



ALTERNATIVE DEVELOPMENT PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant

TYPE OF ALTERNATIVE DEVELOPMENT PROPOSED (ONLY AVAILABLE TO ALLOWED RESIDENTIAL USES)			
Rebuild w/in Existing Footprint	Setback Reduction	Lot Coverage Reduction	Vegetative Coverage Reduction
If requesting a Reduction of Setback(s), Lot Coverage, and / or Vegetative Coverage, the following must be provided:			
Map of properties w/in 150' radius	Table demonstrating average corresponding setbacks located w/in 150' radius		
PROJECT SUMMARY			
IS THIS A MODIFICATION OF AN EXISTING APPROVAL? YES – Case # _____ NO			
Existing use of property: _____			
Is this project an: Expansion Rehabilitation New Development			
Has this property received a Variance in the Past? NO YES – Case # _____			
UTILITIES PROPOSED		SEWER: Public On Site	
WATER: Public On Site			
SITE AND BUILDING SPECIFICS			
Total Area of Lot _____ square feet		Total Area of Existing Structure(s) _____ square feet	
Total Area of Proposed Structure(s) _____ square feet			
EXTERNAL LIGHTING			
Existing to remain	No	Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures	
Proposed	No	Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures	
ALL REQUIRED MATERIALS ATTACHED			
Complete Application			
Narrative including:			
Current use of land or building(s)			
Proposed setbacks, lot coverage, vegetative coverage			
How the proposed use complies with the Alternative Development Overlay District			
Plans (details on page 2)			

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ALLOWABLE/CONDITIONAL USE FEES				
	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ _____			
Pub. Not. Sign Deposit	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
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Alternative Development Permit Application Instructions

Alternative Development permits are outlined in CBJ 49.70.1200

Pre-Application Conference: A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure, and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at permits@juneau.org.

Application: An application for an Alternative Development Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Alternative Development Permit Application and Development Permit Application forms.
2. **Fees:** Fee is \$400. Any development, work, or use done without the necessary Land Use permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project, including how the proposed project meets the purpose of the Alternative Development Overlay District.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - A. Site plan, floor plan and elevation views of existing and proposed structures
 - B. Existing and proposed parking areas, including dimensions of the spaces, aisle width and driveway entrances
 - C. Proposed traffic circulation within the site including access/egress points and traffic control devices
 - D. Existing and proposed lighting (including cut sheets for each type of lighting)
 - E. Existing and proposed lot coverage (lot area covered by buildings)
 - F. Existing and proposed vegetation with location, area, height and type of plantings
 - G. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Alternative Development Permit Applications must be reviewed by the Board of Adjustment for vote. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: Alternative Development requests must be given proper public notice as outlined in CBJ 49.15.230:

The Community Development Department will give notice of the pending Board of Adjustment meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please contact the Community Development Department for more information.

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