



# CITY OF BETHEL

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 BETHEL, ALASKA 99559  
<http://www.cityofbethel.org>  
 907-543-5306/5301  
 Email: [planning@cityofbethel.net](mailto:planning@cityofbethel.net)

Permit # \_\_\_\_\_

## RESIDENTIAL SITE PLAN PERMIT APPLICATION

Title 18 of the Bethel Municipal Code requires the review of a Site Plan prior to the development of any improvement on real property within the city limits. Application for a Site Plan Review shall be filed with the City of Bethel Planning Department. Upon approval of the application, a permit will be issued and is required to be displayed on the property to be improved. By submitting this application you are authorizing public access to the displayed Site Plan Permit area. Approval of plans does not presume to give approval to oversights by the City of Bethel Planning Office nor grant authority to violate or cancel the provisions of any other federal, state or local laws regulating the use of development of this land.

<b>Today's Date:</b>	<b>Legal Description Plat or Survey:</b> _____
<b>Physical Address of Property:</b>	<b>Block</b> _____ <b>Lot</b> _____ <b>Tract</b> _____
<b>Name of Property Owner:</b>	<b>Name of Developer or Builder:</b>
<b>Mailing Address:</b>	<b>Mailing Address:</b>
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>
<b>Email:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Signature of Owner:</b>	<b>Signature of Developer:</b>
<input type="checkbox"/> Owner <input type="checkbox"/> Developer	<input type="checkbox"/> Fill and Pilings <input type="checkbox"/> Building Construction

Please **Do Not Write Below This Line**. To be filled out by Planning Department Staff

<b>ZONING:</b>	<b>FLOOD HAZARD ZONE:</b>
<b>Authorized &amp; Mandatory Improvements ONLY:</b>	
<b>Reviewed By:</b>	<b>approved denied Date:</b>
<b>Reviewed By:</b>	<b>approved denied Date:</b>

<b>Intended improvements: Describe residential improvements or site activity.</b>	
Lot Size: _____ Sq. ft.      Proposed total number of Buildings: _____	
Number of Bedrooms: _____	
If placing fill indicate cubic yards or truckloads (if no fill is needed, indicate: 0):	
<b>Dimensions of Fill</b> (Required) Max. Height of fill: _____ (Required) Length of fill: _____ (Required) Width of fill: _____ (see also worksheet on page 4)	Method of stabilizing sand pad slopes: <input type="checkbox"/> Seeding <input type="checkbox"/> Sandbagging
<b><i>If improvements include construction, renovation, or floor area addition to a residence, indicate the following:</i></b>	
Sewer service type: <input type="checkbox"/> Hauled <input type="checkbox"/> Piped	
If <b>hauled</b> please indicate: Hauled water tank size (gallons): _____ Hauled sewer tank size(gallons): _____	
<b>I attest that all information and measurements presented are correct.</b>	
<b>Signature of applicant:</b>	

**WHEN DO I HAVE TO OBTAIN A PERMIT(S)?**

A permit must be obtained at least ten (10) calendar days before construction begins. The permit can be obtained from the City Planning Office which is located upstairs at 1155 Ridgecrest Drive and is open weekdays from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. The Planning Department Office legally has ten (10) days to review the permit before approval, disapproval, or approving it with modifications. Remember, it is illegal to build, place fill, etc., without first obtaining a site plan permit.

Individual permits are required for fill, construction, and floodplain development. There is a fee schedule which is downloadable from the website (<http://www.cityofbethel.org>) or can be obtained from the Planning Department.

## Drawing of Site Improvements

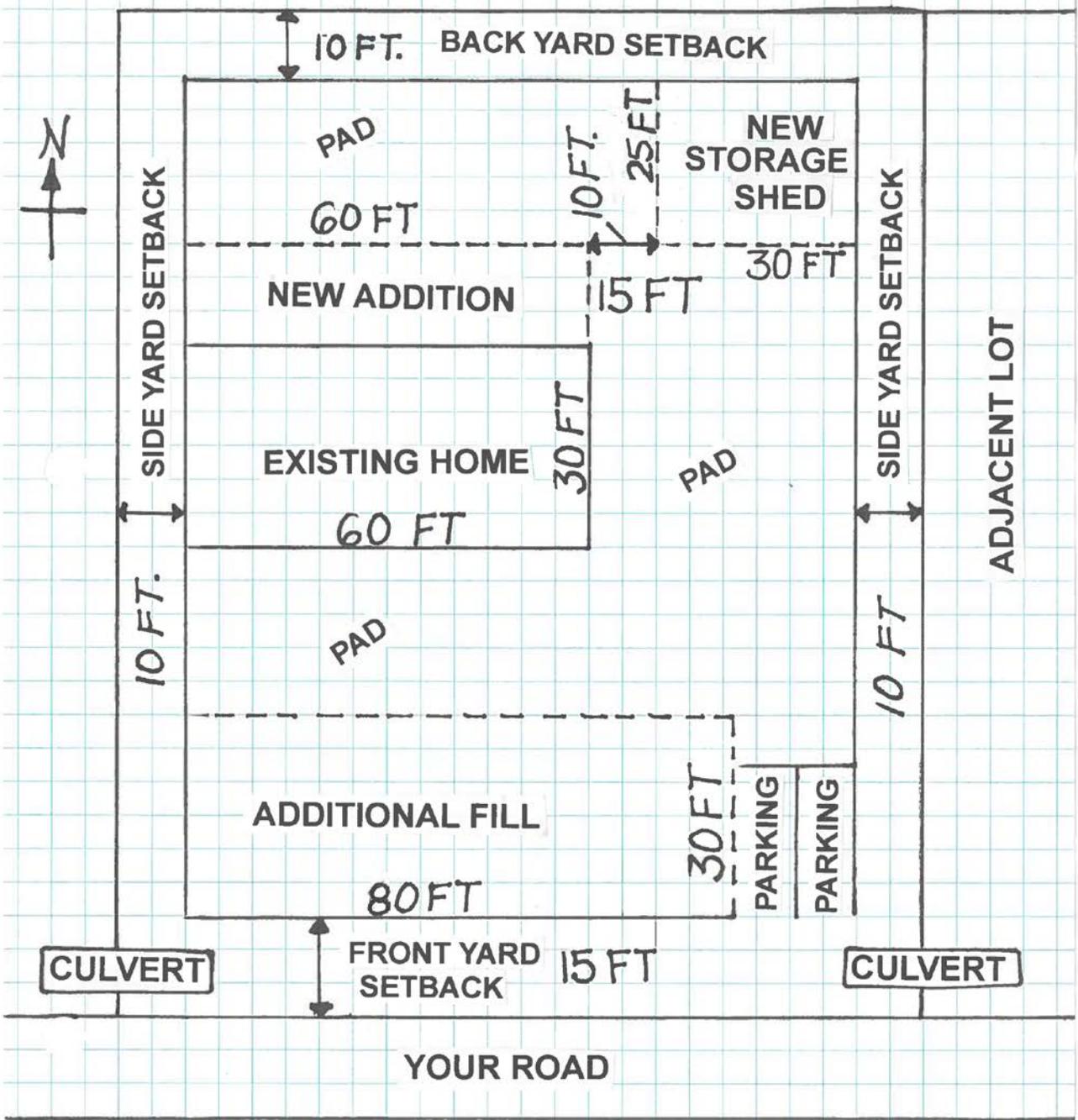
Provide a scaled drawing of the site, the buildings, the parking, the access, and the proposed improvements. This drawing should be a scaled site plan drawing which includes all of the following:

- Date
- Name of Property Owner
- Name of Person Preparing the Site Plan Map
- Scale (1 inch = x feet)
- North Arrow
- All 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
- Abutting right of ways
- Street names
- 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.
- Provide a google map photo of property

If the project is going to involve a culvert (removing, adding, replacing, relocating), it will be necessary to complete the worksheet located on page 6 below.

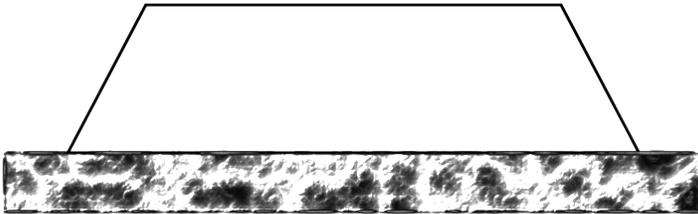
# SAMPLE DRAWING

SCALE: 1 INCH = XX FEET



## Worksheet for Fill Dimensions

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

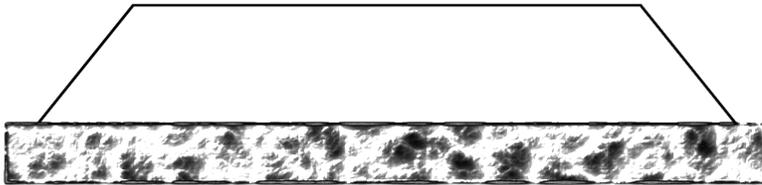


Driveway

H =

W =

L =

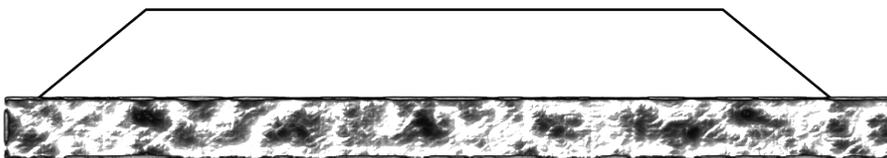


Parking Area

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 Installation Inspection Form**

Name: \_\_\_\_\_  
Property Location: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Request Date: \_\_\_\_\_  
Site Plan Number: \_\_\_\_\_

**Pre-Installation Approval**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Brief Explanation: If denied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Installation Inspection**

Inspected By: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE PROPERTY OWNER IS RESPONSIBLE FOR  
CULVERT INSTALLATION AS NEEDED, AND  
ABATEMENT OF ANY RUN-OFF RESULTING  
FROM DEVELOPMENT**

# NOTICE TO THE PUBLIC

## **RESIDENTIAL (single, duplex, or triplex) BUILDING PLAN REVIEW and APPROVAL**

Before beginning the construction, alteration, repair, or changing the occupancy of a commercial building or structure regulated by the State Fire Marshall, plans and specifications regarding the building's or structure's location on the property, area, height, number of stories, occupancy, type of construction, fire-resistive construction, interior finish, exit facilities, electrical systems, mechanical systems, fuel storage tanks and their appurtenances; automatic fire extinguishing systems, and fire alarm systems must be submitted to the State Fire Marshall for examination and approval. A copy of the approval must be posted as required in 13 AAC 55.100(b) and BMC 18.16.10.

**IT IS PROHIBITED TO OCCUPY A BUILDING FOR WHICH PLANS HAVE NOT BEEN EXAMINED AND APPROVED IF THE CONSTRUCTION, ALTERATION, REPAIR, OR CHANGE IN OCCUPANCY BEGAN ON OR AFTER 10/28/90. (13 AAC 50.027).**

Buildings and structures regulated by the State Fire Marshall include commercial, industrial, business, institutional or other public building, and buildings used for residential purposes containing four or more dwelling units. (AS 18.70.080 (2)).

The Corp of Engineers General Permit (GP) 83-4Q authorizes the discharge of fill materials into waters of the US including wetlands, for the purpose of creating foundation pads for structures, utilities, associated roads, driveways, parking areas, and other domestic, governmental, and commercial development. The GP authorizes excavation activities; including mechanized land clearing and other activities that could result in a re-deposition of fill material. The GP also authorizes those activities when the placement of piling would have the effect of a discharge of fill materials.

For more information, plan review forms, or assistance please call the Bethel Fire Department at 543-2131 or the State Fire Marshall's Office in Anchorage at 907-269-5604.

### **Bethel Municipal Code Section 18.16.110 Display of Site Plan Required**

A). Within three (3) days of receipt of an approved site plan or at the time construction starts, whichever is sooner, the site plan must be displayed on the property to be developed and to the greatest extent practical, visible to the nearest public access or right of way.

B). In situations where the developer is unable to display the site plan at a readable distance from the nearest public access or right of way, the developer shall allow public access to view the permit from a readable distance. This access is only for the purpose of reviewing the permit.

C). The site plan must, initially be displayed for a minimum of seven (7) days. If the developer fails to place the approved site plan within three (3) days of receipt of the approved site plan, the appeal process to surrounding property owners as defined in BMC Chapter 18.72 shall be extended until the seventh (7th) day the site plan has been continuously displayed.

D). The site plan must also be displayed during the construction of the project until such a time as the

project is 50% completed, but in no case for less than seven (7) days after the start of construction.

### **CONNECTION TO PROXIMATE MAIN REQUIREMENTS**

Buildings and structures that are constructed or improved in any area served by piped sewer service, must connect all improvements on such property in which any sewage or liquid waste is produced, with a customer service line and an interceptor. Customer service lines and interceptors must meet the standards set by the City of Bethel Public Works Department. (BMC 13.08.030).

Upon completion of construction in front of, alongside of, or adjacent to improved property in an area served by piped water service, the owner of improved property shall make application for service or connect to the system within one year. (BMC 13.04.030). No hauled water or sewer service will be authorized for areas already served by piped water and sewer service.

### **SITE PLAN PERMIT REQUIREMENTS include:**

1. Setback requirements; 10' setback from interior lot lines and 15' setback from roadways; unless a corner lot then 15' on both roadways.
2. Title 15 Flood Zone, and Significant Wetlands requirements allowing safe development in or near flood prone areas, and water bodies;
3. Drainage maintenance requirements that allow for good drainage and minimized ponding or flooding, and erosion control.
4. Tank size requirements for hauled water and sewer services, or piped water and sewer availability.
5. Driveway requirements for water and sewer service truck access;
6. For public and commercial buildings and multi-unit apartments, State Fire Marshall plan approval is required before construction can begin.

### **CONTACT THE PLANNING DEPARTMENT IF YOU ARE PLANNING:**

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 property.
2. Relocation of a building from one lot to another, or relocation on the same lot.
3. The installation of a 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.

A permit is **NOT** required for the following improvements.

1. Painting or re-roofing a property.
2. Remodeling the interior without changing the building footprint.

**The Planning Department provides a fee schedule that is available at the Planning Department or on the City of Bethel website.**

### **FLOODPLAIN REVIEW**

The National Flood Insurance Program has asked the Bethel Planning Department to administer their program in Bethel. Regarding new construction, the bottom of the main structure must be built above the flood level that FEMA has determined. Your construction company should be able to determine how high your pilings must be to assure that your structure is above flood level. You are also asked to make sure any fuel tanks on the property have tie downs so that they do not

float away in the event of a flood. Floodplain maps are located on the city website, on the Planning Department page.

### **AVOIDING WATER AND SEWER PROBLEMS**

The size regulations for both water and sewer tanks were established to prevent both water and sewer tanks from overflowing and causing personal property damage and health and safety problems. Size regulations for water and sewer tanks were also established to keep the number of service calls for City utility trucks to a minimum.

The regulations require that all buildings not on piped water and sewer have water and sewer tanks as follows:

<b>Number of Bedrooms</b>	<b>Water Tank Size</b>	<b>Sewer Tank Size</b>
Studio 300 sq. ft. or less	300 gallons	500 gallons
Studio more than 300 sq. ft.	400 gallons	600 gallons
One Bedroom	500 gallons	700 gallons
Two Bedrooms	700 gallons	900 gallons
Three bedrooms	900 gallons	1200 gallons
Four bedrooms	1000 gallons	1200 gallons

If you choose to have a water tank larger than the size required, the sewage holding tank must be at least 200 gallons LARGER than the water tank.

### **ADDITIONAL REQUIREMENTS FOR SITE DRAWING IF YOUR PROJECT IS IN A WETLANDS (REF. THE GENERAL PERMIT MAP), OR IN THE FLOODPLAIN**

A copy of the permit is available to the public on request. Draw to scale and show the following on or with your Site Plan Permit application:

1. The location and dimension of boundary lines, easements, and required setbacks.
2. The location and use of existing and proposed buildings on the site and the approximate location of existing structures on abutting property (within 50 feet).
3. The location of existing and proposed improvements including parking and loading areas, pedestrian and vehicular access, landscaped areas, service and utility areas, fencing, signs, and lighting. Proposed improvements to the building must be clearly labeled.
4. The location of watercourses and drainage features.
5. Illustration of existing and proposed changes to topography. A cross section drawing showing the length, height, width, and type of fill material.

**BEFORE POSTING SITE PLAN PERMIT, MAKE SURE THAT IT IS SIGNED AND DATED.**