



EXTRACTION CONDITIONAL USE APPLICATION

(Sand, Gravel, and Quarry)

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	PROJECT SUMMARY:		
	Have extraction activities been permitted on this site in the past? Yes No		
	Previous Case Number(s), if known: _____		
	Is this an extension of a previously approved extraction permit? Yes No		
	Previous Case Number(s), if known: _____		
Total area to be disturbed? _____ acres			
Has a financial warranty been established? Yes No			
Amount \$ _____ Warranty holder _____			
Contact information of warranty holder:			
ALL REQUIRED MATERIALS ATTACHED			
Complete application per CBJ 49.65.210			
Pre-Application Conference notes including provisions for addressing:			
Traffic, Noise, Dust, and drainage			
Geophysical hazards			
Water			
Other			
Narrative including all items listed on page 2			
Plans (details on page 2)			

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

EXTRACTION PERMIT FEE	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ _____			
Pub. Not. Sign Deposit	\$ _____			
Total Fee	\$ _____			

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

Extraction Permit Application Information

Extraction permit applications are outlined in CBJ 49.65.210

Applications for Extraction Permits are 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 (CBJ) staff to discuss the proposed development, the permit procedure, and to determine the application fee. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via email at Permits@juneau.org.

Application: An application for an Extraction Permit will not be accepted by the Community Development Department (CDD) until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Extraction Permit Application and Development Permit Application forms.
2. **Fees:** The fee for an Extraction Permit Application is dependent upon the class of the proposed use. Land Use fees generally range from \$1000 to \$1,600. 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 proposed extraction operations, on-site processing, stockpiling, and site restoration shall be included showing:
 - a. Location of proposed extraction;
 - b. A site drainage plan;
 - c. A method of securing the area, including installation of gates at access points, posting, and fencing;
 - d. Methods to be used to minimize noise pollution and visual blight;
 - e. The proposed hours and days of operation during the year;
 - f. The estimated amount and general type of material present and to be removed from the site;
 - g. The results of test holes which show the water table level;
 - h. The date by which it is anticipated the extraction and processing operation will be completed;
 - i. A schedule for completion of necessary site restoration work;
 - j. Operating procedures for control of airborne particulates and other pollutant emissions from the site and equipment used at the site that may affect areas beyond the site boundaries;
 - k. The identification of any geophysical hazards which may affect or be affected by the proposed operation. A statement of the possible impact of the hazard on the operation and of the operation on the hazard including methods of reducing the impact;
 - l. The date the operation was established and history of adjacent land development;
 - m. Compatibility of the proposed operation with the present and future development, utilities, and public services.
 - n. Unique characteristics of land or buildings; and
 - o. Any additional relevant information as the commission or department may request.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - a. A topographic map showing the existing topography, vegetation, drainage features, ground water level, structures, significant natural and artificial conditions of the land, on-site and off-site geophysical hazards which may affect or be affected by the proposed operation, proposed structures, roads, stockpiling and operation;
 - b. A topographic map and a typical cross section showing the proposed finished contour on the land, vegetation, drainage features, limits of overburden clearing, structures, and significant natural and artificial conditions of the property which will exist upon completion of the site restoration plan;
 - c. Topographic maps required in (A) and (B) for areas having a slope of less than five percent shall show spot elevations at all breaks in grade, drainage channels or swales and at selected points not more than 100 feet apart in all directions. For areas having a slope of greater than five percent, contours shall be shown at an interval of not more than five feet where the ground slope is regular; however, contour intervals of not more than two feet may be required where necessary to adequately show irregular land features or drainage details;
 - d. The plan must include a map showing ingress and egress points for trucks and other equipment;
 - e. The plan must include a map showing all buildings and structures to be located on the site;
 - f. Existing and proposed lighting; and
 - g. Existing physical features of the site (i.e. drainage, eagle trees, hazard areas, salmon streams, wetlands, etc.).

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
2. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is preapproved by the Community Development Department).

Please consult with the Community Development Department to discuss whether additional information may be required for your application. The “Planner-On-Call” can be reached by contacting the Permit Center at 586-0770 or via email at Permits@juneau.org.

Application Review and Hearing Procedure: Once the application is determined to be complete, the Community Development Department (CDD) will initiate the review and scheduling of the application. This process includes:

Review: Upon receipt of a complete application and the required filing fee, CDD shall schedule a public hearing to be held within 45-days of the receipt of the completed application. Prior to the hearing CDD shall submit a copy of the application to the Engineering Department for a report containing an evaluation of the information in the application and shall include recommendations relating to the effect the proposed extraction and expected traffic will have upon the streets and other improvements of the City and Borough, whether such streets and improvements are existing or projected; the water table, water quality, and drainage; and all properties within the area of influence of the proposed operation. Also during this time, CDD will send the application out for a 15-day agency review period; CDD will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans; and 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 Extraction Permit Applications will be heard by the Planning Commission as a Conditional Use permit. Within 30-days of the hearing, the commission shall take action on the application. After the public hearing on the application, the commission may grant the permit but shall first consider each of the following areas and may impose such restrictions as may be necessary to protect the public health, safety and welfare:

- A. The hours, days, and times of year of operation;
- B. Screening, whether natural or artificial, to reduce or eliminate adverse visual, audible or other impacts of the operation;
- C. Measures to protect the public from the dangers of the operation or site, to prevent casual or easy access to the area, or to prevent the operation or area from being an unprotected attractive nuisance;
- D. Final and working slope ratios of the face of any extraction area to the extent necessary to protect abutting public and private property, and to protect the future beneficial uses of the property as described in the applicant's plan for development and restoration;
- E. Measures to protect private and public property adjoining the operation and to guarantee orderly and safe traffic circulation both on the public streets and within the permit application area;
- F. Measures which will ensure adequate drainage or collection and storage of surface waters to protect surrounding property, eliminate dangers to the public, or to protect the future beneficial use of the property as described in the applicant's plan for development and restoration;
- G. Measures to protect the water level and water quality;
- H. Measures to minimize or eliminate airborne particulates, visual blight, noise, and other adverse environmental effects;
- I. Restoration measures and schedule;
- J. Other measures designed to protect the public health, safety and welfare, including preservation of neighboring property; and
- K. Present development and past history of the neighboring property.

Public Notice Responsibilities: As part of the Extraction Permitting process, all permit requests must be given proper public notice as outlined in CBJ 49.65.225 and 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, CDD will mail notices to all property owners within 300-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.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED