



**For Office Use Only**

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

## DEVELOPMENT PLAN APPLICATION

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (TYPE OR PRINT LEGIBLY)

➤ New Development: Yes:  No:

➤ Modification to Existing: Yes:  No:

A. Project Name: \_\_\_\_\_

B. Applicant: \_\_\_\_\_

C. Location of Proposal (street address): \_\_\_\_\_

D. Legal Description of said Property:

Lot: \_\_\_\_\_, Block: \_\_\_\_\_, Subdivision: \_\_\_\_\_, Tract: \_\_\_\_\_

E. General Description of Project: \_\_\_\_\_  
\_\_\_\_\_

F. Zoning: \_\_\_\_\_

G. Square Footage of Structure Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

H. Number of Dwelling Units Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Agent/Owner: \_\_\_\_\_  
(Signature\*)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Planning Official Review	
Reviewed on:	_____
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
By: _____	
(Print)	
_____	
(Signature*)	

*\* An authorization letter must be provided by the owner if an agent is providing representation.*

*\* If ownership cannot be verified through the Alaska Records Office, a copy of the recorded warranty deed, a copy of a valid purchase contract, or a signed/notarized letter from the owner of record must be submitted.*

# DEVELOPMENT PLAN SUBMISSION CHECKLIST

Per Section 15.04.020 of the Thorne Bay Municipal Code, a Land Development Plan must be submitted to the Planning Official prior to any development or construction. The following shall be submitted to initiate a development review.

*Applications that do not comply with all of the items on this checklist (with the exception of any item(s) marked not applicable by appropriate City staff) will not be accepted for consideration.*

- A. Fully completed application form.
- B. Proof of ownership.
- C. Site Development Plan:

## SITE DEVELOPMENT PLAN INDICATING:

- Property boundaries and dimensions;
- Scale with north arrow;
- All existing and proposed structures and their dimensions;
- Distance of structures to all lot lines;
- Rights-of-way and easements adjacent to the property;
- Off-street parking spaces with their dimensions;
- Location of utility poles, and water and sewer lines;
- Access and driveways;
- Any topographical features that may affect the development of the property;
- Proposed use of the new structure and current use of any existing structures which will remain (indicate use, setbacks from property lines, and dimensions).
- Location, character, and height of walls and/or fences.





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## DEVELOPMENT PERMIT APPLICATION Applicant Statement

I, \_\_\_\_\_, have received a copy of the ordinance and understand the ordinance requirements.

### Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

### Applicant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received:

\_\_\_\_\_  
City Official Signature

\_\_\_\_\_  
Date