



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

REAL PROPERTY DEVELOPMENT PERMIT APPLICATION PROCEDURES

- **\$30.00 Permit Fee**

A PERMIT IS REQUIRED FOR:

- ALL NEW CONSTRUCTION
- CONSTRUCTION THAT CHANGES AN EXISTING BUILDING'S FOOTPRINT AND/OR ELEVATION
- GRADE OR FILL OF PROPERTY.

1. Applicant: PROPERTY OWNER is to complete permit application along with attached drawings and plans. Applicant contacts Public Works Director to set up a review appointment. (945-3355).
2. A water meter is required for all new residential and commercial construction *effective 8/14/07*.
3. Property owners are responsible to meet certain federal laws and regulations which regulate accessibility for disabled individuals in construction, addition, and remodel of buildings. Among these regulations are the Americans with Disabilities Act (ADA) and the Federal Fair Housing Amendments Act (FHA).
4. Public Works Director reviews all permit applications with drawings and plans. * If completed with no variance/conditional use permits required, Director signs off.

* If a VARIANCE or CONDITIONAL USE is determined necessary, the application must be turned into the City Clerk ten days prior to the next P&Z meeting for public hearing and consideration by the Planning and Zoning Commission.

APPLICANT IS REQUIRED TO ATTEND THE MEETING.

5. The City Administrator will sign off on application after approval by Public Works Director and Planning & Zoning Commission if necessary. Once signed off by both Public Works and City Administrator applicant must pay \$30.00 for numbered permit and display said permit at the work site. (Two copies are made one for the City Office and one for the applicant.)

6. Permit expires one (1) year after date of issuance. If project is not completed within the one (1) year timeline, the applicant will be required to renew the permit and pay the permit fee.

CITY OF HOONAH ZONING DISTRICTS HEIGHT AND SETBACK REQUIREMENTS

ALL ZONING DISTRICTS:

1. *A minimum building setback of 15 feet from the property line shall be required for properties abutting streets, roads or utility easements or other rights-of-way.*

GENERAL RESIDENTIAL ZONING:

1. A minimum building setback of fifteen (15) feet shall be required for properties abutting streets, road or utility easements or other rights-of-way.
2. Minimum building setbacks of fifteen (15) feet in the front, and five (5) feet in the rear and side property lines shall be required for all single-family residential development and accessory buildings.
3. Minimum building setbacks of ten (10) feet in front, rear, and side lines shall be required for commercial and multi-family development.
4. No single-family residential or multi-family residential building shall exceed thirty-five (35) feet in height.

COMMERCIAL ZONING:

1. A minimum building setback of fifteen (15) feet shall be required for properties abutting streets, road or utility easements or other rights-of-way.
2. Minimum building setbacks of ten (10) feet in front, rear, and side lines shall be required for commercial and multi-family development.
3. No commercial or industrial building shall exceed fifty (50) feet in height.

INDUSTRIAL:

1. A minimum building setback of fifteen (15) feet shall be required for properties abutting streets, road or utility easements or other rights-of-way.

2. Minimum building setbacks of ten (10) feet in front, rear, and side lines shall be required for commercial and industrial development.
3. No commercial or industrial building shall exceed fifty (50) feet in height.

RESIDENTIAL RESERVE:

1. A minimum building setback of fifteen (15) feet shall be required for properties abutting streets, road or utility easements or other rights-of-way.
2. Minimum building setbacks of fifteen (15) feet in the front, and five (5) feet in the rear and side property lines shall be required for all single-family residential development and accessory buildings.
3. No single-family residential dwelling, bed and breakfast establishment, or lodge shall exceed thirty-five (35) feet in height.



City of Hoonah Planning Department
P.O. Box 360 * Hoonah, Alaska * 99829
Phone: 907-945-3663 * Fax: 907-945-3445

**REAL PROPERTY DEVELOPMENT
PERMIT APPLICATION (FEE \$30.00)**

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

PROJECT LOCATION: _____

DATE TO BEGIN: _____

**PROJECT DESCRIPTION (MUST ATTACH DRAWINGS & PLANS SHOWING
PROJECT IN RELATIONSHIP TO PROPERTY & UTILITY EASEMENTS)**

ARE PROPERTY LINE PINS IN PLACE? YES ___ NO ___
DO YOU HAVE AS-BUILT DRAWINGS OF STRUCTURE? YES ___ NO ___

I HEREBY CERTIFY THAT I AM DEVELOPING, FILLING OR GRADING ON MY OWN
PROPERTY AND THAT I HOLD THE CITY OF HOONAH HARMLESS FOR ANY
ENCROACHMENT ISSUES OR DAMAGES THAT MAY BE CAUSED BY THIS ACTION.

_____ (Signature of **Property Owner**)

TO BE COMPLETED BY THE PUBLIC WORKS DIRECTOR

CONDITIONAL USE: _____ ALLOWABLE USE: _____
VARIANCE REQUIRED YES ___ NO ___
CITY WATER & SEWER YES ___ NO ___
APPROVED SEPTIC TANK YES ___ NO ___
NFIP Special Flood Hazard Area (floodplain) YES ___ NO ___

REVIEWED BY PUBLIC WORKS DIRECTOR: _____

For any questions, please call the Public Works Director at 945-3355

APPROVED BY: _____ PERMIT NUMBER: _____
City Administrator

PERMIT ISSUED BY: _____ PERMIT EXPIRATION DATE: _____

PAYMENT: CASH ___ CHECK ___ CREDIT CARD ___ MONEY ORDER ___