



# DEVELOPMENT PERMIT APPLICATION

NOTE: Development Permit Application forms must accompany all other Community Development Department land use applications. This form and all documents associated with it are public record once submitted.

<b>PROPERTY LOCATION</b>	
Physical Address <b>114 6th St, Juneau, AK 99801</b>	
Legal Description(s) (Subdivision, Survey, Block, Tract, Lot) <b>Lot 2, Block 29, Juneau Townsite</b>	
Parcel Number(s) <b>1C060A290030</b>	
<input type="checkbox"/> This property is located in the downtown historic district <input type="checkbox"/> This property is located in a mapped hazard area, if so, which _____	
<b>LANDOWNER/ LESSEE</b>	
Property Owner <b>Jessica Barker &amp; Caitlin Stern</b>	Contact Person <b>Jessica Barker</b>
Mailing Address <b>114 6th St, Juneau, AK 99801</b>	Phone Number(s) <b>907-419-0663</b>
E-mail Address <b>jessiebarker@gmail.com, caitlin.stern@gmail.com</b>	<b>907-713-7458</b>
<b>LANDOWNER/ LESSEE CONSENT</b>	
Required for Planning Permits, not needed on Building/ Engineering Permits. Consent is required of all landowners/ lessees. If submitted with the application, alternative written approval may be sufficient. Written approval must include the property location, landowner/ lessee's printed name, signature, and the applicant's name.	
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for the City and Borough of Juneau officials/employees to inspect my property as needed for purposes of this application.	
<b>Jessica Barker</b>	<b>Landowner</b>
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
X	<b>30 Jan 2024</b>
Landowner/Lessee (Signature)	Date
<b>Caitlin Stern</b>	<b>Landowner</b>
Landowner/Lessee (Printed Name)	Title (e.g.: Landowner, Lessee)
X	<b>30 Jan 2024</b>
Landowner/Lessee (Signature)	Date
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours. We will make every effort to contact you in advance, but may need to access the property in your absence and in accordance with the consent above. Also, members of the Planning Commission may visit the property before a scheduled public hearing date.	
<b>APPLICANT</b> <span style="float: right;">If same as LANDOWNER, write "SAME"</span>	
Applicant (Printed Name) <b>SAME</b>	Contact Person
Mailing Address	Phone Number(s)
E-mail Address	
X _____	_____
Applicant's Signature	Date of Application

To be completed by Applicant

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

Intake Initials

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

Case Number <b>USE 24-005</b>	Date Received <b>2/13/24</b>
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# ALLOWABLE/CONDITIONAL USE PERMIT 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>	
Construct 430 sq ft accessory dwelling unit on top of existing garage.	
<b>TYPE OF ALLOWABLE OR CONDITIONAL USE PERMIT REQUESTED</b>	
Accessory Apartment – Accessory Apartment Application (AAP)	
<input checked="" type="checkbox"/> Use Listed in 49.25.300 – Table of Permissible Uses (USE) Table of Permissible Uses Category: USE 1.130, Single-Family Detached with an Accessory Apartment.	
<b>IS THIS A MODIFICATION or EXTENSION OF AN EXISTING APPROVAL?</b> YES – Case # _____ <input checked="" type="checkbox"/> NO	
<b>UTILITIES PROPOSED</b>	WATER: <input checked="" type="checkbox"/> Public    On Site    SEWER: <input checked="" type="checkbox"/> Public    On Site
<b>SITE AND BUILDING SPECIFICS</b>	
Total Area of Lot 5000 square feet	Total Area of Existing Structure(s) 2322 square feet
Total Area of Proposed Structure(s) 430 square feet	
<b>EXTERNAL LIGHTING</b>	
Existing to remain	<input checked="" type="checkbox"/> No    Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures
Proposed	<input checked="" type="checkbox"/> No    Yes – Provide fixture information, cutoff sheets, and location of lighting fixtures
<b>ALL REQUIRED DOCUMENTS ATTACHED</b>	
<b>Narrative including:</b> Current use of land or building(s) Description of project, project site, circulation, traffic etc. Proposed use of land or building(s) How the proposed use complies with the Comprehensive Plan	<i>If this is a modification or extension include:</i> Notice of Decision and case number Justification for the modification or extension Application submitted at least 30 days before expiration date
<b>Plans including:</b> Site plan Floor plan(s) Elevation view of existing and proposed buildings Proposed vegetative cover Existing and proposed parking areas and proposed traffic circulation Existing physical features of the site (e.g.: drainage, habitat, and hazard areas)	

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

ALLOWABLE/CONDITIONAL USE FEES			
	Fees	Check No.	Receipt
Application Fees	\$ 350.00		
Admin. of Guarantee	\$ _____		
Adjustment	\$ _____		
Pub. Not. Sign Fee	\$ 50.00		
Pub. Not. Sign Deposit	\$ 100.00		
<b>Total Fee</b>	<b>\$ 500.00</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
USE 24-005	2/13/24

## **Allowable/Conditional Use Permit Application Instructions**

Allowable Use permits are outlined in CBJ 49.15.320, Conditional Use permits are outline in CBJ 49.15.330

**Pre-Application Conference:** A pre-application conference is required prior to submitting an application. There is no fee for a pre-application conference. 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 e-mail at [permits@juneau.org](mailto:permits@juneau.org).

**Application:** An application for an Allowable/Conditional Use 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 Allowable/Conditional Use Permit Application and Development Permit Application forms.
2. **Fees:** Fees generally range from \$350 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 project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
  - A. Site plan, floor plan and elevation views of existing and proposed structures
  - 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
  - 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. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Hearing:** All Allowable/Conditional Use Permit Applications must be reviewed by the Planning Commission for vote. 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.

**Public Notice Responsibilities:** Allowable/Conditional Use requests must be given proper public notice as outlined in CBJ 49.15.230:

**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 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 contact the Community Development Department for more information.

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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

### **Allowable/conditional use permit application**

The current use of the land/building is a “greenhouse” on top of the existing garage. This was constructed by the previous property owners, and consists of a single room with electric heating plus a deck with wooden siding. The greenhouse is not used by the current property owners due to rot in the floor and a lack of plumbing.

This application is to remove the greenhouse and construct an accessory dwelling unit in the same space, with heating and plumbing. It would be a standalone unit with a kitchen and bathroom, suitable for long-term rental. This proposed use complies with the Comprehensive Plan.

### **Parking waiver application**

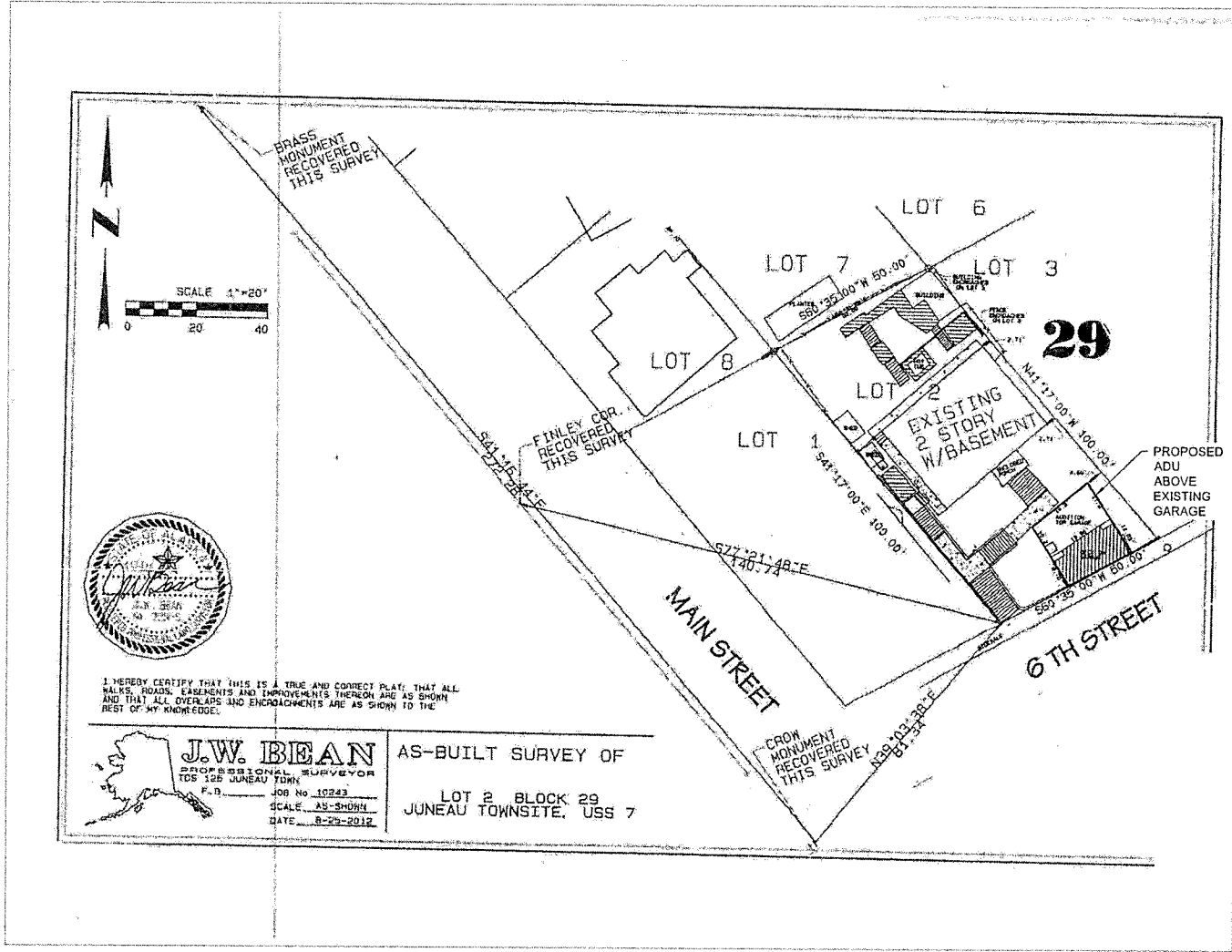
We request a parking waiver for the 430 sq ft accessory dwelling unit being proposed at 114 6<sup>th</sup> St downtown. The property currently has 2 parking spaces, of which we (the property owners) only use 1. In fact we are currently letting this second space to our neighbors at 128 6<sup>th</sup> St. These tenants also do not use the space to park a vehicle. This means that there is currently an available parking space that we would assign to the ADU. Using this space would result in more benefits and fewer detriments to the community and neighboring area than using up more land to create an extra parking space.

The above paragraph demonstrates how the proposed waiver meets items 1, 3 and 4 of the Parking Waiver Application. Regarding item 2, the development is located outside of the PD-1 parking district, PD-2 parking district, and Downtown Fee in Lieu of Parking District Map areas.

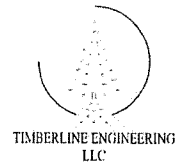
#### *Landowners:*

Jessica Barker  
[jessiebarker@gmail.com](mailto:jessiebarker@gmail.com)  
907-419-0663

Caitlin Stern  
[caitlin.stern@gmail.com](mailto:caitlin.stern@gmail.com)  
907-713-7458



**PROPERTY INFORMATION:**  
**PROJECT TYPE:** ADU ADDITION ON EXISTING GARAGE  
**OWNERS:** JESSICA BARKER & CAITLIN STERN  
**SITE ADDRESS:** 114 SIXTH STREET,  
 JUNEAU, AK 99801  
**LEGAL DESCRIPTION:** LOT 2, BLOCK 29, JUNEAU TOWNSITE  
**ZONING:** D18  
**SQUARE FOOTAGE OF ADU ADDITION:** 418 SF



JUNEAU, ALASKA  
 907-635-1433  
 TIMBERLINE  
 ENGINEERING  
 @OUTLOOK.COM

1" ACTUAL

IF THE ABOVE INFORMATION DOES NOT  
 REFLECT THE MOST RECENT RECORDS OF  
 RECORDS, THE USER SHALL BE RESPONSIBLE FOR  
 VERIFYING ALL "AS-BUILT" INFORMATION.

PRELIMINARY  
 BARKER-STERN ADU

114 SIXTH STREET  
 JUNEAU, AK

- SHEET INDEX:**
- A1 SITE PLAN & PROJECT INFORMATION
  - A2 FLOOR PLAN & NOTES
  - A3 ELEVATIONS
  - A4 BUILDING SECTION

SHEET TITLE  
 SITE PLAN  
 & PROJECT  
 INFORMATION

DRW. BY JG

SHEET #

A1

SCALE AS NOTED  
 DATE 10/17/2023

FULL SIZE: 11"x17"

1 SITE PLAN  
 1/32" = 1'-0"



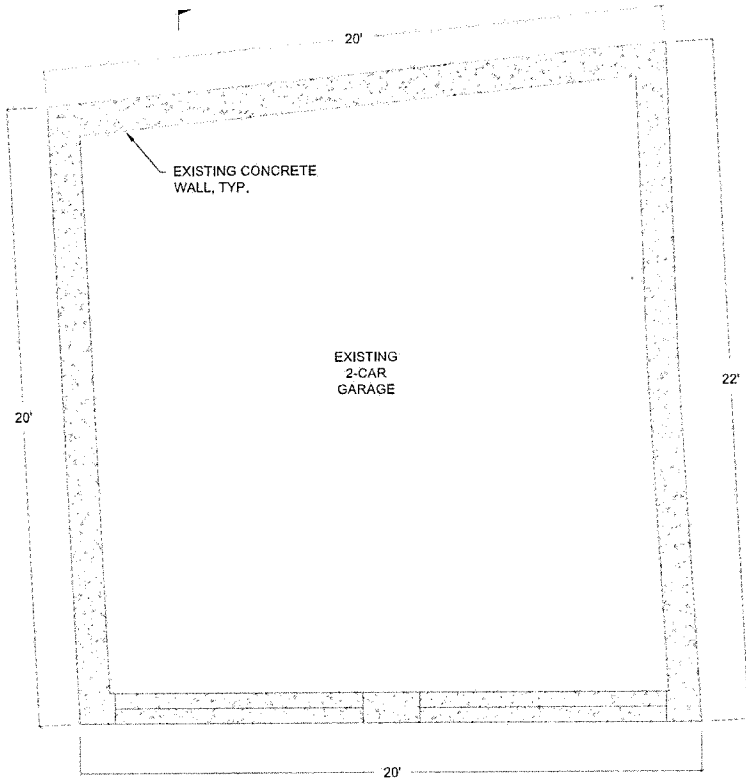
I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT; THAT ALL  
 MARKS, ROADS, EASEMENTS AND IMPROVEMENTS THEREON ARE AS SHOWN  
 AND THAT ALL OVERLAYS AND ENCROACHMENTS ARE AS SHOWN TO THE  
 BEST OF MY KNOWLEDGE.

**J.W. BEAN**  
 PROFESSIONAL SURVEYOR  
 TDS 125 JUNEAU TOWN  
 F.D. \_\_\_\_\_ JOB No. 10243  
 SCALE AS SHOWN  
 DATE 8-23-2012

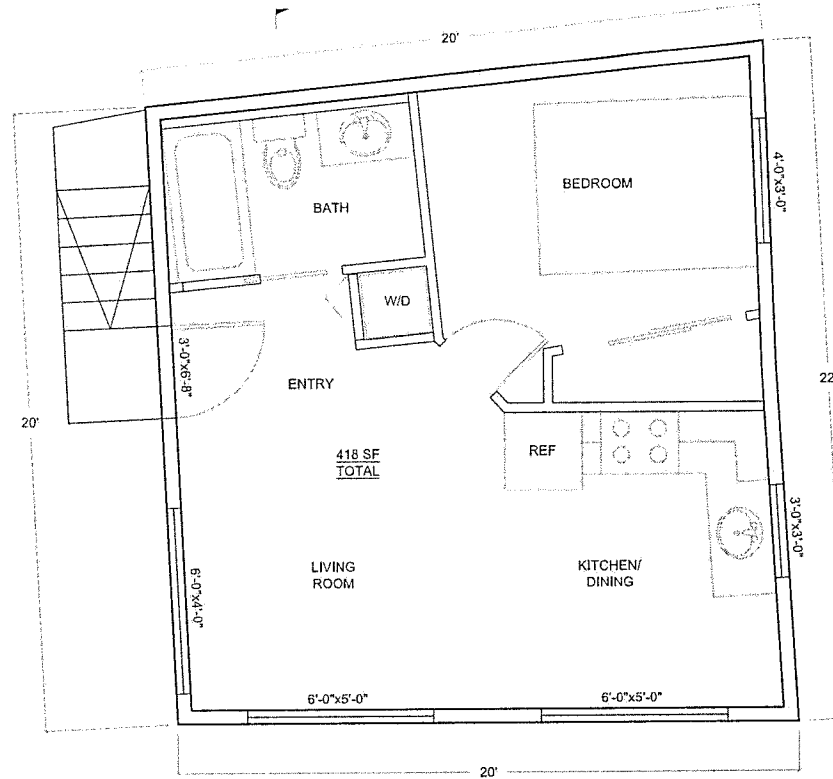
AS-BUILT SURVEY OF  
 LOT 2, BLOCK 29  
 JUNEAU TOWNSITE, USS 7

**CONSTRUCTION NOTES:**

1. ALL WORK PERFORMED, AND MATERIALS USED, SHALL COMPLY WITH ALL APPLICABLE LOCAL AND STATE CODES, ORDINANCES AND REGULATIONS, ALL MANUFACTURER'S SPECIFICATIONS, AND ACCEPTED ENGINEERING AND CONSTRUCTION PRACTICES.
2. PROVIDE MAXIMUM 1/2" ELEVATION CHANGE FROM TOP OF DOOR THRESHOLDS TO EXTERIOR WALKING SURFACES.
3. ALL ROOF PENETRATIONS SHALL EXTEND ABOVE THE ROOF SURFACE A MINIMUM OF 24" EXCEPT FOR FIREPLACE FLUES, WHICH SHALL EXTEND 3-FEET ABOVE THE HIGH POINT OF ROOF PENETRATION, AND AT LEAST 2-FEET HIGHER THAN ANY PORTION OF THE ROOF WITHIN 10-FEET MEASURED HORIZONTALLY.
4. ALL EXTERIOR GLAZING SHALL BE 1-INCH THICK CLEAR LOW-E COATED INSULATED GLASS WITH THERMAL BREAK.
5. ROOF AREAS OF ENCLOSED RAFTER SPACES MUST BE VENTILATED. THE MINIMUM REQUIRED AREA OF THE VENTS IS  $\frac{1}{150}$  OF THE AREA TO BE VENTILATED.



1 EXISTING GARAGE/BASEMENT PLAN  
1/4" = 1'-0"



2 1ST FLOOR PLAN  
1/4" = 1'-0"



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LLC

JUNEAU, ALASKA  
907-635-1433  
TIMBERLINE  
ENGINEERING  
@OUTLOOK.COM

1" ACTUAL

IF THE ABOVE DIMENSIONS DO NOT MEASURE THE BEST USE POSSIBLE FOR THE PROJECT, THE FIELD ALL DIMENSIONS SHALL BE THE ACTUAL DIMENSIONS.

PRELIMINARY  
BARKER-STERN ADU

114 SIXTH STREET  
JUNEAU, AK

SHEET TITLE  
FLOOR PLAN  
& NOTES

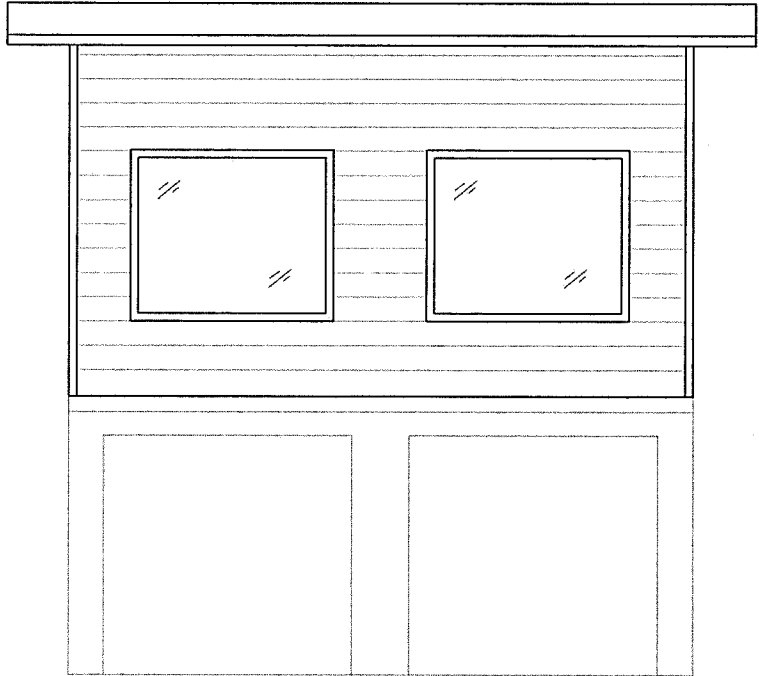
DESIGNER: JG

SHEET #

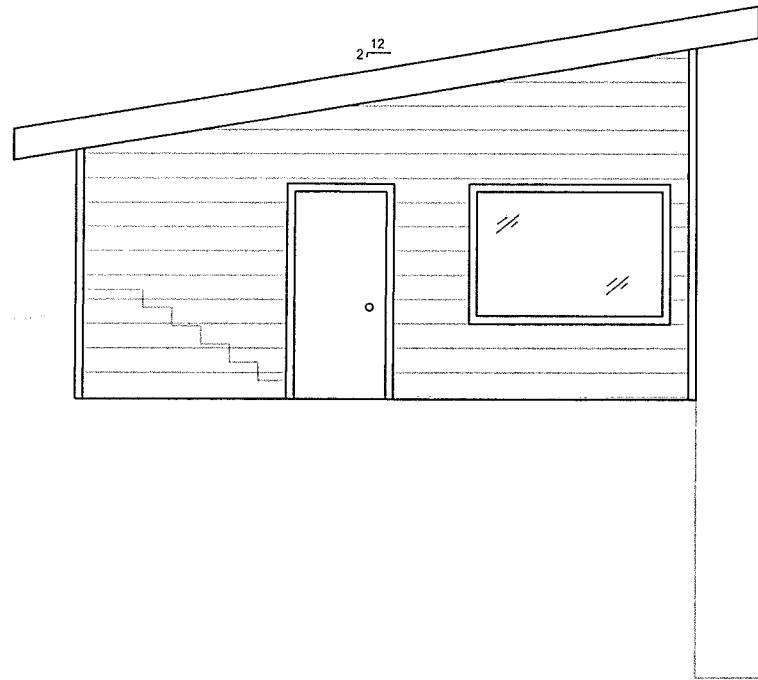
A2

SCALE: AS NOTED  
DATE: 10/17/2023

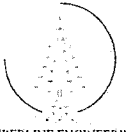
FULL SIZE: 11"x17"



1 FRONT ELEVATION  
1/4" = 1'-0"



2 LEFT ELEVATION  
1/4" = 1'-0"



TIMBERLINE ENGINEERING  
LLC

JUNEAU, ALASKA  
907-635-1433  
TIMBERLINE  
ENGINEERING  
@OUTLOOK.COM

1" ACTUAL

IF THE ABOVE DIMENSIONS DO NOT  
SEEM TO CHECK, PLEASE CHECK THE  
DRAWING FOR ANY OTHER DIMENSIONS.  
DIMENSIONS WILL HAVE BEEN RECORDED TO  
RESOLVE ANY DISCREPANCIES. ALL UNLESS  
NOTED OTHERWISE.

PRELIMINARY  
BARKER-STERN ADU

114 SIXTH STREET  
JUNEAU, AK

SHEET TITLE  
ELEVATIONS

DESIGNER  
JG

SHEET #  
A3

SCALE AS NOTED  
DATE 10/17/2023

FULL SIZE: 11"x17"

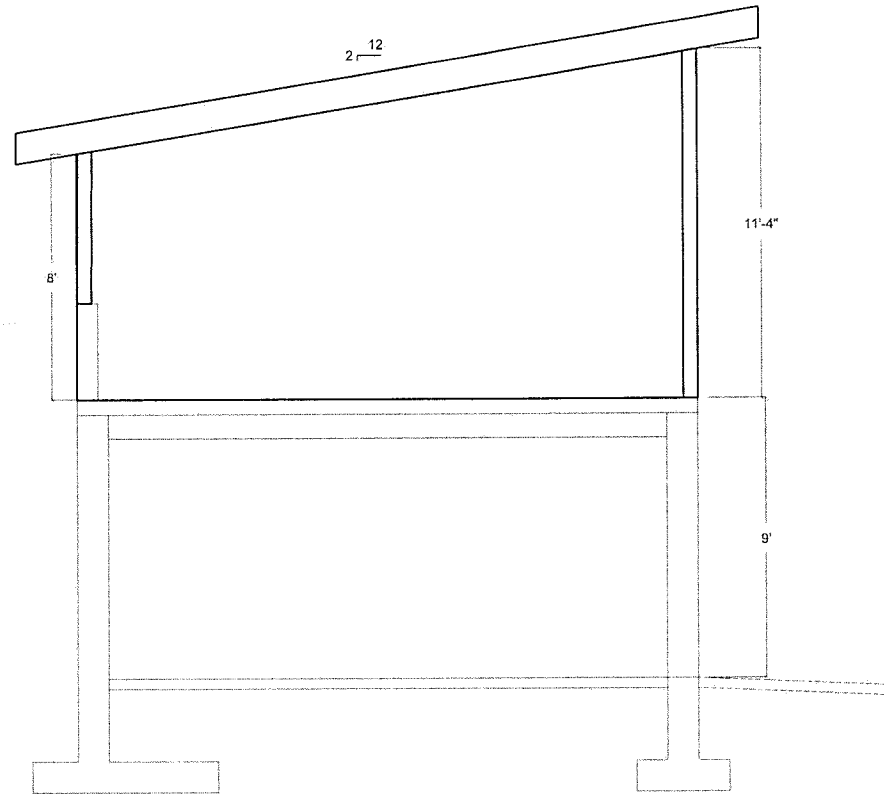
**ROOF:**  
 METAL ROOFING  
 GRACE ICE & WATER SHIELD  
 19/32" PLYWOOD OR OSB SHTG.

BCI RAFTERS @ 24" O.C.

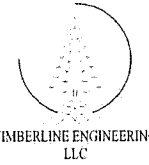
GUTTER & DOWNSPOUT  
 HOLD-DOWN BLOCKING FOR  
 EAVE VENTS OR DRILL HOLES  
 BUG-SCREEN AT VENTS

**WALLS:**  
 2x6 STUDS @ 16" O.C.  
 15/32" PLYWOOD OR OSB SHTG.

**FLOORS:**  
 EXISTING CONCRETE FLOOR DECK



1 BUILDING SECTION  
 1/4" = 1'-0"



TIMBERLINE ENGINEERING  
 LLC

JUNEAU, ALASKA  
 907-635-1433  
 TIMBERLINE  
 ENGINEERING  
 @OUTLOOK.COM

1" ACTUAL

IF THE ABOVE DIMENSIONS DOES NOT  
 REFLECT THE FIELD DIMENSIONS, THE  
 DIMENSIONS WILL HAVE BEEN RECALCULATED  
 BASED ON THE FIELD DIMENSIONS.  
 REVISION: 2/26/2023 ALL LABELS TO  
 BE RECALCULATED

PRELIMINARY  
 BARKER-STERN ADU

114 SIXTH STREET  
 JUNEAU, AK

SHEET TITLE:  
 BUILDING  
 SECTION

DATE: JG

SHEET #

A4

SCALE: AS NOTED  
 DATE: 10/17/2023

FULL SIZE: 11"x17"





(907) 586-0715  
 CDD\_Admin@juneau.gov  
 www.juneau.org/community-development  
 155 Heritage Way • Juneau, AK 99801

## Stern / Barker Accessory Apartment Conditional Use Permit and Parking Waiver

Case Number: PAC2023 0052  
 Applicant: Kara Sepel  
 Property Owner: Caitlin Stern and Jessica Barker  
 Property Address: 114 Sixth Street  
 Parcel Code Number: 1C060A290030  
 Site Size: 4,893 square feet  
 Zoning: D18 (Multi-Family Residential)  
 Existing Land Use: Residential

Conference Date: November 29, 2023  
 Report Issued: 12/12/2023

***DISCLAIMER: Pre-application conferences are conducted for the purpose of providing applicants with a preliminary review of a project and timeline. Pre-application conferences are not based on a complete application and are not a guarantee of final project approval.***

### List of Attendees

Note: Copies of the Pre-Application Conference Report will be emailed, instead of mailed, to participants who have provided their email address below.

Name	Title	Email address
Caitlin Stern	Applicant	Caitlin.stern@gmail.com
Jessie Barker	Applicant	jessiebarker@gmail.com
Kara Sepel	Applicant	Karasepel.interiordesign@gmail.com
Jennifer Shields	Planning	Jennifer.Shields@juneau.gov
Charlie Ford	Building	Charlie.Ford@juneau.gov
David Sevdy	Permit Tech	David.Sevdy@juneau.gov

## Conference Summary

### Questions/issues/agreements identified at the conference that weren't identified in the attached reports.

The following is a list of issues, comments and proposed actions, and requested technical submittal items that were discussed at the pre-application conference.

### Project Overview

The lot currently contains a single-family dwelling, a detached, 2-story accessory structure in the front (lower-level 400 square foot garage and 200 square foot upper-level greenhouse), and a detached accessory structure (sauna) in the rear. The applicant would like to **convert and expand** the upper-level greenhouse into an approximately 400 square foot accessory apartment, matching the existing size of the lower-level garage.

### Planning Division

1. **Zoning** – The property is zoned D18 (Multi-Family Residential) and is located within the Alternative Development Overlay District (ADOD). The lot is 5,000 square feet and meets the D18 zoning district minimum lot size requirement of 5,000 square feet.
2. **Table of Permissible Uses – Proposed:** USE 1.130, Single-Family Detached with an Accessory Apartment.  

Per CBJ 49.25.510(k)(2)(G)(i): *“Multifamily dwelling and accessory apartment approval. Unless authorized by this section, an accessory apartment is prohibited in multifamily, commercial, and mixed-use zoning districts. The Director may approve a 49.25.300.1.300 accessory apartment application if all the requirements of this section and the following are met: (a) The application is for an efficiency, or one-bedroom unit that does not exceed 600 square feet in net floor area, is on a lot that exceeds the minimum lot size, and the primary use of the lot is a single-family dwelling.”*
3. **Subdivision** – N/A
4. **Setbacks** –
  - D18 setbacks: Front – 20 feet; Rear – 10 feet; Sides – 5 feet.
  - ADOD setbacks: All sides, 3 feet.
  - Nonconforming Structures per NCC2021-0065:
    - Zero-foot front yard setback for the garage
    - 4.69-foot east side yard setback for the garage
    - 2.71-foot east side yard setback for the dwelling
  - Additional Stories:
    - Per CBJ 49.25.430(4)M: *“Additional stories. The Commission, through the Conditional Use Permit process, may allow the addition of a second or third story atop or below an existing enclosed structure which projects into a required yard setback if the structure is either nonconforming or if a variance was previously granted for the structure. The commission may deny such request if it finds that the structure, with the addition, would result in excessive blockage of views, excessive restriction of light and air, or other deleterious impacts.”*
    - Per USE2013-0016, an after-the-fact Conditional Use Permit was approved for a 200 square foot greenhouse that encroached \*10 feet 3 inches into the 20-foot front yard setback\* (correct measurements) and 3 inches into the 5-foot side yard setback.
    - The proposed accessory structure would be 400 square feet and encroach 20-feet into the 20-foot front yard setback and 3 inches into the 5-foot side yard setback, doubling both the size and setback encroachment of the upper-level.
    - **A new Conditional Use Permit Application is required (see attached code and applications).**
5. **Height** – Maximum height allowed for an accessory structure in the D18 zoning district is 25 feet.

6. **Access** – Sixth Street.
7. **Parking & Circulation** – CBJ 49.40.210 requires two off-street parking spaces for a single-family dwelling unit. Back-out parking may be allowed in residential zoning districts per 49.40.230(b)(7)(A). The existing garage includes two off-street parking spaces.  
  
An accessory apartment would require one additional parking space on the property. Since topography is likely a constraint, per CBJ 49.40.220, **a Parking Waiver Application for the addition of an accessory apartment will be required (see attached code and applications).**
8. **Lot Coverage** – Maximum of 50% allowed. Per NCC2021-0065, existing lot coverage is 37%. The proposed upper-level accessory apartment would not increase lot coverage.
9. **Vegetative Coverage** – Minimum of 30% required. Per NCC2021-0065, existing vegetative cover is 32%. The proposed upper-level accessory apartment would not decrease vegetative cover.
10. **Lighting** – Exterior lighting shall be designed and located to minimize off-site glare.
11. **Noise** – N/A
12. **Flood** – N/A
13. **Hazard/Mass Wasting/Avalanche/Hillside Endorsement** – A Hillside Endorsement may be required prior to issuance of a Building Permit for the proposed accessory apartment if construction involves excavation of any slope in excess of 18% or the creation of a new slope in excess of 18% for a vertical distance of at least 5 feet.
14. **Wetlands** – N/A
15. **Habitat** – No anadromous waterbodies are on the subject parcel, or within 50 feet.
16. **Plat or Covenant Restrictions** – N/A
17. **Traffic** – N/A
18. **Nonconforming situations** – A Nonconforming Certificate (NCC2021-0065) for the property was issued on September 3, 2021.

#### **Building Division**

19. **Building** – Building staff will comment during the plan review for a building permit.
20. **Outstanding Permits** – BLD2009-00103 – Construction of a detached green house. Modified 5/29/2012 for structural changes to roof

#### **General Engineering/Public Works**

21. **Engineering** – N/A
22. **Drainage** – N/A
23. **Utilities** – (water, power, sewer, etc.) Additional dwelling units may trigger additional utility assessment or requirement for water meter installation. General Engineering will review during building permit application and review.

#### **Fire Marshal**

24. **Fire Items/Access** – N/A

#### **Other Applicable Agency Review**

25. N/A

## List of required applications

Based upon the information submitted for pre-application review, the following list of applications must be submitted in order for the project to receive a thorough and speedy review.

1. Development Permit Application (one for each of the applications listed below)
2. Conditional Use Permit Application
3. Parking Waiver Application (submit concurrently with the Conditional Use Permit Application)

## Additional Submittal Requirements

Submittal of additional information, given the specifics of the development proposal and site, are listed below. These items will be required in order for the application to be determined Counter Complete.

1. A copy of this pre-application conference report.

## Exceptions to Submittal Requirements

Submittal requirements that staff has determined **not** to be applicable or **not** required, given the specifics of the development proposal, are listed below. These items will **not** be required in order for the application to be reviewed.

1. N/A

## Fee Estimates

The preliminary plan review fees listed below can be found in the CBJ code section 49.85.

Based upon the project plan submitted for pre-application review, staff has attempted to provide an accurate estimate for the permits and permit fees which will be triggered by your proposal.

1. Development Permit Application: N/A
2. Conditional Use Permit (USE): \$350
3. Public Notice Sign: \$150 (with \$100 refundable if the sign is returned by the Monday after the Planning Commission meeting).
4. Parking Waiver (PWP): \$320 (reduced due to major development)

For informational handouts with submittal requirements for development applications, please visit our website at [www.juneau.org/community-development](http://www.juneau.org/community-development).

## Submit your Completed Application

You may submit your application(s) online via email to [permits@juneau.gov](mailto:permits@juneau.gov)

OR in person with payment made to:

City & Borough of Juneau, Permit Center  
230 South Franklin Street  
Fourth Floor Marine View Center  
Juneau, AK 99801

Phone: (907) 586-0715

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Attachments:

CBJ 49.15.330 Conditional Use Permits  
CBJ 49.40.220 Parking Waivers  
Development Permit Application (DPA)  
Conditional Use Permit Application (USE)  
Parking Waiver Application (PWP)