



North Slope Borough

Department of Planning and Community Services

Instructions for Completing Form 700- Village District Residential Permit Application

This application is required for permit applications in all North Slope Borough (NSB) Villages, except Barrow. In Barrow, please use the Form 800 Barrow Residential Permit Application. For non-residential Village applications, use Form 750.

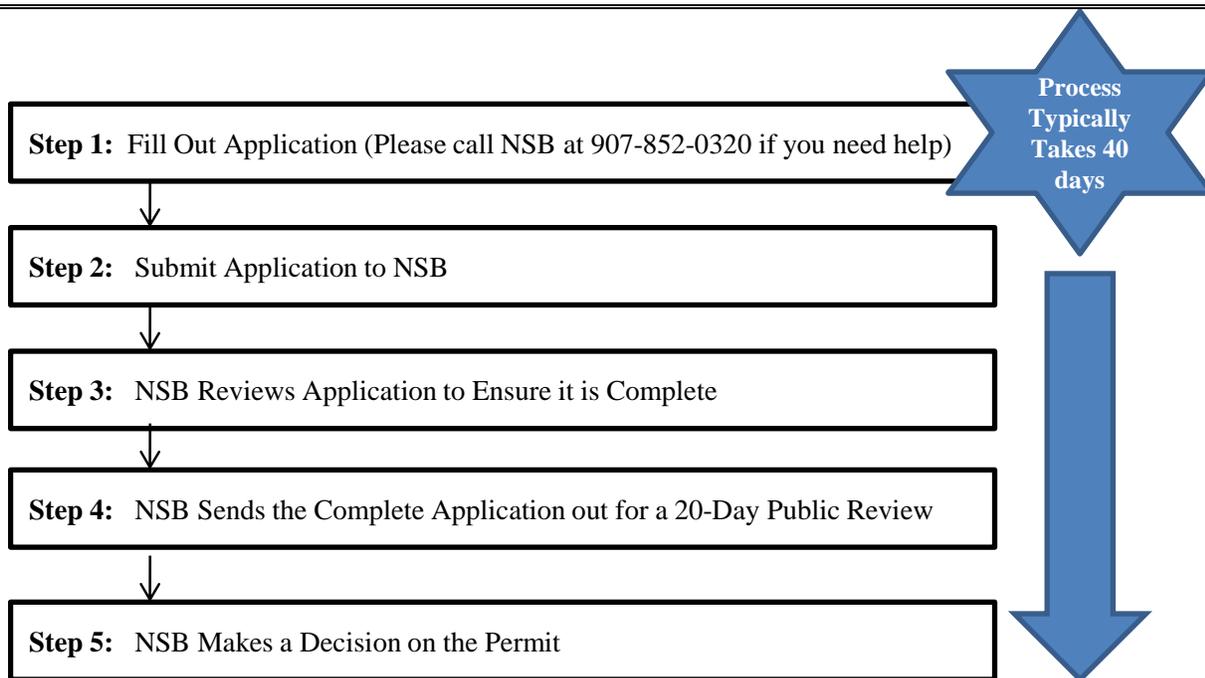
NEED ASSISTANCE FILLING OUT THIS APPLICATION?

If you need any assistance filling out this application, please contact the North Slope Borough (NSB) Department of Planning and Community Services at 907-852-0320. NSB permitting staff will assist you through the permit application process.

The NSB has provided this detailed set of instructions to guide NSB residents through the process of preparing, submitting, and obtaining approval for a residential village district permit. We have listed commonly asked questions, and provided answers to help you better understand what is required and give you more information. Our intent was to make the application form easy to understand, and provide you with lots of information to assist you in being successful in filling out your application.

However, we understand that for some residents, the application process may be challenging, especially if you have never filed a permit before, or if English is not your primary language. NSB staff is available, ready, and willing to help any NSB Resident that needs help preparing a Village Residential permit application. We do not want this to be a frustrating process. Please call us to obtain assistance if needed, we are here to help you.

EASY 5 STEP APPLICATION PROCESS



IS THIS A NEW REQUIREMENT?

No. This is not a new requirement. NSB has required residential permit applications in the Village District for many years, requiring residents to fill out a three page form and obtain approval prior to constructing or relocating new structures/buildings and other developments and uses (explained further below in section on who needs a permit). Most portions of the existing application form remain the same. For example, you will still need to provide your complete contact information, provide a site plan, construction plan, describe the current development and uses on your property, pay the application fee, and sign the application.

There are **three** improvements in the new application form:

1. The main change in the new application form is a section on property ownership (page 1). Over the years, the NSB has received applications where the applicant may not be the property owner, there may be multiple owners, the applicant may be an executor, contractor, or agent. NSB's prior application form did not have a spot for the applicant to explain its relationship to the property or why it is submitting the application if it is not the owner. This is important, because before NSB issues a permit, it must be sure that the property owner(s) are aware a permit has been submitted and consent to the permit application content and planned scope of work. For example, a relative might prepare the application for an elder, but the NSB must confirm that the elder is aware of the application, requested assistance in preparing the application, and consents to the planned scope of work requested in the application. There may also be cases where there are multiple owners of a single property, and NSB must ensure that all owners agree before issuing the permit.
2. NSB expanded the application to ask a few more questions about any existing easements that might be located on your property. In the prior application, NSB required applicants to draw all existing easements on their property site plan. However, over the years, NSB has found that some residents are not familiar with whether or not their property has an easement, or what an easement is. This new application form has a spot for you to explain whether you are familiar with an easement (and if so provide more information), but if you are not familiar with it, you may say you don't know and request assistance from the NSB in researching recorded easements on your property.
3. The new application form asks whether there is adequate parking and access for emergency vehicles (both are requirements of the NSB Municipal Code), and must be understood before NSB can make a decision on the application.

GENERAL INFORMATION

Who needs a permit?

The NSB requires permits for developments and uses of residential properties within the North Slope Borough. Uses and developments are defined in NSB Municipal Code at Section 19.20.020 (NSBMC § 19.20.020). Examples include: the construction of residential buildings, garages, and storage structures; placement of gravel fill for a driveway or parking area; digging to build a foundation or for other purposes; adding onto a building; dividing a house to make a new dwelling unit; relocating a house or building/structure; and other residential uses and developments. This is a non-exclusive list, meaning there are other potential developments and uses not listed here and it is best to call the NSB staff and discuss your plans to determine whether you need a permit.

This permit application (Form 700) must be used to obtain approval for residential developments and uses in the Village Zoning Districts of Point Hope, Point Lay, Wainwright, Atqasuk, Nuiqsut, Anaktuvuk Pass and Kaktovik. There is a different permit application form for Barrow (Form 800).

Please note that subsistence activities are not considered "uses" or "development" under NSBMC § 19.20.020. This means that **you do not need a permit for ice cellars, drying racks, and hunting blinds that are used for subsistence.** However, these structures/uses should not be placed within easements or over the property line.

All buildings/structures must be constructed on a solid foundation or a gravel pad.

Please also note that the NSB generally cannot compel owners of restricted property (property held in trust by the Bureau of Indian Affairs) to obtain a NSB land use permit, except where there are issues concerning public health and safety. The NSB asks restricted property owners to voluntarily comply with permitting requirements in the interests of fire safety and public welfare.

If you have any questions about whether or not a permit is required, please contact the NSB Land Management Regulations (LMR) Manager at (907) 852-0320 to discuss your specific situation.

Where can I find the NSBMC?

Title 19 of the North Slope Borough Municipal Code (NSBMC) governs zoning and land use permitting. The NSBMC can be found at http://www.north-slope.org/departments/law/Code_of_Ordinances.php. For ease of reference, these instructions contain relevant parts of the NSBMC. Please refer to the entire NSBMC for full and complete guidance.

NSBMC Section 19.40.060 (NSBMC § 19.40.060) explains the permit requirements or the Village District.

How can I get help filling out this form?

The NSB created this application form and provided these detailed instructions to streamline the application process. The NSB Department of Planning and Community Services (DPCS) Administration and staff are also available to answer specific questions pertaining to your application. Please contact the NSB Land Management Administrator (NSB DPCS Director) at (907) 852-0320 to schedule a pre-application meeting or obtain additional information.

What is the permit fee?

The application fee is \$10 for an Administrative Approval Permit for a Minor Alteration, Placement of Fill, or a Single Family Dwelling. The application fee is \$20 for an Administrative Approval Permit for a Duplex, Relocation of a Building, or Other Residential Uses.

How do I submit my application?

Signed applications must be mailed to the NSB Land Management Administrator, NSB Department of Planning and Community Services, P.O. Box 69, Barrow, Alaska 99723, along with a copy of all required attachments and fee payment. You must submit one signed hard copy of the application and all attachments. The hard copy and check must be received by the NSB before the application approval process formally starts. An applicant may also hand deliver the entire application package to a NSB DPCS office in Barrow or a village (if there is one in the applicant's village).

What is the purpose of NSB's permit review?

The NSB's permit review will examine whether a new building/structure is constructed within the property lines and whether it will affect any existing easements, utilities, or important historic, archaeological, and cultural sites. The NSB's permit review will also examine the proposed application's consistency with the NSB Comprehensive Plan, any comprehensive plan relevant to the village, and other activities allowed in the area. There are no dimensional standards (e.g., minimum distances from property line) in the Village Districts at this time (dimensional standards apply only to Barrow). Other approval criteria that NSB will consider in its permit decision include the comments of reviewing parties and village residents, the adequacy of utilities and drainage, watershed protection, fire safety and emergency access, noise and nuisance impacts, and other factors as determined by the NSB Land Management Administrator (who is also the Director of the Department of Planning and Community Services (DPCS)) and other factors as determined by the Planning Commission.

Am I using the correct form?

This permit application (Form 700) must be used to obtain approval for residential developments and uses in the Village Zoning Districts of Point Hope, Point Lay, Wainwright, Atqasuk, Nuiqsut, Anaktuvuk Pass and Kaktovik. Use **Form 750** for a commercial, industrial, or public facility permit application in the villages of Point Hope, Point Lay, Wainwright, Atqasuk, Nuiqsut, Anaktuvuk Pass, or Kaktovik.

If you are a public housing authority or commercial developer building an apartment complex, you will need to use **Form 750**. On the other hand, if you are a residential home owner and you wish to build an additional dwelling unit on your home or divide your house to create two or more dwelling units, use Form 700.

If you are planning a business in your home (such as a daycare), you need to use **Form 750**. On the other hand, if you have a simple home office (a computer at your desk) and are not receiving a large influx of customers, use Form 700.

What should I do if a section of the application does not apply?

Mark all non-applicable sections of the application “N/A”, this way the NSB knows that you considered the application requirement and determined that it was not applicable to your development or use. You can provide further written explanation in your attached project description if needed for clarity.

How do I know if my project is in one of the Village Zoning Districts or outside them?

The village zoning districts are the same as the city limits for each village, except for Point Lay. The limits of the village district for Point Lay are the lots, tracts and right-of-way indicated on the H.V. Lounsbury and Associates Plot. See NSBMC § 19.40.010. The NSB Department of Planning and Community Services maintains Village District Boundary Geographic Information System (GIS) maps. You can obtain a copy of these maps by calling the NSB GIS Supervisor at (907) 852-0333.

What happens if my application is incomplete?

If NSB staff receives an incomplete application, they will contact you and assist you in completing your application. Once an application is accepted, if the Administrator determines that additional information is needed, the approval process may be suspended until the information is provided by the Applicant.

How long will it take to obtain an approved permit?

Your permit application should be submitted well in advance of when you need an approved permit.

Permits for residential uses are most commonly processed as “Development/Use Permits,” because most permit applications involve construction. Once your application is received at the NSB office in Barrow, the NSB has 5 days to review your application for completeness. Once the application is determined to be complete, the Administrator shall have 10 days to issue a draft permit, the NSB will send the application out for a 20-day public review. The Administrator will have 5 days to make a decision after the public review is complete. Thus, the typical period for a permit decision is 40 days, assuming all the required information is received.

There is one exception, where a faster permit application process (called an Administrative Approval) can be used to approve placement of fill in a wetland in accordance with the Army Corps of Engineers general permit (NSBMC § 19.40.060(B)).

The Administrator may elevate a permit decision to the Planning Commission in accordance with NSBMC § 19.50.020 (although this is not common and most Village District Residential Permit applications are processed quickly and approved by the Administrator). Elevations may occur if a proposed development or use potentially has significant or negative impacts on, or conflicts with, NSB interests, resources, or activities, conflicts with NSB policies, or raises a particular issue or set of issues that warrants Planning Commission consideration.

If the permit is elevated, it is processed as a Conditional Development/Use Permit under § 19.60.030. Elevated permits can take 60 to 90 days to obtain, including a 30-day public review and comment period and a hearing by the Planning Commission. You will be notified by the Land Management Administrator if your permit is elevated and a meeting will be held to explain the process.

Is there a permit process flow chart that I can refer to?

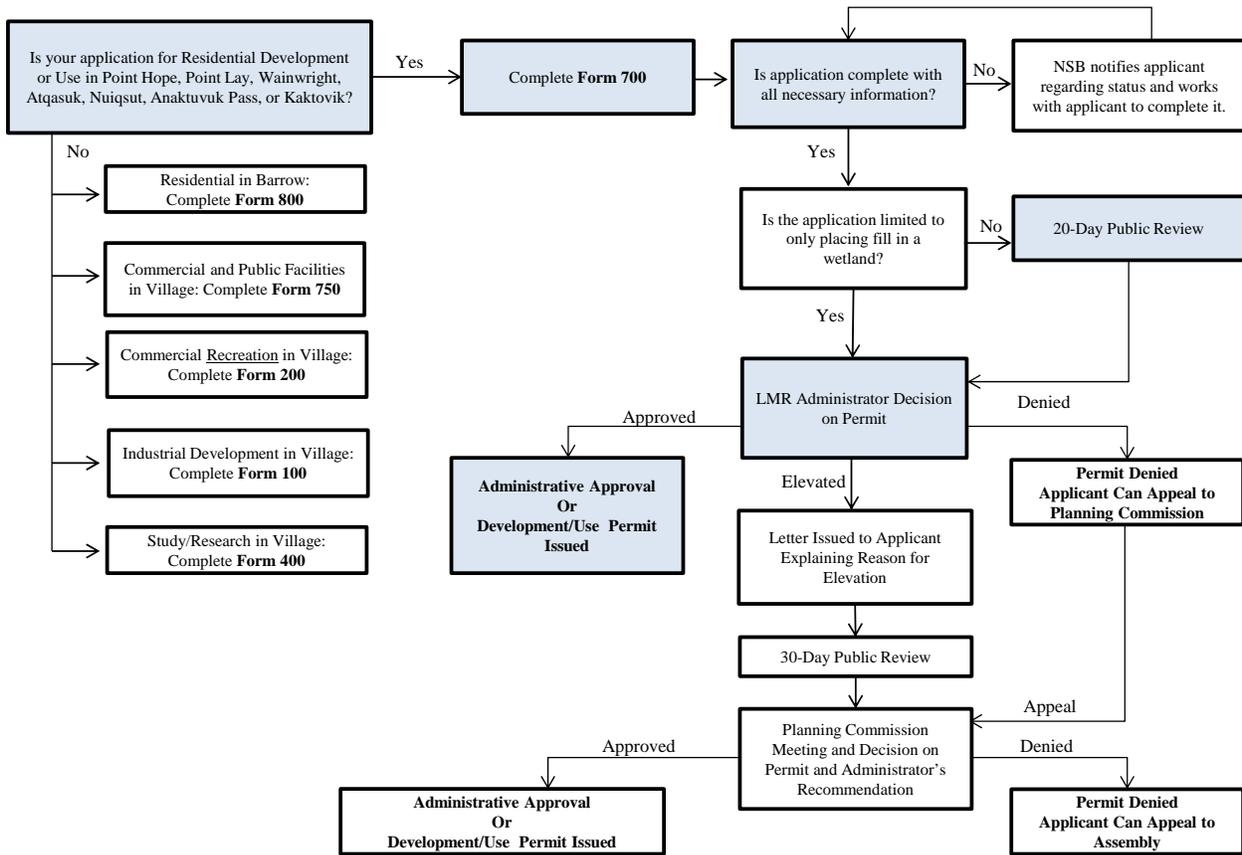
NSB has developed the following process flow chart to help you navigate the Village District permit requirements.

Most village residential permits are processed as Development/Use Permits that require a 20-day public notice period because they typically involve construction of a new building/structure, an addition to an existing structure or other construction project. Please see NSBMC § 19.40.060 for the type of permit required in a Village District, and NSBMC § 19.50.010 for the procedure to process a Development/Use Permit.

However, there are two exceptions:

- (1) A faster permit application process (called an Administrative Approval) can be used to approve placement of fill in a wetland in accordance with the Army Corps of Engineers general permit (NSBMC § 19.40.060(B)).
- (2) A longer permit application process may occur (although is not common) if a permit is elevated for consideration by the Planning Commission (NSBMC § 19.40.060(D)(2)) such that it must be processed as a Conditional Development/Use Permit using the procedures of NSBMC § 19.60.030. The flow chart on the following page summarizes the process.

Form 700 Village District Residential



How long is the permit valid? When do I have to renew or amend my permit?

Residential permits are approved for the life of the structure described in the application, as long as the Permittee remains in compliance with the permit. There is no requirement to renew your permit since it is valid for the life of your structure or use. You need to apply for a permit amendment if you would like to undertake a use or development that is not listed in your permit; or materially change any of the uses or developments allowed in your permit. Your permit approval must always match your current development and use. The NSB may inspect your operations from time to time to verify that your permit is consistent with your actual operations.

Are the application and instructions located on the web?

Yes. See the NSB Department of Planning and Community Services Web Page at: <http://www.north-slope.org/departments/planning/lmr.php>.

Is a pre-application meeting required?

No. However, the NSB Department of Planning and Community Services requests that you contact the NSB Land Management Regulations (LMR) Manager at (907) 852-0320 to discuss your permit application prior to submittal. The LMR Manager may provide advice on how to complete the application, and will assign a Land Management Specialist to review your permit application. Depending on the complexity of your permit application, the LMR Manager may request a formal meeting via teleconference or in-person to review your application. Contacting the Planning Department before you submit your application is highly recommended to ensure that your application is properly completed and your permit is processed as quickly as possible. Incomplete or improperly completed applications will be returned to you.

Who assigns new permit numbers?

The NSB assigns a permit number based on the date the application was received. Please refer to this number in all correspondence.

PART 1 – APPLICANT AND OWNER INFORMATION

Who can file for a permit?

Property owners, contractors, and authorized lessees or property users can apply for the permit on behalf of the property owner. A property owner may ask a third party to complete the permit on behalf of the property owner. If this occurs, you must submit a Property Owner Letter of Authorization for Agents. The NSB has an Authorization for Agents Form 1400 that you can use to complete this requirement. Please fill out the form and attach it to your application.

Can the permit be transferred into another Applicant's name?

No. A new application must be submitted by the new Applicant.

Do I have to apply for a permit even if I am a government entity constructing public housing?

Yes. The NSB's status as a Home Rule Borough enables and requires it to govern land use within its jurisdiction. AS § 29.35.180(b). NSBMC Title 19 requirements supplement state, federal, and other law. Please note that public housing authorities should use Form 750 for village public housing developments rather than this form (Form 700).

Why does NSB need information on property ownership?

The NSB needs to know who owns the property. The NSB must confirm if the applicant either is the home owner or has permission from the property owner(s) to do work on the property for the home owner. Please call the NSB Tax Assessing Department at 907-852-0355 to obtain proof of ownership if you do not have a document of this nature; they will provide a print out of the Tax ID Parcel Number showing ownership.

How do I fill out the property ownership section if I am the only Property Owner?

If you are the only property owner, check the box "Applicant is the property owner," and check the box "Property is owned by one person." Please also clarify if the property is privately owned and unrestricted by checking the box "Property is privately owned/unrestricted." Or if the property is a restricted Native Property, please check the box "Property is a restricted Native Property."

How do I fill out the property ownership section if there are Multiple Property Owners?

If there are multiple property owners, check the box "Property has Multiple Owners." The property owners should select one of the owners to be the applicant, so that the NSB has a single point of contact to work with on the application. If you are one of the property owners, submitting this application on behalf of yourself and the other property owners, mark the box "Applicant is property owner." Please also clarify if the property is privately owned and unrestricted by checking the box "Property is privately owned/unrestricted." Or if the property is a restricted Native Property, please check the box "Property is a restricted Native Property."

Written consent must be obtained by all the property owners (or the estate administrator/executor) before NSB can process your application. Please fill out NSB Form 1300, the Property or Land Owner Consent Form and attach it to your application.

How do I fill out the property ownership section if I am the agent?

If you are neither the property owner, nor the person that will be conducting uses and developments on the property (for example, you are the administrator or executor of an estate, or you are a family friend) and you are filling out the application on behalf of the property owner(s), then you should enter your name and contact information in the "Applicant Information" section. Check the box that says "Applicant is completing application form on behalf of Property Owner(s)." Please fill out NSB Form 1400, Letter of Authorization for Agents, and attach it to your application.

How do I fill out the property ownership section if I am a renter or a contractor?

If you are renting the property or have an agreement with the owner to use it, complete the "Applicant Information" section and check the box that says "Applicant is a renter or contractor and has permission from Property Owner(s)."

Written consent must be obtained by all the property owners (or the estate administrator/executor) before NSB can process your application. Please fill out NSB Form 1300, the Property or Land Owner Consent Form and attach it to your application.

How do I fill out the property ownership section if I am the executor?

If you are the executor of an estate and you are filling out the application on behalf of the property owner(s), then you should enter your name and contact information in the “Applicant Information” section. Check the box that says “Applicant is executor of the estate.” Attach the court document showing that you are the executor of the estate that involves the land and/or property described in the land use application.

What if my property is in restricted status?

Please note that the NSB generally cannot compel owners of restricted property (which is held in trust by the Bureau of Indian Affairs) to obtain a land use permit, except where there are issues concerning public health and safety. The NSB asks restricted property owners to voluntarily comply with permitting requirements in the interests of fire safety and public welfare. It is your responsibility to obtain permission to alter your property from the Bureau of Indian Affairs.

What information should I put in the section for existing NSB permits?

If you previously obtained a permit from NSB for the same property, enter the permit number in the space. If you never obtained a NSB permit for the property, you may leave it blank.

PART 2 – PROPERTY INFORMATION

What if I don’t know the lot dimensions or survey number?

You may consult with the NSB Platting Administrator at 907-852-0320 to see if NSB has a survey or plat showing your property and its dimensions.

What information do I need to provide about existing structures on my property?

On the application form, please fill in the box that requests the number of existing structures. In the box below, describe the structures that are on your property. For example, you might say: There is a one story single family dwelling (20’ by 30’), and a separate storage shed (10’ x 16’).

How do I know if there is an easement on the property?

An easement is granted by the property owner to another person or to the public of the use of any designated part of his property for specific purposes. NSBMC § 18.08.010 and §18.20.110. Many subdivided properties have an easement along the front, side and/or back for utilities (e.g., phone, gas, water, sewer and cable television lines), or for unimpeded fire, emergency, public, or utility access. If you have the title to the property, the easement size and type may be indicated there. You may consult with the NSB Platting Administrator at 907-852-0320 regarding easement location.

Why does it matter if there are structures within an easement or over the property line?

Structures cannot be placed in an easement, because easements are typically designed to allow for unimpeded fire, emergency, public, or utility access. Structures must be placed on property you own to avoid trespass on neighboring property. Structures built within an easement or over the property line typically may be required to be removed; therefore, it is very important that you take time to identify easements and the property line before construction.

What if there are existing developments or uses on the property that do not comply with NSBMC Title 19 standards?

NSBMC § 19.40.110 addresses uses, structures, and lots that began before Title 19 was in place (1991). Uses and structures that were installed prior to 1991, that do not meet NSBMC Title 19 standards are called “nonconforming” uses and structures. These uses, structures, and lots may continue to be used with certain limitations. For example, a nonconforming structure cannot be further modified to increase its non-conformance, such as extending an existing structure into a setback or easement. And if you plan to repair, remodel, or expand a structure with a cost that exceeds 65% of the structures current assessed value, then a permit application must be submitted, and the modified structure must come into compliance with Title 19. If you have a non-conforming structure on your property, please call the NSB Land Management Administrator (NSB DPCS Director) at (907) 852-0440 to schedule a pre-application meeting to obtain additional information on how to proceed.

If I don't currently have utilities, will NSB provide them?

NSB generally requires the utilities needed for a use or development to be in place before the use or development can be approved. NSBMC §§ 19.50.030 (E) and 19.60.040(I). Approval of your permit application does not guarantee that NSB will provide utilities. Please contact NSB Department of Public Works, at 907-852-0489 to discuss connection to NSB utilities.

Why do I have to indicate whether there is adequate drainage?

Sufficient drainage is needed so that uses or developments will not cause flooding on neighboring properties. NSBMC §§19.50.030(E), 19.60.040(I).

Why do I have to indicate whether there is access for fire/emergency/police vehicles?

Developments and uses must not pose a fire danger and must provide clear and easy accessibility for fire and emergency apparatus and police protection. NSBMC § 19.60.040(M).

PART 3 – DESCRIPTION OF PROPOSED DEVELOPMENTS & USES

How do I complete the project description section?

Check all boxes that apply. If you have a development or use that is not listed, please check the box labeled “other” and use the blank space provided to describe the development or use you propose.

Estimate the dimensions of any new structure and write them in the appropriate blanks. If you are moving a structure, indicate its current location (i.e., on the same property or at a different address, and indicate the address). Describe your project and any driveway/parking area, buildings, or structures in the “Project Description” space.

How do I complete the sketch (drawn by hand) of proposed work?

The NSB has provided you a box on the application where you can draw a sketch of the proposed site plan to the best of your knowledge, as required in Part 4 of the application.

PART 4 – REQUIRED ATTACHMENTS TO THE APPLICATION FORM

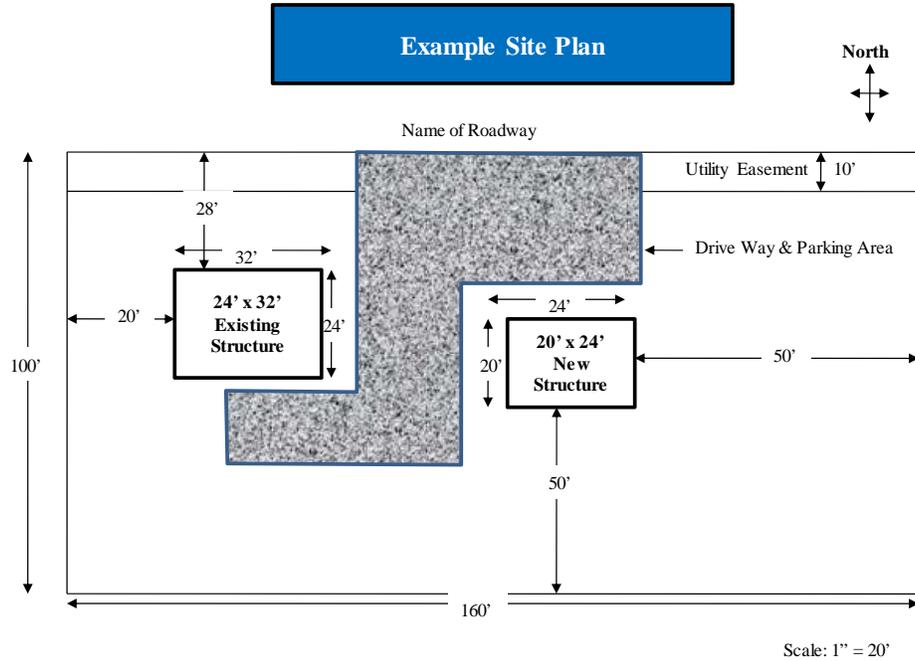
What kind of Site Plan do I need to submit?

If you are submitting an application for a new structure, or a modification to an existing structure, you must submit a site plan. If you have an existing as-built survey (prepared by a Licensed Land Surveyor) of your property showing the property lines, roadways, easements and existing structures, you can make a copy of that document and hand draw on the location of the new proposed structure to submit with your application. If you do not have an existing as-built survey, you may hand draw a site plan in the box provided in Part 3 of the application. Your drawing should be to scale if possible. Please note that some financial institutions may require an as-built survey as a loan requirement. The NSB Land Management Administrator reserves the right to require an as-built survey to be completed after an initial review of your application.

The site plan should clearly show:

- (a) lot width, depth, and shape;
- (b) existing easements and utilities;
- (c) locations and dimensions of existing and proposed structures (or proposed additions);
- (d) existing and proposed parking;
- (e) distances from each existing and proposed structure to the property line and to other structures on the property;
- (f) setbacks from property lines; and,
- (g) the locations of sheds and connexs that are used for subsistence equipment.

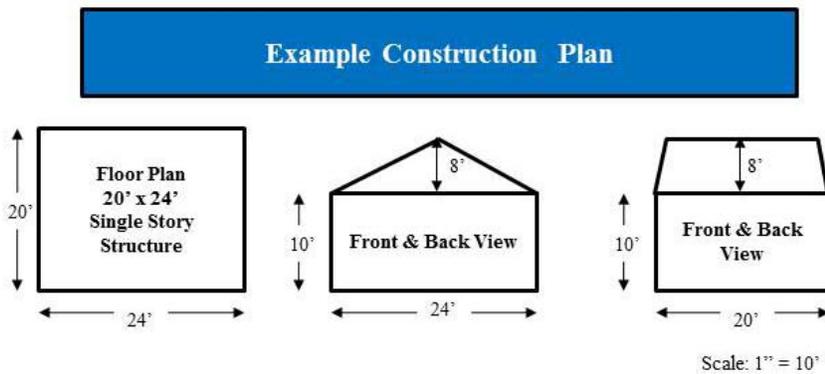
An example site plan drawing is shown in the drawing on the following page.



What kind of Construction Plan do I need to submit?

If you are submitting an application for a new structure, or a modification to an existing structure, you must submit a construction plan. If you are working with a contractor and construction drawings are available, you can simply make a copy of those drawings and submit them with your application. If you are building the structure yourself, and do not have formal construction drawings, you may hand draw a plot plan or rough sketch (hand-drawn) on an 8-1/2" x 11" piece of paper showing the dimensions of each floor level, and dimensions of the side, front and back views of any new structure or addition to an existing structure. An example construction plan drawing is shown below.

NSB does not currently have any construction code requirements for structures in Village Districts, though state and federal regulations regarding construction may apply. NSB recommends that all construction plans consider fire safety, emergency access, structural integrity, and potential future re-sale requirements. Many financial institutions and insurance companies have specific construction criteria that must be met to obtain a loan or an insurance policy. Construction design is the responsibility of the property owner.



What type of documents will NSB accept to show evidence of property ownership?

Proof of ownership can be shown by providing a copy of a deed, title, judgment, tax bill or tax assessor’s records. You need to submit this proof whether you are the property owner or someone else authorized to submit this application.

What kind of authorizations must be attached?

NSB cannot approve a permit to allow a land use unless the property owner is aware of the permit application and has consented to the land use on its property. Unless you are the owner, you must provide proof of the owner’s authorization to conduct the uses and developments described in your application. The NSB has two forms that can be used for this purpose. NSB Form 1300 Property or Land Owner Consent and NSB Form 1400 Letter of Authorization for Agents. If you are the executor of an estate, please attach the court document showing your executor status to the application.

There may be permits required for your project by other government entities. A few examples of agencies you may wish to contact are included in the gray box below. It is your responsibility to obtain all required permits. Attach a copy of any other state, federal, private and/or Native Allotment or Townsite land use approvals and/or permits that are associated with the proposed activities. Projects subject to the State Fire Code must demonstrate at least conditional approval by the State Fire Marshall before the application can be accepted by NSB.

<p>For information on wetland fill permits: United States Army Corps of Engineers, Alaska District P.O. Box 6898 Elemendorf AFB, AK 99506-0898 (907) 753-2712 http://www.poa.usace.army.mil/reg/gps.htm</p>	<p>For utility hook-up and work within a public easement: NSB Public Works, Village Services PO Box 69 Barrow, Alaska 99722 (907) 852-0489 http://www.north-slope.org/departments/publicworks/contact.php</p>
<p>For information on state fire and building codes and safe practices: State Fire Marshall Anchorage Office 5700 E. Tudor Road Anchorage, Alaska 99507-1225 (907) 269-2004 http://www.dps.state.ak.us/fire</p>	<p>For construction of privately owned water and sewage systems: State of Alaska, Department of Environmental Conservation Anchorage Office 555 Cordova Street Anchorage, Alaska 99501-2617 (907) 269-7500 http://dec.alaska.gov/</p>

If you have not yet applied for any other permits, please provide NSB a list of the permits for which you plan to apply and the expected timelines for obtaining these permits. Also, provide copies of applications that you have already submitted and indicate the status of these applications. NSB permits generally require federal and state permits to be obtained before a project can start.

When and how do I pay the fees?

Your application must include a check made payable to the North Slope Borough for the application fee. The NSB will not start processing your application until this fee is received. All fees are non-refundable. Fees must be paid by personal check, cashier’s check, corporate check, or money order. Credit cards and cash are not accepted.