

EXTRACTION MODIFICATION PERMIT APPLICATION

Project Number	Project Name (15 characters)	Case Number SGM	Date Received
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LOCATION OF PROPOSED EXTRACTION:

DESCRIPTION OF ACTIVITY WHICH REQUIRES AN EXTRACTION MODIFICATION PERMIT:

HAVE EXTRACTION ACTIVITIES BEEN PERMITTED ON THIS SITE IN THE PAST? Yes No

Previous Case Number(s), if known: _____

UNIQUE CHARACTERISTICS OF LAND OR BUILDING(S): _____

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: _____

<p>For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.</p> <p>If you need any assistance filling out this form, please contact the Permit Center at 586-0770.</p>	<p style="text-align: center;">EXTRACTION MODIFICATION PERMIT FEE</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%; text-align: center;">Fees</th> <th style="width: 15%; text-align: center;">Check No.</th> <th style="width: 15%; text-align: center;">Receipt</th> <th style="width: 15%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>Application Fees</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Admin. of Guarantee</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Adjustment</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Pub. Not. Sign Fee</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Pub. Not. Sign Deposit</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Total Fee</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		Fees	Check No.	Receipt	Date	Application Fees	\$ _____	_____	_____	_____	Admin. of Guarantee	\$ _____	_____	_____	_____	Adjustment	\$ _____	_____	_____	_____	Pub. Not. Sign Fee	\$ _____	_____	_____	_____	Pub. Not. Sign Deposit	\$ _____	_____	_____	_____	Total Fee	\$ _____	_____	_____	_____
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NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT

EXTRACTION MODIFICATION PERMIT APPLICATION INSTRUCTIONS

Applications for Extraction Modification Permits are reviewed by the Planning Commission at a public hearing. A requested change/modification will be determined by the Community Development Department to be a minor or major change/modification. The threshold for this determination will be based on whether the requested change/modification has any significant impact on public or other private property and is within the spirit and intent of the conditions of the original permit. All tentative approvals made by the Community Development Department and major changes/modifications will be reviewed by the Planning Commission. This permit procedure is intended to streamline the Planning Commission's review of extraction modification requests. An Extraction Modification Permit is not for the renewal of a previously approved Extraction Permit.

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.

Application: An application for an Extraction Modification 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 Extraction Modification 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 an Extraction Modification Permit Application is dependent upon whether the change/modification is a minor or major change/modification. If the application is for a minor change/modification, there will be no fee assessed for the application; however, if the application is for a major change/modification the fee will be assessed upon the class of the proposed use. Land Use fees generally range from \$350 to \$1,600. 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 aspect of the extraction operation that is to be changed. Depending on the requested change/modification the following information may be necessary:

- A. A site drainage plan;
- B. A method of securing the area, including installation of gates at access points, posting, and fencing;
- C. Methods to be used to minimize noise pollution and visual blight;
- D. The proposed hours and days of operation during the year;
- E. The estimated amount and general type of material present and to be removed from the site;
- F. The results of test holes which show the water table level, if any, and the general type and location of materials to be removed;
- G. The date by which it is anticipated the extraction and processing operation will be completed;
- H. A schedule for completion of necessary site restoration work;
- I. Operating procedures for control of airborne particulates and other pollutant emissions from the site and equipment used at the site that may affect areas beyond the site boundaries;
- J. The identification of any geophysical hazards which may affect or be affected by the proposed operation. A statement of the possible impact of the hazard on the operation and of the operation on the hazard including methods of reducing the impact shall be included;
- K. The date of establishment of the operation and history of adjacent land development; and
- L. Such additional relevant information as the commission or department may request.

Plans: All plans are to be drawn to scale and clearly show the items listed below:

- A. A topographic map showing the existing topography, vegetation, drainage features, ground water level, structures, significant natural and artificial conditions of the land, on-site and off- site geophysical hazards which may affect or be affected by the proposed operation, proposed structures, roads, stockpiling and operation;
- B. A topographic map and a typical cross section showing the proposed finished contour on the land, vegetation, drainage features, limits of overburden clearing, structures, and significant natural and artificial conditions of the property which will exist upon completion of the site restoration plan;
- C. Topographic mapping required in (A) and (B) for areas having a slope of less than five percent shall show spot elevations at all breaks in grade, drainage channels or swales and at selected points not more than 100 feet apart in all directions. For areas having a slope of greater than five percent, contours shall be shown at an interval of not more than five feet where the ground slope is regular: however, contour intervals of not more than two feet may be required where necessary to adequately show irregular land features or drainage details;
- D. The plan shall include a map showing ingress and egress points for trucks and other equipment;
- E. The plan shall include a map showing all buildings and structures to be located on the site;
- F. Existing and proposed lighting; and
- G. 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 what specific 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.

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: Upon receipt of a complete application, the Department will determine whether the requested change/modification is a minor or major change/modification to a previously approved permit. If the application is determined to be a minor change/modification that would not have a significant impact on public or other private property and is within the spirit and intent of the conditions of the original permit, the Department may tentatively approve the modification. The Department will notify the Planning Commission of the tentative approval.

Hearing: At the meeting in which the Planning Commission receives notification of the tentative approval, the Planning Commission may reject the modifications tentatively approved by the Department. If the Planning Commission takes no action on the tentative approval or approves or changes it, it shall be final and effective on the day following the hearing or such date as the Planning Commission may determine. If the Planning Commission rejects the tentative modification or determines that the modification request is not a minor modification, the tentative approval is void. If the Planning Commission rejects a tentative approval or the Department or the Planning Commission determines that the requested modification is not a minor modification, the applicant may pay the required fee and submit information required under section 49.65.215 which is necessary for evaluation of the requested modification.

Permit Issuance: The Planning Commission may grant, in whole or in part, the requested modification and may establish such conditions as may be necessary. A modification may not be approved unless the commission finds that there has been compliance with all conditions applicable during the period preceding the request for modification. If the commission finds after the public hearing on the application that conditions have changed since the original permit was issued or that an unanticipated condition exists, it may further modify the conditions of the permit and impose such additional conditions as it deems necessary to accomplish the purpose of this article. The permit as modified, regardless of whether it's a minor or major change/modification, will not become effective until the applicant/operator has submitted a the satisfactory performance guarantee covering the new or changed permit conditions.

Please consult with the Community Development Department to discuss the specific detail of the review procedure required for the Extraction Modification Permit 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.

Public Notice Responsibilities: For all Extraction Modification Permit that are determined to the major, the following proper public notice must be given, 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.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED