



CITY OF BETHEL

PO Box 1388 (1155 Ridgecrest)
Bethel, AK 99559
(907) 543-5301

APPLICATION FOR COMMERCIAL SITE PLAN PERMIT

SITE PLAN PERMIT REQUIRED

A Commercial Site Plan Permit must be attained prior to work commencing for, but not limited to, the following:

1. An improvement or significant alteration of an existing structure resulting in a change in exterior dimensions. This includes adding a second story, porch, or room onto your commercial property. This also includes demolishing or removing rooms or structures.
2. Relocation of a building from one lot to another, or relocation on the same lot.
3. The installation of water or sewage holding tank.
4. The addition of an accessory building.
5. Placements of sand or dirt fill on the lot, or excavation of the site.
6. Construction of a new building or expanding on the lot

***NOTE: All State and Federal permits must be submitted before site development approval

PROPERTY OWNER*	OWNER'S AUTHORIZED AGENT (if any)
Name (last name, first name, middle initial)	Name (last name, first name, middle initial)
Firm Name (if applicable)	Firm Name (if applicable)
Mailing Address	Mailing Address
Physical Address	
Contact Phone (Day) Evening	Contact Phone (Day) Evening
Fax Number	Fax Number
E-Mail	E-Mail

* Report additional petitioners or disclose other co-owners on supplemental form. Failure to divulge other beneficial interest owners may delay processing of this application.

CONTRACTOR INFORMATION (If Applicable)		
Contractor's Name:		Company Name (if different):
Mailing Address:		State License #
Telephone #:	Email:	Cell #:

PROPERTY INFORMATION		
Current Legal Description (Township, Range, Section, Quarter)		
Physical Location site address		
Zoning:	Acreage Square Footage:	Plat or Survey #
Subdivision:	Lot:	Block and Tract:
Lot Dimensions:	# of Rooms:	Proposed # of Buildings:
Expected Start Date: _____		Expected Completion Date: _____

ENVIRONMENTAL INFORMATION (All or portion of site affected)		
Wetland Classification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floodplain/Flood Zone	<input type="checkbox"/> Yes	<input type="checkbox"/> No

TYPE OF WORK (Check all that apply)	
<input type="checkbox"/> New	<input type="checkbox"/> Public
<input type="checkbox"/> Residential	<input type="checkbox"/> Farm/Agriculture
<input type="checkbox"/> Commercial	<input type="checkbox"/> Addition
<input type="checkbox"/> Drainage	<input type="checkbox"/> Water (Hauled System)
<input type="checkbox"/> Fill	<input type="checkbox"/> Water (Piped System)
<input type="checkbox"/> Outbuilding(s)	<input type="checkbox"/> Pilings
<input type="checkbox"/> Demolition	<input type="checkbox"/> Removal/Relocation

PROJECT NARRATIVE

Please provide a description of the proposed work to be performed and the principal use. Include any information deemed necessary for evaluation of the application.

DIMENSTIONS OF FILL

(Required) Max Height of Fill:	Method of Stabilizing Sand Pad Slopes: <input type="checkbox"/> Seeding <input type="checkbox"/> Sandbagging
(Required) Length of Fill:	
(Required) Width of Fill:	
(also see worksheet attached)	

SEWER AND WATER INFORMATION

Sewer service type: Hauled Piped

If **hauled**, please indicate:

Hauled water tank size (gallons): _____ Hauled sewer tank size (gallons): _____

CERTIFICATION

I hereby certify that I have read and examined this application and know the same to be correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any law regulating construction, setbacks, easements or the performance of construction.

Signature of Owner	Print Name
Date:	Contact phone #
Signature of Authorized Agent (if applicable)	Print Name & Title (Contractor, Agent)

SUBMITTAL REQUIREMENTS

- 1 Copy required:
- Signed Application [original]
 - Copy of site plan/building plans submitted (minimum size 8 ½" x 11")
 - Project narrative describing the project

SITE PLAN REVIEW STANDARDS

A Commercial Site Plan Permit will be considered under, but not limited to the following standards:

1. The site plan is consistent with any previously approved subdivision plat, planned development plan, or any other precedent plan or land use approval;
2. The site plan complies with all applicable development and design standards set forth in the Bethel Municipal Code Title 15 (Building & Construction and Flood Control); Title 16 (Planning, Land Use, Platting and Development) Title 17 (Subdivisions) and Title 18 (Zoning).
3. Minimum water and sewage holding tank requirements;
4. The site plan addresses any significant adverse impacts that can reasonably be anticipated to result from the use, by mitigating or offsetting those impacts to the maximum extent feasible; and
5. The development proposed in the site plan is consistent with the goals, objectives, and policies of the City of Bethel comprehensive plan.

ALLOW UP TO 10 BUSINESS DAYS TO PROCESS THE PERMIT

Information for the site plan(s) shall include, but not be limited to the following:

- Site drainage
- Parking, including location of required accessibility spaces
- Site access (driveways, entries)
- Easements (utilities, right of way, location of proposed utility services)
- Zoning setbacks
- Fire Hydrants
- Other structures on property (include connexes)
- Drainage
- Location of water and sewer lines/connection OR water and sewer tanks
- Location of all fuel tanks

For new commercial Construction, the following must also be included:

- One set of complete structural calculations prepared by a structural engineer licensed in the State of Alaska;
- Two sets of sprinkler plans (if required);
- Soils investigation report (as determined by professional design team and actual soil conditions in field);
- Fire flow regulations which shall be verified before the construction permit can be issued (contact the local fire department)
- Army Corp of Engineers wetland determination and/or permit
- Commercial use landfill permit;
- Proof 1 or more dumpsters have been secured to collect the construction materials

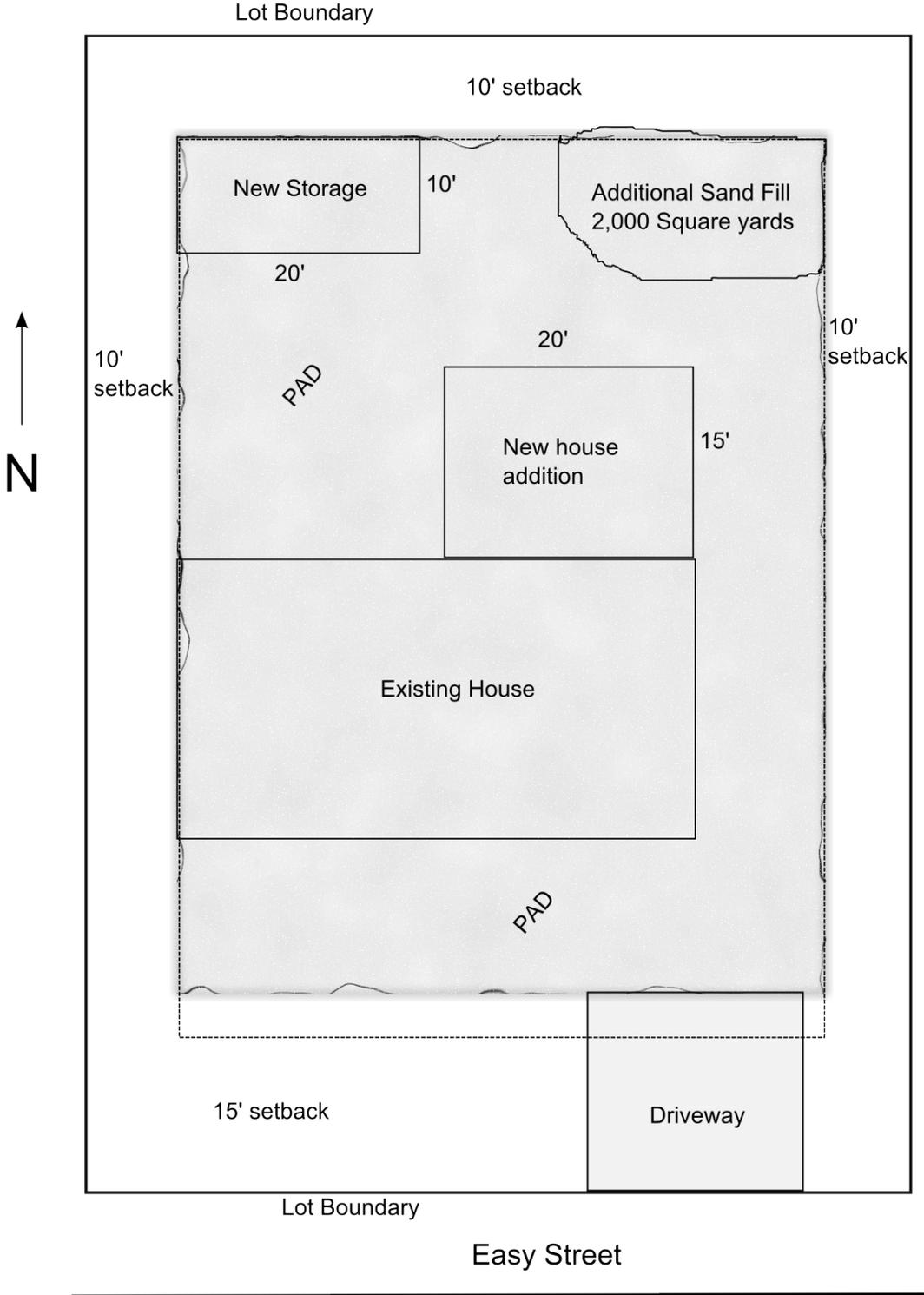
Drawing of Site Improvements

Provide drawing of the site, the buildings, the parking, the access, and the proposed improvements. This drawing should be a scaled site plan drawing which includes all of the following:

- Date
- Name of Property Owner
- Name of Person Preparing the Site Plan Map
- Scale (1 inch = x feet)
- North Arrow
- Property Lines with Dimensions
- Existing buildings with dimensions and heights
- Proposed buildings with dimensions and heights
- Label names or use of buildings
- Location of existing and/or planned water and sewage tanks
- Setbacks (between buildings and from front, rear, and sides to property lines)
- Easements
- Entry and exit driveways
- Parking areas (9 ' x 20' per parking space) **See Bethel Municipal Code 18.48.160** for required spaces
- Drainage
- Buildings and Improvements of neighboring properties within 50' of property line.

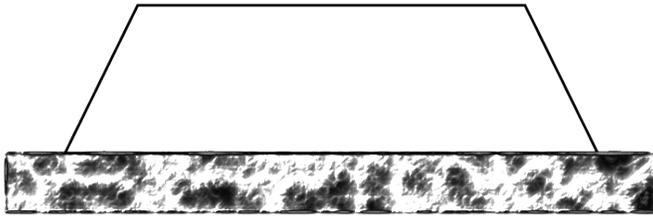
If the project is going to involve a culvert (removing, adding, replacing, relocating), it will be necessary to complete the worksheet located on page 7 below.

(Sample Drawing)



Worksheet for Fill Dimensions

Give us an idea about how much fill is going in.

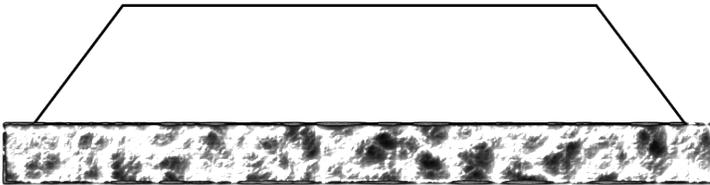


Driveway

H =

W =

L =

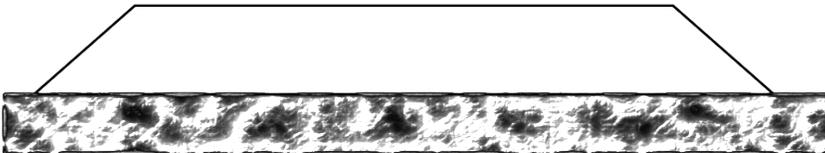


Parking Area

H =

W =

L =



Main Sand Pad

H =

W =

L =

Turn this form in with your Site Plan Permit Application.

City of Bethel Public Works Department

Culvert Pre-Installation Approval

APPROVED: _____ DENIED: _____ Date: _____

Signed By: _____

Brief Explanation if denied:

Applicant Information

Name: _____

Property Location: _____

Mailing Address: _____

Contact Phone: _____

Request Date: _____

Site Plan Number: _____

Installation Inspection

Inspected By: _____

Comments:

**The Property Owner is responsible for
culvert installation as needed, and
abatement of any run-off resulting from
development.**

For Office Use Only

Information/Documentation

Required

Received

State Fire Marshall Approval
Local Fire Department Approval
Written Drainage Plan
Written Disposal Plan
Army Corp of Engineers Permit
State DEC
Public Works Department Approval
Other Agency _____

DEPARTMENT USE ONLY

Permit Approved By: _____ Date: _____

Printed Name: _____ Title: _____

Conditions (if any): _____

Permit # _____ Non-Refundable Fee: _____
Receipt Fee # _____