

Variance Application Overview

Prepared December 3, 2003

For more information contact Sara Russell, Planning Assistant, at 747-1814.

Planning Commission meetings are normally held the first and third Mondays of each month.

Complete applications and all supporting materials must be submitted by *noon on Tuesday* two weeks prior to the Planning Commission meeting of when the request will be considered. For example, materials for the January 19th meeting need to be submitted by noon on Tuesday January 6th.

January 2004						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

This deadline allows the municipality to review the applications, send out notifications to the applicant and adjacent property owners, and run the required advertisements in a timely fashion.

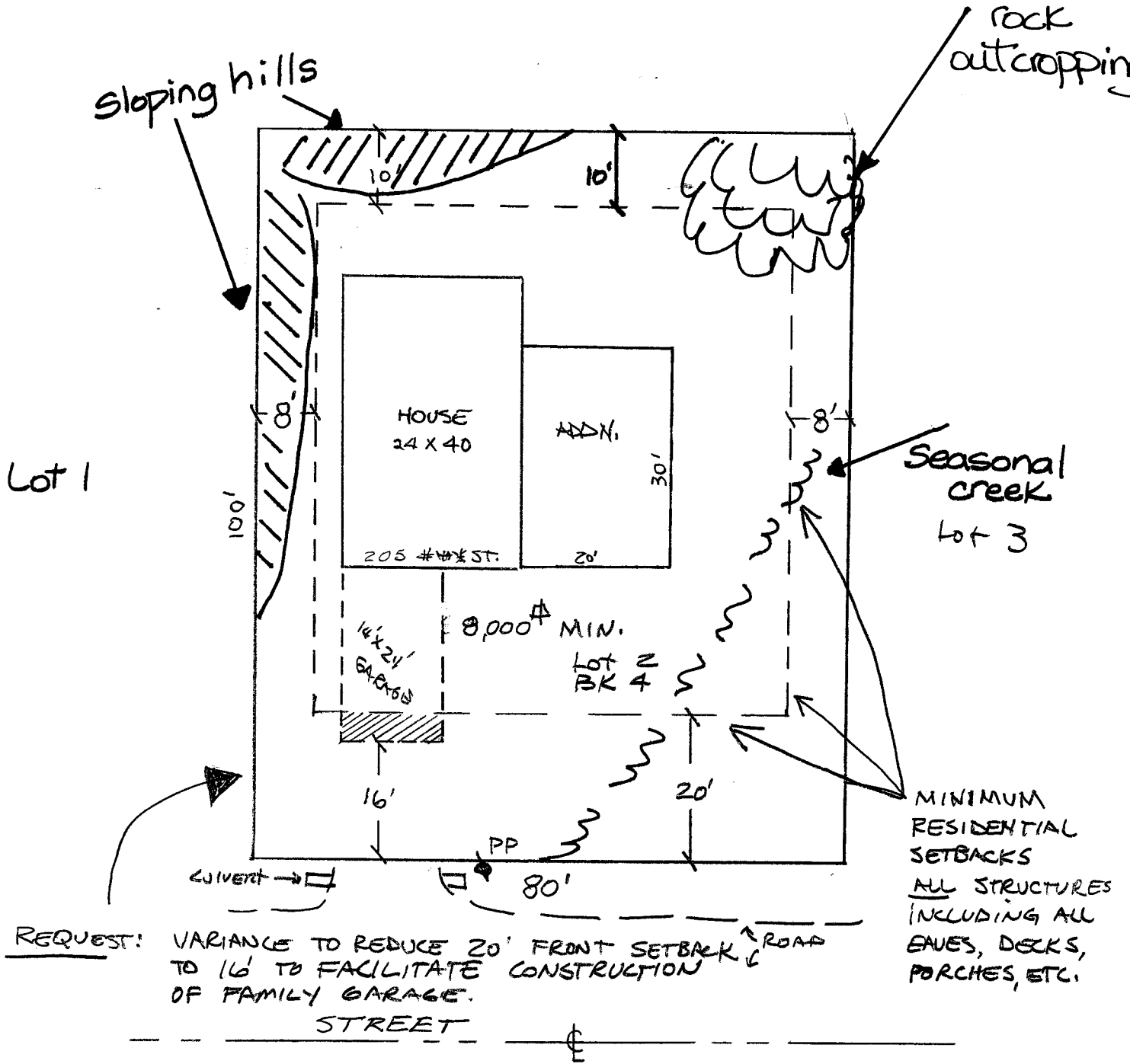
In the past, applications have been submitted for variances and conditional uses that required additional background information causing delays in our process. If the applications are not submitted with the required supporting materials, they may not be considered at the Planning Commission meeting.

If the project is straightforward and no concerns are raised, the Planning Commission may take action the first night the case is scheduled. If there are any concerns by the Commission or other parties, action may be delayed. This delay would allow time for the applicant to provide more information or time for the parties to work together on the concerns.

Unless appealed to the Assembly within 10 days, any variance that is granted by the Planning Commission takes effect 11 days after it is approved. As-built surveys are required for a project if a variance is granted.

Thank you for working with the City and Borough of Sitka, we sincerely appreciate your cooperation. Since meeting dates are subject to change, applicants are encouraged to call the Planning Office at 747-1814 to confirm meeting dates. Thank you.

*****Individuals may wish to go over their requests with Planning Office staff prior to submitting applications*****



SAMPLE PLOT PLAN

SCALE: 1" = 20'