



North Slope Borough

Department of Planning and Community Services

Form 700 – Village District Residential Permit Application

Villages of Point Hope, Point Lay, Wainwright, Atqasuk, Nuiqsut, Anaktuvuk Pass, and Kaktovik

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

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

PART 1 – APPLICANT & OWNER INFORMATION

New Permit No. _____ Amendment to NSB Permit No. _____ Existing NSB Permit No. _____

Application Date: _____ Proposed Start Date: _____ Completion Date: _____ Date Received at NSB: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____ Cell: _____

_____ Email: _____

Property Ownership (Check all that apply)

- Applicant is property owner.
- Property has multiple owners. Owner listed above is not the sole owner. (Attach NSB Form 1300 Property or Land Owner Consent to the application.)
- Property is owned by one person.
- Applicant is completing application form on behalf of Property Owner(s). (Attach NSB Form 1400 Letter of Authorization for Agent to the application.)
- Property is privately owned/unrestricted.
- Applicant is a renter or contractor and has permission from Property Owner(s). (Attach NSB Form 1300 Property or Land Owner Consent to the application.)
- Property is a restricted Native Townsite.
- Applicant is executor of the estate. (Attach the court document showing your executor status to the application.)

PART 2 – PROPERTY INFORMATION (Lot Location, Dimensions, and Information on Existing Structures)

Street Address/GPS Location: _____ Village: _____

Lot: _____ Block: _____ Survey or Plat No: _____ Is the property vacant? Yes No

Lot Width: _____ Lot Depth: _____ Lot Area (ft²): _____

Number of Existing Buildings or Structures (e.g., homes, garages, buildings): _____ Describe type and use in box below.

- Existing Easements:** Is there an easement on the property? Yes (describe in box below) No Don't know
- Are there any existing structures located in easement? Yes (describe in box below) No Don't know
- Are there any existing structures located on/over the property line? Yes (describe in box below) No Don't know

Is the property connected to utilities (e.g., gas, electric, water, sewer)? Yes (describe in box below) No Don't know

- Is there adequate drainage for the property? Yes No Don't know
- Is there adequate off-street parking space? Yes No Don't know
- Is there clear access for fire/emergency/ police vehicles? Yes No Don't know

PART 3 - DESCRIPTION OF PROPOSED DEVELOPMENTS & USES

Types of Activities (check each box that applies; more than one may be checked):

- | | | |
|--|---|--|
| <input type="checkbox"/> Construct Single Residential Dwelling | <input type="checkbox"/> Construct Duplex (Two Units) | <input type="checkbox"/> Construct Multi-Unit Dwelling |
| <input type="checkbox"/> Relocate Existing Building or Structure | <input type="checkbox"/> Relocate Utilities | <input type="checkbox"/> Construct Garage |
| <input type="checkbox"/> Construct Storage Structures | <input type="checkbox"/> Construct Addition to Building | <input type="checkbox"/> Divide Home/Add New Dwelling Unit |
| <input type="checkbox"/> Gravel Fill, Construct Driveway or Parking Area | <input type="checkbox"/> Other Land Excavation Activities | |
| <input type="checkbox"/> Other: _____ | | |

If constructing building/structure: Square Footage: _____ Height: _____ Number stories: _____

If relocating building/structure, indicate current location: _____

Project Description (Describe the scope and purpose of the project in the box below)

Check this box if additional description/information attached to application.

Please provide a hand-drawn sketch of your proposed site plan to the best of your ability below. If you have hired a land surveyor, contractor, or engineer and they have prepared a drawing for you, please attach that drawing to the application.



PART 4 - REQUIRED ATTACHMENTS TO THE APPLICATION FORM (as appropriate for your application)

1. **Site Plan:** A rough site plan sketch (hand-drawn) to the best of your knowledge (in the box above) is sufficient for most applications. Please see the instructions for an example of how to draw a site plan sketch. NSB staff will work with you to confirm the site plan information. NSB may require an as-built survey (a survey prepared by a licensed land surveyor) if the applicant is unable to determine the distances and locations of structures from the hand-drawn sketch and information located on file at the NSB office. It will be very helpful for you to include as much information as possible in your sketch including the following information (where known): (a) lot width, depth, and shape; (b) existing easements and utilities; (c) locations and dimensions of existing and proposed buildings and 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.
2. **Construction Plan:** A rough construction plan sketch (hand-drawn) to the best of your knowledge is sufficient for most applications. Please attach it to your application, and refer to the instructions for an example. Please show the following information on your sketch: (a) the dimensions of each floor level, and (b) dimensions of the side, front and back views of any new building/structure or addition to an existing building/structure. If you have a construction plan drawn to scale this is preferred and can be attached to the application.
3. **Proof of Ownership:** Evidence of property ownership (e.g., copy of deed, title, tax bill or other legal document) that indicates all property owners. Please call the NSB Tax Assessing Department at 907-852-0355 to obtain a printout of your Tax ID Parcel No. for property ownership evidence if needed.)
4. **Placement of Gravel in Wetland:** If you will be placing gravel in a wetland on your property, you must also request approval to conduct work under the Army Corps of Engineers, Residential, Non-Commercial, Community Construction General Permit. Please contact NSB for assistance.
5. **Authorizations:** A Form 1300 Property/Land Owner Consent Form must be attached if you are not the sole owner of this property. A Form 1400 Authorization for Agents must be attached if the person submitting the application is not the same as the property owner, along with any required state, federal, tribal, or city permits.
6. **Fees:** A check made payable to the North Slope Borough for the application fee.

Mail Application To:

NORTH SLOPE BOROUGH, DEPARTMENT OF PLANNING AND COMMUNITY SERVICES, LAND MANAGEMENT
ADMINISTRATOR PO BOX 69, UTQIAGVIK, ALASKA 99723
EMAIL: NSBPermitSubmittal@north-slope.org
PHONE: (907) 852-0320

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL APPLICATION MATERIAL IS CONSIDERED PART OF THE PERMANENT NSB RECORDS FOR THIS PROJECT. I HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD THE NORTH SLOPE BOROUGH HARMLESS FROM ANY AND ALL CLAIMS, DAMAGES, SUITS, LOSSES, LIABILITIES AND EXPENSES RELATED TO THE INJURY TO OR DEATH OF PERSONS AND DAMAGE TO OR LOSS OF PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE ENTRY ON AND USE OF PROPERTY WITHIN THE NORTH SLOPE BOROUGH BOUNDARIES BY ME, THE COMPANY I REPRESENT, AND ANY AND ALL OF MY CONTRACTORS, SUBCONTRACTORS AND THEIR EMPLOYEES INVOLVED.

Authorized Signature

Date

Name

Title

FEE PAID	<input type="checkbox"/>	Minor Alterations, Placement of Fill, Single Family Dwelling	\$10
	<input type="checkbox"/>	Duplex, Relocation of Buildings, Other Residential Uses	\$20

Total Amount Paid

DECISION BY NSB LAND MANAGEMENT ADMINISTRATOR

- ADMINISTRATIVELY APPROVED**
The application meets all applicable policies required by Title 19 for administrative permits in the Village District.
- REFERRAL TO PLANNING COMMISSION**
The application requires a conditional development or use permit for the Village District or has been elevated by the Land Management Administrator to the Planning Commission (see accompanying letter).
- PERMIT DENIED**
The proposal cannot be approved in its current form (see accompanying letter).

NSB Land Management Administrator

Date

If you, including the developer wish to appeal this decision you must submit written notice to the secretary of the appropriate Commission (P.O. Box 69, Utqiagvik, Alaska, 99723) and the developer within 30 days of the receipt of this decision, stating the reasons you believe the decision is incorrect. NSBMC §19.30.130.

DECISION BY NSB PLANNING COMMISSION

- | | |
|---|--|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> PARTIALLY APPROVED |
| <input type="checkbox"/> MODIFICATION APPROVED | <input type="checkbox"/> DENIED |

Planning Commission Chairman

Date

If you wish to appeal a Planning Commission decision to the Assembly, it may be made in the same manner as set forth above for appeals to the Commission. See NSBMC §19.30.140. The Assembly's decision is the Borough's final decision and may be appealed to the Superior Court in accordance with Alaska law and NSBMC §2.28.260.