

**SITE PLAN REVIEW - ZONING APPLICATION
CITY OF CORDOVA**

INSTRUCTIONS

*Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department **21 days prior to** the next Planning Commission meeting date.*

TYPE OF REQUEST	FEE
Site Plan Review	varies
Residential	\$50
Multi-Family	\$100
Commercial	\$150
Industrial	\$200

APPLICANT INFORMATION

Name	
Address	
Telephone [home]	
Business Name	
Business Address	
Telephone [business]	
Business FAX	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	

PROPERTY/PROJECT INFORMATION

Address of subject property	
Parcel identification number	
Property owner [name/address]	
Current zoning	
Proposed use	
Construction start date	
WAA	

ZONING APPLICATION	
Owner of property (if different than applicant). If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.	
Real Estate Firm/Broker handling sale of property. Provide name and address. Note: <i>If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.</i>	
City Business License Permit Number (if applicable)	

APPLICANT CERTIFICATION	
<p>By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.</p>	
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Type/Print)	Name: _____ (Type/Print)
Date: _____	Date: _____
<p>Appeal Procedures: A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.</p>	

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing? Planning Commission: City Council:	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

SITE PLAN REVIEW 18.42

A zoning compliance permit for property within the City of Cordova **expires eighteen (18) months after the date it is issued.** Excavation is not considered construction.

1. Please describe the proposed construction/alteration and intended use: _____
 2. Please give dimensions and square footage of construction: _____
 3. Intended use: { }Single Family { }Duplex { }Multifamily { }Commercial/Industrial
{ }Home Occupation (describe) _____ { }Mobile Building { }Change of use
 4. No. of Living Units: _____ 5. No. of Bedrooms: _____
 6. Has a variance been granted? { }Yes { }No
 7. Is there a new: { }Garage? { }Carport? Is it attached to the residence? { }Yes { }No
 8. Is there an apartment above the garage? { }Yes { }No
 9. Off-street parking: Existing _____ Proposed _____
 10. Required Setbacks: Front _____ Left Side _____ Right side _____ Rear _____ Height _____
 11. Proposed Setbacks: Front _____ Left Side _____ Right side _____ Rear _____ Height _____
 12. Sewage Disposal:
{ }Private marine outfall: { }Existing { }New Specify owner/location: _____
{ }Private on-site sewer: { }ADEC Certification Attached
- NOTE: Property owners with a private system need an ADEC permit showing sewer system is operational before Permit can be issued. Please contact ADEC at (907) 225-6200*
13. Water supply: { }Cistern (show on site plan) { }City
 14. Is the construction occurring on a grandfathered structure (build prior to August 7,1967)? _____
 15. Is there a building currently on the property? { }Yes { }No
If YES, an As-built survey must be attached.
 16. Which licensed surveyor will be doing your foundation/as-built Survey? _____
 17. Is your driveway exit and adjoining roads shown on the site plan? { }Yes { }No
Are you building a new driveway that exits onto a State road or highway? { }Yes { }No
If YES, an ADOT Driveway Permit is required. (See bottom page 4)
 18. Does this property contain drainages, creeks, wetlands, or other water features? { }Yes { }No
Does your lot abut salt water? { }Yes { }No
Have you or will you be using fill to develop your lot? { }Yes { }No
- (If you answered YES to any of the above three questions, you may need to contact the U.S. Army Corps of Engineers or other State agencies about additional permitting requirements.. Please see Planning staff for information.)*
19. Is this permit for a tax-exempt use? { }Yes { }No
 20. Has a Conditional Use Permit been issued? { }Yes { }No
 21. Is this permit for a mobile building? { }Yes { }No
Year _____ Model _____ Serial No. _____
 22. Is your property within a Flood Plain or Coastal Zone? (see staff for interpretation) _____
Elevation Certificate/Flood Hazard form attached

APPLICATION INFORMATION

Parking: Each residential dwelling unit must have at least two (2) vehicular off-street parking spaces. Parking is permitted in the setbacks. The number of parking spaces required for public, commercial, or industrial uses can be determined by consulting the Planning Department.

Water and Sewer: Applicants must obtain a water/sewer application from City Hall. Fees vary.

Sewage Disposal: All proposed sewage systems outside of City Limits (unrestricted district) must be designed by a registered professional engineer. The engineer must submit the proposed design to the Department of Environmental Conservation (DEC) for approval. A DEC "Certificate to Install" must be attached to the zoning permit application.

Site plan, Building Height, and Building plan: *Two copies* of a site, building height, and building plan, *drawn to scale (1"=x')*, must be submitted with the application. Plans must show all property lines, roads or water ways abutting the lot, the water tank, sewer lines, drain fields (if applicable), proposed setback distances, and parking areas. Plans should identify existing or proposed foundation location and extensions beyond the foundation, landings, decks, porches, and overhangs.

Please include a building height (elevation) drawing. *As-built surveys* prepared by a licensed land surveyor to establish the location of existing improvements on the property must be submitted within 60 days of issuance of Zoning Permit. Building without an as-built survey is done at your own risk.

Snow and Wind loads: 100 lbs. per square inch snow and 100 mph wind load

Lot and Yard Regulations: Cornices, canopies, eaves or other similar architectural features not providing additional floor space within the building may extend into a required yard not to exceed two ft.

Seismic Zone: 4

State-Owned Roads in Cordova

Lake Avenue

Power Creek Road

Copper River Highway/New England Cannery Road

Whitshed Road