



# CITY/STATE PROJECT AND LAND ACTION REVIEW 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 PROJECT REVIEW:</b>		
	City Project Review	State Project Review	
	<b>PROJECT NUMBERS ASSOCIATED WITH PROPOSAL:</b>		
	Is this project associated with any other Land Use Permits?      YES    Case No.: _____      NO		
Capital Improvement Program # (CIP) _____			
Local Improvement District # (LID) _____			
State Project # _____			
<b>ESTIMATED PROJECT COST:    \$</b> _____			
<b>ALL REQUIRED MATERIALS ATTACHED</b>			
<p><b>Complete application</b></p> <p><b>Pre-Application notes</b> (if applicable)</p> <p><b>Narrative including:</b></p> <p style="padding-left: 20px;">Current use of land or building(s)</p> <p style="padding-left: 20px;">Proposed use of land or building(s)</p> <p style="padding-left: 20px;">How the proposed project complies with the Comprehensive Plan</p> <p style="padding-left: 20px;">How the proposed project complies with the Land Use Code (Title 49)</p> <p><b>Site Plan</b> (details on page 2)</p>			

**NOTE: This application is required even if the proposed project is associated with other Land Use permits.**

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

CITY/STATE PROJECT FEES	Fees	Check No.	Receipt	Date
Application Fees (≥\$2.5M)	\$ _____			
Pub. No. Sign Fee	\$ _____			
Pub. No. Sign Deposit	\$ _____			
<b>TOTAL FEES</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

## **City/State Project and Land Action Review Information**

City and State project review is outlined in CBJ 49.15.580

Each application for a City/State Project is reviewed by the Planning Commission at a public hearing. The permit procedure is intended to provide the Commission the flexibility necessary to make recommendations tailored to individual applications.

**Application:** An application for a City/State Project Review 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 City/State Project Review Application and Development Permit Application forms.
2. **Fees:** No application fee required for projects that cost less than \$2.5 million. For projects costing more than this amount, the fee is \$1,600.00. All City/State Project and Land Action Applications must pay public notice sign fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
  - a. Plat, site plan, floor plan and elevation views of existing and proposed structures and land;
  - 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 (including cut sheets for each type of lighting);
  - e. Existing and proposed vegetation with location, area, height and type of plantings; and,
  - f. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.)

**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).

**Application Review & Hearing Procedure:** 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:** 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. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Hearing:** All City/State Project Review Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting. The Planning Commission will make a recommendation based on staff's analysis and forward it to the Assembly for final approval/denial.

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