



# COTTAGE HOUSING APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

To be completed by Applicant	<b>PROJECT SUMMARY</b>	
	<b>TYPE OF COTTAGE HOUSING APPROVAL REQUESTED</b> (please see submittal requirements on reverse)	
	Cottage Housing (CHP) Preliminary Plan Approval	Cottage Housing (CHF) Final Plan Approval (or Extension)
	Amendment to Approved Preliminary Plan* (CHP)	Amendment to Approved Final Plan* (CHF)
	* Minor amendments will be reviewed by the Director; Major amendments will be reviewed by the Planning Commission.	
	<b>LEGAL DESCRIPTION(S) OF PROPERTY INVOLVED</b>	
Number of Existing Parcels _____ Total Land Area _____ Number of Resulting Parcels _____		
<b>HAS THERE BEEN AT LEAST ONE NEIGHBORHOOD MEETING?</b> YES NO		
<b>If yes, was public notice given?</b> YES NO <b>If Yes, Provide Documentation</b>		
<b>PROPOSED USE OF LAND AND BUILDING(S)</b>		
Zoning District(s) _____	Density Proposed _____	
Right-of-Way Frontage Proposed _____	Parking Proposed _____	
Number of Dwelling Units Proposed _____ Design Standards are Met YES NO (See page 3)		
<b>ALL REQUIRED MATERIALS ATTACHED</b>		
<p><b>Complete application per CBJ 49.15.730 (preliminary) or CBJ 49.15.740 (final)</b></p> <p><b>Pre-Application Conference notes</b></p> <p><b>Narrative including:</b></p> <ul style="list-style-type: none"> <li>Current use of land or building(s)</li> <li>Unique characteristics of land or building(s)</li> <li>How the proposed project conforms to the Comprehensive Plan and CBJ Title 49</li> <li>How the proposed project effects public health, safety, and welfare</li> <li>How the proposed project is in harmony with the surrounding neighborhood</li> </ul> <p><b>Preliminary development plan (detailed on page 2)</b></p>		

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

COTTAGE HOUSING FEES	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>			

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
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## Cottage Housing Application Instructions

Cottage Housing outlined in CBJ 49.15.700

Each application for Cottage Housing is reviewed by the Planning Commission 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 email at [Permits@juneau.org](mailto:Permits@juneau.org).

**Neighborhood Meeting:** The applicant for a cottage housing development shall be required to hold at least one neighborhood meeting after the pre-application conference, but before application submittal. The purpose of the neighborhood meeting is to provide the public with a means of obtaining information about the proposal and an opportunity to comment on it at the early stages of the development. Public notice of the meeting shall be published in the Juneau Empire a minimum of ten days prior to the date of the meeting. The Community Development Department may provide public notice for a fee based on time and advertising costs.

**Application:** An application for Cottage Housing will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Cottage Housing Application and a Development Permit Application forms.
2. **Fees:** The fee is dependent upon the number of residential structures involved. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** outlined in CBJ 49.15.730(b)(1).
  - a. The location, size, configuration, and dimensions of the lot on which the development will be developed
  - b. The location and footprint for each cottage
  - c. A depiction of "ghost lines" that delineate the spacing around each cottage
  - d. A delineation of the common open area
  - e. The height and net floor area of each cottage
  - f. The parking locations, layout, circulation, ingress and egress
  - g. The location of any buildings to be used in common by the residents
  - h. Layout and dimension of pedestrian circulation
  - i. A design checklist listing the design features that constitute the required design points for each cottage
  - j. A depiction of the driveway access from a publicly maintained street to the cottage housing development parking areas, with its dimensions
  - k. Any other information necessary

**Document Format:** All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

### **Preliminary Plan Approval**

#### **Application Review & Hearing Procedure:**

**Review:** The Community Development Department shall determine when the Cottage Housing Development Application is complete and advise the developer. Within 60 days of determining that an application is complete, the Director shall schedule the preliminary plan for a public hearing.

**Hearing:** All Cottage Housing applications must be reviewed by the Planning Commission. The Commission shall review the preliminary plan and approve, approve with conditions, or deny pursuant to 49.15.730.

**Public Notice Responsibilities:** As part of the Preliminary Plan Approval, proper public notice must be given as outlined in CBJ 49.15.230 which consists of the following:

**The 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.

**The 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 CDD. 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 within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

**Final Plan Approval**

After completion of all conditions and Commission approval of the preliminary plan in accordance with the Conditional Use permit procedures, the final plan shall be submitted for review and approval according to the following:

1. A final plan drawn on mylar at the same scale as the approved preliminary plan or according to their specifications by the department must be submitted for Commission review.
2. The common interest community declaration, articles of incorporation, and bylaws of the unit owner’s association shall be prepared by an attorney licensed to practice in Alaska. The association documents shall specify how the common elements and associated off-site improvements are to be maintained, and shall require unit owners to pay assessments for snow removal and other maintenance. Declarations, bylaws, and other documents shall be recorded as required by AS 34.08.010 – 34.08.995.
3. The Commission shall approve the final plan if it complies with this title, substantially conforms to the approved preliminary plan, and all applicable conditions have been satisfactorily completed or for which a guarantee has been provided pursuant to 49.55.010.

**Exterior Design Standards for Cottages**

Each cottage in a cottage in a cottage housing development must be designed to include a minimum of 34 points from the following table, including the specified minimum number of points from each category.

<b>Façade</b>	<b>A minimum of 12 points</b>
<b>Roof</b>	<b>A minimum of 10 points</b>
<b>Windows and doors</b>	<b>A minimum of 8 points</b>
<b>Landscaping and groundwork</b>	<b>A minimum of 4 points</b>

Please check the boxes that your proposal matches:

Façade	
<input type="checkbox"/> Cedar shingle siding or horizontal lap siding <sup>1</sup>	4 points
<input type="checkbox"/> Change of plane of front elevation	3 points
<input type="checkbox"/> Bay Window	3 points
<input type="checkbox"/> Gable detailing	2 points
<input type="checkbox"/> Exterior stonework, masonry, stone, rock, cultured stone, or brickwork	2 points
<input type="checkbox"/> Three-tone paint on exterior walls and trim	2 points
<input type="checkbox"/> Decorative gable vents	1 point
<input type="checkbox"/> Architectural detailing on porch railings and posts	1 point
<input type="checkbox"/> Gable detailing on porch roof	1 point
<b>Total Points</b>	

Landscaping and Groundwork	
<input type="checkbox"/> Wooden fence around cottage <sup>10</sup>	2 points
<input type="checkbox"/> Front yard landscaping <sup>11</sup>	2 points
<input type="checkbox"/> Private yard sidewalks using pavers, stone or brick	2 points
<input type="checkbox"/> Private yard sidewalks using stamped concrete	1 point
<input type="checkbox"/> Architectural site lighting	1 point
<b>Total Points</b>	

Roof	
<input type="checkbox"/> Wood shake or shingle roof	4 points
<input type="checkbox"/> Architectural shingle roof <sup>2</sup>	3 points
<input type="checkbox"/> Architectural metal roof <sup>3</sup>	3 points
<input type="checkbox"/> Gable dormer <sup>4</sup>	3 points
<input type="checkbox"/> Gabled porch roof	3 points
<input type="checkbox"/> Porch roof overhang to cover stairs <sup>5</sup>	2 points
<input type="checkbox"/> Soffit detailing <sup>6</sup>	2 points
<input type="checkbox"/> Roof brackets	2 points
<input type="checkbox"/> Rooftop cupola or weathervane	1 point
<b>Total Points</b>	

Windows and Doors	
<input type="checkbox"/> Mullioned windows <sup>7</sup>	3 points
<input type="checkbox"/> Window trim <sup>8</sup>	2 points
<input type="checkbox"/> Decorative window(s) on front façade	2 points
<input type="checkbox"/> Front door lites or sidelites	2 points
<input type="checkbox"/> Skylights or clerestory windows	2 points
<input type="checkbox"/> Front door trim <sup>9</sup>	1 point
<input type="checkbox"/> Window placement offset for privacy	1 point
<b>Total Points</b>	

- |  |   |
|--|---|
| 1. Wood or hardi-plank. Exposed siding must be between four inches and seven inches in width.              | 6. Exposed rafter tail painted or decoratively cut; soffit finished in shiplap or similar treatment.  |
| 2. A maximum of three points may be allowed for architectural and/or shake shingle roofing.                | 7. Minimum of two. Must be divided-lite windows with grillwork on the inside and outside of the window.   |
| 3. Must be commercial quality with hidden fasteners.   | 8. Must include cornice molding, jamb molding, and sill for all windows.  |
| 4. Shall not also be used for gabled porch roof or porch roof overhang.                                    | 9. Must have cornice molding, parting bead, and plinth blocks.  |
| 5. Shall not also be used for a change of plane of front façade or as a gable dormer or gabled porch roof. | 10. Not less than two, or more than three, feet high.   |
|  | 11. Must include at least one dozen perennial bushes and/or trees native to the area or tolerant of local climate conditions. Landscaping does not include lawns. |

Other design standards apply, please refer to 49.15.760 – 49.15.780 for remaining standards.

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