52"W
L2	126.24'	S86° 37' 23"E
L3	40.00'	S17° 43' 05"W
L4	40.00'	S17° 43' 05"W
L5	40.00'	N17° 43' 05"E
L6	40.00'	S17° 43' 05"W
L7	40.00'	N17° 43' 05"E
L8	1.80'	N71° 25' 28"W
L9	5.39'	N71° 25' 28"W

BLOCK "A" AREA TABLE

LOT	AREA (S.F.)	AREA (ACRES)
1	20207	0.46
2	20207	0.46
3	12000	0.28
4	12000	0.28
5	12000	0.28
6	12000	0.28
7	72853	1.67

BLOCK "B" AREA TABLE

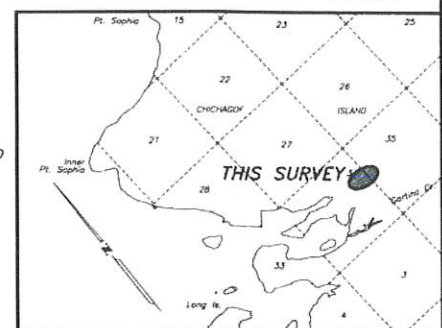
LOT	AREA (S.F.)	AREA (ACRES)
1	192333	4.42
2	24430	0.56
3	13996	0.32
4	14450	0.33
5	14257	0.33
6	14257	0.33
7	14450	0.33
8	14450	0.33
9	22688	0.52
10	20207	0.46

BLOCK "C" AREA TABLE

LOT	AREA (S.F.)	AREA (ACRES)
1	20207	0.46
2	12000	0.28
3	12000	0.28
4	12000	0.28
5	12000	0.28
6	12000	0.28
7	12000	0.28
8	12000	0.28
9	12000	0.28
10	48426	1.11
11	14257	0.33
12	14450	0.33
13	13996	0.32
14	24430	0.56
15	24430	0.56
16	13996	0.32
17	14450	0.33
18	14257	0.33
19	14257	0.33
20	14450	0.33
21	13996	0.32
22	24430	0.56
23	24430	0.56
24	13996	0.32
25	14450	0.33
26	14257	0.33
27	14257	0.33
28	14450	0.33
29	14450	0.33
30	22688	0.52

BLOCK "D" AREA TABLE

LOT	AREA (S.F.)	AREA (ACRES)
1	60598	1.39
2	20207	0.46
3	12000	0.28
4	12000	0.28
5	12000	0.28
6	12000	0.28
7	20207	0.46
8	20207	0.46
9	12000	0.28
10	12000	0.28
11	12000	0.28
12	23327	0.54



VICINITY MAP
SOURCE: U.S.G.S. QUADRANGLE JUNEAU (A-5), ALASKA
SCALE: 1" = 2 MILES
DATE: 1951 REV.: 1965

- SYMBOLS**
- ⊗ G.L.O./B.L.M. MONUMENT (RECOVERED THIS SURVEY)
 - ⊙ D.O.T. & P.F. 2-1/2" MONUMENT (RECOVERED THIS SURVEY)
 - 7570-S PRIMARY MONUMENT (ESTABLISHED THIS SURVEY)
 - 7570-S SECONDARY MONUMENT (ESTABLISHED THIS SURVEY)
 - NO MONUMENT RECOVERED OR ESTABLISHED THIS SURVEY
- PROPERTY / BOUNDARY LINE
 - - - CENTERLINE
 - - - RIGHT-OF-WAY / EASEMENT LINE
 (785.88-1) RECORD DATA PER PLAT 94-27
 (785.73-2) RECORD DATA PER PLAT OF U.S.S. 2414
 -c- COMPUTED DATA

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

WE HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF HOONAH PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION IN A PROPERLY NOTICED MEETING HELD ON THE 13 DAY OF August, 2002, AND THAT SAID PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA ALASKA.

2003-27
Sitka REC DIST
DATE: 10/10/03
TIME: 12:13 P.M.
Requested by: City of Hoonah
ADD: 611

DATED: 10/10/03
CHAIRMAN, PLANNING COMMISSION
ATTEST: *Georgia U. Glover*
CITY CLERK

CERTIFICATE OF APPROVAL BY THE COUNCIL

WE HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE HOONAH CITY COUNCIL, AS APPROVED BY ORDINANCE No. 02-07-05 DATED THE 27 DAY OF July, 2002.

DATED: 7/27/02
MAYOR, CITY OF HOONAH, ALASKA
ATTEST: *Georgia U. Glover*
CITY CLERK



SITKA RECORDING DISTRICT
A
SUBDIVISION PLAT
OF
**TRACTS A, B AND C,
HOONAH SHOTTER CREEK SUBDIVISION**
A SUBDIVISION OF
A FRACTION OF THE EAST 1/2, SEC.34, T.43 S., R.61 E., C.R.M.
CITY OF HOONAH, ALASKA

CLIENT: CITY OF HOONAH
P.O. BOX 360
HOONAH, ALASKA 99829
DATE: JUNE, 2002

SURVEYOR: R & M ENGINEERING, INC.
2205 GLACIER HIGHWAY
JUNEAU, ALASKA 99801
R&M PROJ. NO.021753

SHEET 1 of 1

GENERAL NOTES

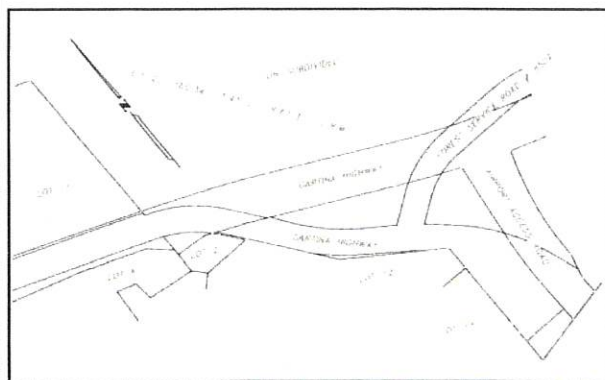
- 1.) THE BASIS OF BEARING FOR THIS SURVEY IS BETWEEN THE ORIGINAL G.L.O./B.L.M. MONUMENT CORNER 5, U.S. SURVEY NO. 2414 AND A DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES (D.O.T. & P.F.) MONUMENT FOR THE NORTHEAST CORNER OF PARCEL 9 WITHIN A FRACTION OF GOVERNMENT LOT NO.4, WITHIN THE E. 1/2, SECTION 34, T.43 S., R.61E., C.R.M. AS DENOTED BY D.O.T. & P.F. PROJECT NO.58140 HAVING A COMPUTED BEARING OF S26°39'51"E.
- 2.) ALL SURVEY COURSES (BEARINGS AND / OR DISTANCES) DENOTED BY THIS PLAT SAVE AND EXCEPT THOSE DESIGNATED AS "NEW BOUNDARY" AND THEIR RESPECTIVE SURVEY COURSES, WERE DERIVED FROM "STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES, RIGHT-OF-WAY MAP, ALASKA PROJECT, HOONAH ARTERIAL, STAGE II, RS-0918(4) 69305, FERRY TERMINAL TO HOONAH SEAFOODS & WHITE ALICE ROAD TO AIRPORT", DATED JULY, 1989 ON FILE IN THE SITKA RECORDING DISTRICT AS PLAT NUMBER 94-27 AND PROJECT NO.58140.
- 3.) WHERE RECORD SURVEY COURSES (BEARINGS AND / OR DISTANCES) DIFFER FROM THAT OF ACTUAL MEASURED AND/OR COMPUTED SURVEY COURSES, THE RECORD SURVEY COURSE IS SHOWN WITHIN PARENTHESIS WHILE THE ACTUAL MEASURED AND/OR COMPUTED SURVEY COURSE IS SHOWN WITHOUT PARENTHESIS.

TAX CERTIFICATE

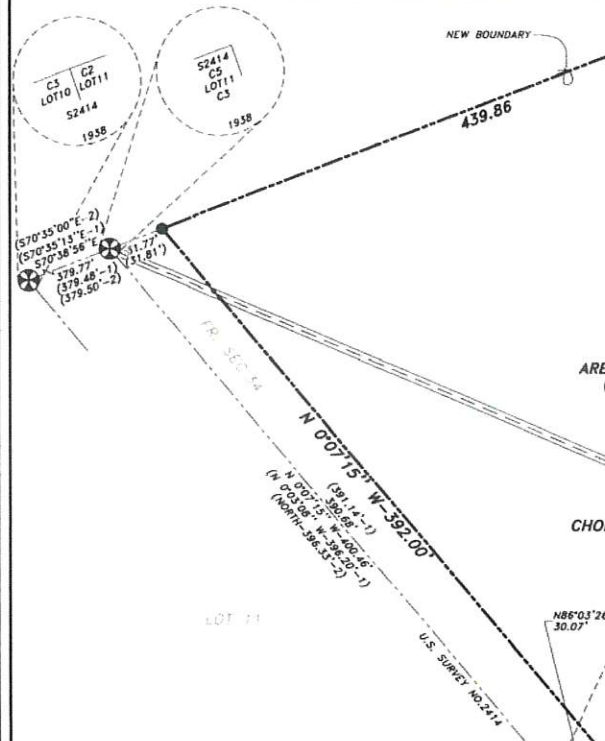
THE SUBDIVISION SHOWN HEREON LIES OUTSIDE ANY TAXING AUTHORITY AT THE TIME OF FILING.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.



ORIGINAL PROPERTY CONFIGURATION
SOURCE: SITKA RECORDING DISTRICT PLAT NO. 94-27
SCALE: 1" = 200'



CERTIFICATE OF OWNERSHIP

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC AND PRIVATE USE AS NOTED.

DATE: July 25, 2003
WITNESS: *Georgia U. Glover*
OWNER: *City of Hoonah*
CITY OF HOONAH, ALASKA

NOTARY'S ACKNOWLEDGEMENT

UNITED STATES OF AMERICA }
STATE OF ALASKA }
THIS IS TO CERTIFY THAT ON THIS 25 DAY OF July, 2003, BEFORE THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, FULLY COMMISSIONED AND SWORN, APPEARED *Georgia U. Glover*
TO ME KNOWN AND KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE SIGNED AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.
WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES: July 21, 2007

State of Alaska
NOTARY PUBLIC
Georgia U. Glover
My Commission Expires: June 21, 2007

TABLE OF CURVES

NUMBER	Δ	RADIUS	LENGTH	TANGENT	CHORD
C1	18°48'28"	576.75	154.53	77.82	S 46°09'59" E 153.97
C2	17°21'36"	526.75	158.60	80.42	S 46°09'59" E 158.99
C3	01°19'51"	1056.60	24.54	12.27	S 54°10'53" E 24.54
C4	05°56'56"	275.00	28.53	14.28	N 57°30'25" E 28.51
C5	18°26'56"	215.00	69.23	34.92	N 63°45'55" E 68.93
C6	12°02'26"	586.75	123.30	61.88	S 48°49'35" E 123.08
C7	04°35'37"	906.60	79.90	39.97	S 52°32'59" E 79.88
C8	23°04'00"	406.59	163.69	82.87	S 33°10'57" E 162.58
C9	00°44'41"	2390.20	31.07	15.54	N 63°45'51" W 31.07
C10	01°55'07"	2390.20	80.04	40.02	N 65°05'25" W 80.03
C11	01°08'36"	2390.20	47.70	23.85	S 66°37'16" E 47.70
C12	00°55'35"	2292.20	37.07	18.53	N 67°46'32" W 37.06
C13	03°55'34"	2292.20	157.07	78.57	N 63°20'57" W 157.04
C14	06°33'25"	789.50	90.35	45.22	S 03°36'17" W 90.30
C15	01°54'22"	789.50	26.26	13.13	S 00°37'56" E 26.26

11.2002X.021753.1.021753SR.DWG-1.50-4/14/03-9:30 A.M.-MAL



SOUTHEAST EARTHMOVERS INC.
5331 COMMERCIAL BLVD., JUNEAU, AK 99801
earthmovers.jon@gmail.com
907-738-8056

Re: Land Lease

Dennis

Southeast Earthmovers is requesting to Lease land past the Airport where we have rock stock piled.

It is our intent to sell rock and concrete to the community of Hoonah.

Please give me a call if you have any questions.

With the prices we are offering will make affordable for the residence's of Hoonah to Save money for a project they may want to do.

Thanks Jon

Real Property Development Application and Permit:

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new to chapter
16*

x.010. A Real Property Development Permit shall be required before work may proceed on projects that will;

- A. Change the grade and/or drainage characteristics of a piece of real property by the addition, removal or redistribution of fill material.
- B. Add a new structure(s) to any existing real property outside of or adjacent to the current as-built footprint of any structure(s) sited on the real property.
- C. Fail to meet the City of Hoonah Code for building elevation and/or permitted zoning uses.

x.020. An application for a Real Property Development Permit will include, but not be limited to, the following items:

- A. As-built drawings of the real property drawn to scale and clearly indicating: *visible to director & public works*
 - 1. Corner markers for the real property on which the project will be sited.
 - 2. The appropriate zoning class of the real property and setback requirements.
 - 3. Location of relevant current structures on the real property.
 - 4. Footprint and elevations for any new structures to be sited on the property.
 - 5. Fill and grading drawings, if applicable.
- deemed to be when needed engineer or architectural drawings of development necessary reports and/or*
B. Proof of ownership of the real property described in the application or written consent from the owner of record authorizing work to be performed.

x.030. Evaluation of Applications for a Real Property Development Permit.

A. Completed applications for a Real Property Development Permit should be submitted to the city clerk.

B. Applications will be evaluated for completeness and if deemed *complete* *by whom* passed to the director of public works. The director of public works and *city administration* *who is this* with the assistance of the Planning and Zoning Commission, *if deemed necessary* will conduct a *?* review of the application and a site visit to confirm and evaluate the real property as it relates to the application.

C. Any adjustments deemed necessary for the approval of the application will be noted and a written response will be issued to the applicant. The applicant may adjust the application as indicated necessary in the response and re-submit the application.

D. Real Property Development Applications having cleared items A-C will be forwarded to the *City Administration* for final approval.

who is this
E. Final approval for applications will result in the issuance of a **Real Property Development Permit**. Real Property Development Permits will require the signature of the Applicant, the Director of Public Works, the Planning and Zoning Commission Chair and the Mayor.

x.040. Real Property Development Permits will be valid for a period of one year from the date of issuance. Projects which extend beyond their approved time period will require a new Real Property Development Application.