



Ketchikan Gateway Borough

1900 First Ave. STE 126, Ketchikan, Alaska 99901 907.228.6610 office : 907.228.6698 fax

ZONING PERMIT APPLICATION

Date Received

TO BE COMPLETED BY PLANNING STAFF

Customer Number Parcel Number Permit Number

Zoning District Overlay Zone

New Address being assigned:

Staff Notes:

Application Complete

Approved by: (Zoning Official) _____ Date _____

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

Applicant Name Project Name Contact Number

For the property located at:

Existing use(s) of the Property:
Briefly describe/list the existing use(s) and/or structures

Proposed project and/or use(s) of the property:
Briefly describe the requested use and/or project

Total number of off street parking spaces

Total square feet of building(s) foot prints

Septic system

Water system

Application Checklist

- Complete Site Plan
- Elevation of Structures
- Owner/Applicant Authorization Form
- Installation of Driveway Yes No



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ZONING PERMIT APPLICATION (continued)

Fill in the applicable sections below for the proposed and existing uses listed on page 1.

RESIDENTIAL USES

Total Number of Dwelling Units

Total Number of Bedrooms

COMMERCIAL USES

Total Number of Sleeping Rooms

Square Feet of Gross Floor Area

Number of Permanent Seats or
Total Occupancy
(Assembly Halls, Churches, etc.)

Number of Employees*

Square Feet of Office Space

Square Feet of Display Space

Number of Company Vehicles**

Square Feet of Sales Floor Area

* Specify if employees include teachers, instructors, nurses, students, interns, or doctors.

** Company vehicles includes trailers, taxis, or truck trailers.

~ Specify if your use includes billiards, hair cutting chairs, automotive racks or bays

Applicant Consent

I understand that for new construction or the expansion of the building footprint of an existing building, an inspection of the foundation forms must be conducted to insure that the building is located outside of the setback requirements prior to the pouring of the foundation. I understand that I am responsible for scheduling an inspection with Planning staff once the foundation forms are constructed. Prior to the inspection I am required to identify the boundary markers and/or property lines for the inspection. If the boundary markers and/or property lines are not identified and staff is unable to determine the location of markers or lines, I may be required to provide a survey by a professional surveyor to verify the foundation forms are located in compliance with the setback standards.

Upon completion of the construction, I understand that I must submit an As-Built Survey produced by a licensed surveyor to insure the construction is in accordance with the submitted site plan and initial inspection.

I agree to abide by the terms and/or conditions of this permit and understand that any changes to the plans will require notification to the Planning Department before construction commences.

Initial

Please be advised that the issuance of a Zoning Permit does not preclude the applicant's responsibility to comply with all other applicable local, State and/or Federal laws or regulations.

Inspections will be scheduled for Wednesdays and Thursdays, based on staff availability. As-built Surveys required by financial institutions may be provided in lieu of a final inspection by staff.

A Zoning Permit for a structure **expires two years after the date it is issued** unless the actual construction is started and diligently continues to completion. When unusual circumstances prevent compliance with the time requirement, the applicant may submit a renewal request to the Borough asking to extend the permit -- provided the request is filed prior to the expiration of the said two years. Excavation is not considered construction.

Permit Appeal Procedures: A decision of the zoning official may be appealed to the Ketchikan Gateway Borough Planning Commission. An appeal must be filed in writing with the Planning Department within ten (10) days of the decision, in accordance with the procedures outlined in Section 18.05.080 and Chapter 18.155 of the Ketchikan Gateway Borough Code. Please contact the Planning Department for additional information by writing to 1900 First Ave, STE 126 Ketchikan, AK 99901 or by phone at 907-228-6610 or e-mail at planning@kgbak.us.