



# ACCESSORY APARTMENT 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>ACCESSORY APARTMENT DESIGN</b>	
	Attached to or Within a Single-Family Dwelling	Associated With a Detached Garage
	Within a Two-Unit Common-Wall Dwelling	Not Affiliated with Another Structure (Stand alone)
<b>AREA OF APARTMENT</b>		<b>Net Floor Area _____ square feet</b>
Areas common to more than one dwelling unit including entry ways, furnace rooms, laundry rooms, and interior stairways are not be included in the computation of net floor area.		
<b>PARKING</b>		<b>Existing Spaces _____ Total Proposed Spaces _____</b>
(Parking dimensions must be a minimum of 8.5' X 17', and each parking space must be drawn to scale on the site plan.)		

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

<b>SITE INFORMATION</b>				
ZONING DISTRICT _____	<u>UTILITIES AVAILABLE</u>			
MINIMUM LOT SIZE (49.25.400) _____	WATER:	<input type="checkbox"/> Public	<input type="checkbox"/> On Site	
ACTUAL LOT SIZE _____	SEWER:	<input type="checkbox"/> Public	<input type="checkbox"/> On Site	
Permitting Process:	<input type="checkbox"/> Departmental Review	<input type="checkbox"/> Planning Commission		
		<input type="checkbox"/> Pre-Application Conference held		
		<input type="checkbox"/> Narrative and Pre-App notes attached		
<b>Fees (Departmental Approval)</b>	<b>Fees</b>	<b>Check No.</b>	<b>Receipt No.</b>	<b>Date</b>
Application Fees	<u>See Building Permit</u>			
<b>Fees (Conditional Use Permit)</b>				
Application Fee	\$ _____			
Public Notice Sign Fee	\$ _____			
Public Notice Sign Deposit	\$ _____			
<b>Total</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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## **Accessory Apartment Application Information**

Accessory Apartments are outlined in CBJ 49.25.510(k)

**For more information about Accessory Apartments see the Accessory Apartment handout in the Permit Center.**

If the Actual Lot Size is less than the Minimum Lot Size required, the application must be reviewed through the Conditional Use Permitting Process.

**Application:** An application for an Accessory Apartment Permit 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 Accessory Apartment Permit Application and Development Permit Application forms.
2. **Fees:** All Accessory Apartment Application's must pay Building permit fees. If it is determined that the apartment needs to be reviewed under the Conditional Use process, additional fees will apply. Any development, work or use done without an issued permit will be subject to double fees.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and must clearly show the items listed below:
  - A. Site plan, drawn to scale and dimensioned indicating all required parking, minimum setbacks and entrances for both dwelling units.
  - B. A floor plan drawn to scale and dimensioned indicating both dwelling units including each room labeled as to use.
  - C. 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).

**Please consult with the Community Development Department to discuss whether additional information may be required for your application. During business hours the "Planner-On-Call" can be reached by contacting the Permit Center at 586-0770 or via e-mail at [permits@juneau.org](mailto:permits@juneau.org).**

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**Minimum Lot Size:** If the property meets or exceeds the minimum lot size required in the Table of Dimensional Standards and is served by public sewer, the application will be reviewed by Community Development Department Staff. If the property has an on-site waste disposal system, written verification from the Alaska Department of Environmental Conservation that the disposal system has the capacity to service an additional dwelling unit and inspection are required.

**Conditional Use Process:** An Accessory Apartment Permit will be required to be reviewed through the Conditional Use permitting process if the lot upon which the accessory apartment is proposed is smaller than the Minimum Lot Size for Permissible Uses listed in the Table of Dimensional Standards, CBJ 49.25.400. **If this is the case, a Conditional Use permit review fee will be required in addition to building permit fees.**

**Application Review Procedure:** Once the application is determined to be complete, the Community Development Department will initiate the review of the application. 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 Accessory Apartment Application request, the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department will coordinate the review of this application by other agencies, as necessary. **Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.**

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