

# SMALL MINE PERMIT APPLICATION

(Urban)

Project Number	Project Name (15 characters)	Case Number MNR	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.

**SMALL MINE PERMIT FEE**

	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

## **Small Mine Permit Application Instructions**

Applications for Small 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@juneau.org](mailto:permits@juneau.org).

**Application:** An application for a Small 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 Small Mine Permit Application and Development Permit Application form are required. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

**Fees:** The fee for a Small Mine Permit Application is \$1,000.00. 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. Description and timetable of the proposed mining operations;
- B. A copy of the mining plan;
- C. The plans for reclamation;
- D. An outline of potential environmental, health, safety, and general welfare impacts of the proposed operations;
- E. A description of the measures to be taken to mitigate the adverse effects of the mining operations on neighboring lands and to comply with section CBJ49.15.330 and CBJ49.65.135; and
- F. Copies of any permits, notices of intent, or operating plans filed with any federal or state agency.

**Supporting Documentation:** The following items may be included with the application as supporting documentation, but is not required for this review of a Small Mine Permit application:

- A. A socioeconomic impact assessment; and
- B. Copies of studies evaluating the impacts of the proposed mine (i.e. Environmental Impact Statements, etc.).

**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;
- H. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.); and
- I. Proposed reclamation plans for disturbed areas.

**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@juneau.org](mailto:permits@juneau.org).**

**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 35-days of receipt of an application the Community Development Department (Department) will make a recommendation as to whether the proposed mining operation will mitigate adverse environmental, health, safety, and general welfare impacts. 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. If the Department makes a favorable recommendation, it will then review and make a recommendation on the amount of the financial warranty, in accordance with CBJ49.65.140. The recommendations will then be scheduled for the for the next regular Planning Commission hearing.

**Hearing:** All Small Mine 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 specific detail of the review procedure required for the Small Mining Permit application. The “Planner-On-Call” can be reached by contacting the Permit Center at 586-0770 or via e-mail at [permits@juneau.org](mailto:permits@juneau.org).**

**Public Notice Responsibilities:** As part of the Small Mine 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**