

# LARGE MINE PERMIT APPLICATION

(Urban)

Project Number	Project Name (15 characters)	Case Number MLG	Date Received
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**LOCATION OF PROPOSED MINE:**

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**WILL THE PROPOSED MINING ACTIVITIES HAVE IMPACTS ON THE MINING AND EXPLORATION EXCLUSION DISTRICT?**     Yes     No

**IMPACTS:**

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**DESCRIPTION OF ACTIVITY WHICH REQUIRES A MINING PERMIT:**

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**PREVIOUS EXPLORATION NOTICES AND/OR MINING PERMITS?**     Yes     No

*Previous Case Number(s), if known:* \_\_\_\_\_

**UNIQUE CHARACTERISTICS OF LAND OR BUILDING(S):**

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**WHAT IS THE TOTAL AREA TO BE DISTURBED?** \_\_\_\_\_ **acres**

**HAS A FINANCIAL WARRANTY BEEN ESTABLISHED?**     Yes     No

**AMOUNT \$** \_\_\_\_\_ **WARRANTY HOLDER** \_\_\_\_\_

**CONTACT INFORMATION OF WARRANTY HOLDER:** \_\_\_\_\_

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For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

**LARGE MINE PERMIT FEES**

	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Admin. of Guarantee	\$ _____	_____	_____	_____
Adjustment	\$ _____	_____	_____	_____
Pub. Not. Sign Fee	\$ _____	_____	_____	_____
Pub. Not. Sign Deposit	\$ _____	_____	_____	_____
<b>Total Fee</b>	<b>\$ _____</b>	_____	_____	_____

**NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM**

TO BE COMPLETED BY THE APPLICANT

## Large Mine Permit Application Instructions

Applications for Large Mine Permits are reviewed by the Planning Commission as a Conditional Use permit at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make decisions tailored to individual applications. The Commission may stipulate conditions to mitigate external adverse impacts from the proposed use. If it is determined that these impacts cannot be satisfactorily overcome, the permit shall be denied.

**Pre-Application Conference:** A pre-application conference is required prior to submitting an application. 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@ci.juneau.ak.us](mailto:Permits@ci.juneau.ak.us).

**Application:** An application for a Large Mine 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:

**Forms:** A completed Large Mine Permit Application and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

**Fees:** The fee for a Large Mine Permit Application is \$3,600.00, plus any special fee established pursuant to CBJ49.65.130. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.

**Project Description:** A detailed letter or narrative describing the proposed mining activities, which includes:

- A. A map on a scale of 1:63,360, or a more detailed scale, a description of the mine site and affected surface; description and timetable of the proposed mining operation, including all roads, buildings, processing and related facilities;
- B. A description and timetable of proposed reclamation of affected surface;
- C. A description of proposals for the sealing of open shafts, adits and tunnels upon the completion or temporary cessation of mining operations;
- D. A description of methods to be used to control, treat, transport and dispose of hazardous substances, sewage and solid waste;
- E. A description of other potential environmental, health, safety and general welfare impacts, as well as impacts on neighboring property and measures to be taken to mitigate their adverse effects; and
- F. A Socioeconomic Impact Assessment 49.65130(C)(1) through (2).

**Supplemental Information:** The application shall also contain:

- A. Additional information prepared by the operator for its feasibility studies and mining plans, including information establishing the right to use the affected surface, labor force characteristics and timing, payroll projections, anticipated duration of the mining operation, construction schedules, infrastructure description, and other information reasonably requested by the department in the pre-application conference held pursuant to subsection 49.15.330(b); and
- B. An Environmental Impact Statement if it is required by the National Environmental Policy Act.

**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, describing the materials and colors proposed;
- 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;
- E. Existing and proposed landscaping with location, area, height and type of plantings; and
- H. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.).

**Document Format:** All information that is submitted as part of an application shall be submitted in either of the following formats:

- A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
- B. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is preapproved by the Community Development Department).

**Please consult with the Community Development Department to discuss whether additional information may be required for your application. The "Planner-On-Call" can be reached by contacting the Permit Center at 586-0770 or via e-mail at [Permits@ci.juneau.ak.us](mailto:Permits@ci.juneau.ak.us).**

**Application Review, Hearing Procedure and Permit Issuance:** 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:** Within 20-days of receipt of an application the Community Development Department (Department) will conduct a preliminary review of the application and schedule a meeting with the applicant/operator to request additional information and to establish a procedure/schedule for the coordinated review of the application with the review by other agencies.

Unless the operator agrees to an extension, within 90 days after the Department has received all additional information requested at the initial meeting described in 49.65.130(d) and the fee has been established, the Department shall complete its review of the application, unless an Environmental Impact Statement (EIS) is required by the National Environmental Policy Act (NEPA). The Department shall form a recommendation as to whether the permit should be approved and, if so, it shall make a recommendation on the amount of the financial warranty as provided in section 49.65.140. The Department's recommendation may include such conditions or stipulations as the Department deems to be reasonably necessary to mitigate any adverse environmental, health, safety or general welfare impacts which may result from the proposed mining operation. The Department's recommendations shall be provided to the operator and forwarded to the Planning Commission where the matter shall be placed on agenda for the next regularly scheduled meeting after notice has been published as provided in section 49.15.230. The application shall then be heard as a Conditional Use Permit application as provided in chapter 49.15, article III, as modified by this article.

If the department determines that the proposed mining operation does not meet the standards of sections 49.65.135 and 49.15.330, the Department shall advise the operator. The operator may then either withdraw its application or allow the Department's recommendation to be forwarded to the Planning Commission. If the application is withdrawn, it may be revised and submitted within 180 days upon payment of an additional processing fee as determined by the Department to be reasonably necessary to defray its cost of reviewing the revised application. Revised applications shall be processed in accordance with the procedures set forth in CBJ49.65.130 subsections (d), (e), (f) and (h).

**Hearing:** All Large Mining Permit Applications will be heard by the Planning Commission as a Conditional Use permit. Once the Planning Commission has determined the application, with stipulations or conditions as appropriate, satisfies the standards of CBJ49.65.135 and CBJ49.15.330, it shall approve the application and set the amount of the financial warranty.

**Permit Issuance:** The permit will not be issued until the applicant/operator has submitted a financial warranty in the amount set by the Planning Commission that is in a form satisfactory to the City and Borough of Juneau Attorney.

**Please consult with the Community Development Department to discuss the review procedure required for your specific application. The "Planner-On-Call" can be reached by contacting the Permit Center at 586-0770 or via e-mail at [Permits@ci.juneau.ak.us](mailto:Permits@ci.juneau.ak.us).**

**Public Notice Responsibilities:** As part of the Conditional Use permitting process, all permit requests must be given proper public notice, which consists of the following:

**Community Development Department:** Will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, the department will mail abutters notices to all property owners within 500-feet of the project site.

**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 the Department. 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 by 4:30 p.m. on the Monday following the scheduled hearing date. If the sign is returned later than the Monday after the Planning Commission meeting, but within two weeks of the meeting, \$50.00 may be refunded. The applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**