

Permit No. _____

Fee: _____

SITE DEVELOPMENT PERMIT
City of Ketchikan Department of Public Works
 2930 Tongass Avenue, Ketchikan, AK 99901
 Phone 228-4726 Fax 225-8721

Ketchikan Fire Department: Signature of Acknowledgement	
Signature:	_____
Print Name:	_____
Date:	_____

Site Location

Date:	Street Address:		
US Survey No.:	Block:	Lot:	Parcel No.:

Applicant Information

Property Owner Name:		Co-Applicant (Contractor etc.):	
Mailing Address:		Mailing Address:	
Phone #:	Mobile #:	Phone #:	Mobile #:
Email:		Email:	

Description of Work

Describe proposed work:

Quantities

Quantity of Cut (soil only):	CY	Quantity of Rock Blasting:	CY	
Quantity Cut Reused Onsite:	CY	Quantity Blast Rock used Onsite:	CY	
Quantity of Imported Fill:	CY	Quantity of Waste Offsite:	CY	
Retaining Walls:	Total Length ft	Min. Height ft	Max. Height ft	Total Area sqft
Quantity of Storm Drain Pipe:	LF	Does Storm Drain Tie Into Public System (Y/N)?		

Site Grading Ordinance

The City of Ketchikan is evaluating Site Development Permit Application for conformance to Appendix J of the 2012 International Building Code, as amended/adopted by City Council Ordinance Number 13-1736. A separate grading permit and fee is required for each lot (or permit area) that is developed.

Also need Army Corp. of Engineer's Permit for:

- Alter a natural stream drainage or install culverts to re-route natural drainage
- Excavate, fill or build in flood plain zone or on wetlands

Attach Two Sets of the Site Plans - One will be returned to Owner/Applicant with corrections noted.

The plans must show, at a minimum:

1. Site plan showing lot lines, bearings and distances, buildings, setbacks, streets, etc.
2. Attach grading plan with slopes, elevations, placement of earthwork, and excavation / fill quantities.
3. Please review the attached Pre-Submittal Checklist before submitting this application.

Signature

Date

Signature of Property Owner _____

Signature of Co-Applicant _____

To be Submitted to:

City of Ketchikan – Department of Public Works

*Site Development Permits Expire 12-Months from the Date of Issue

City of Ketchikan – Department of Public Works:

Site Development Permit Application Pre-Submittal Checklist

Amended 08/26/2014:

Dear Applicant:

Please review and complete the following checklist in order to ensure that your application is complete and ready for submission. If you can answer “No” to any of these questions, please review your application and site plan and correct any deficiencies prior to submitting the application to the City of Ketchikan – Department of Public Works. This will expedite the review and approval processes.

- 1) Has the Site Development Application been completely and properly filled out?
 Yes No Not Applicable
- 2) Has a valid Request for Utility Locates been applied for? If yes, please attach a copy. Note: A RUL may not be required in order to process the Site Development Permit Application, but it will be required prior to the commencement of any ground-disturbing activities.
 Yes No Not Applicable
- 3) If an Army Corps. Of Engineer’s Permit is required, has one been acquired? If yes, please attach a copy.
 Yes No Not Applicable
- 4) Does the Site Plan conform to standard engineering and construction practices and to all requirements of Appendix J of the 2012 International Building Code, as amended/adopted by the Ketchikan City Council by ordinance number 13-1736?
 Yes No Not Applicable
- 5) Does the Site Plan contain all of the following:
 - a. Property line dimensions and orientations, north arrows, streets, easements and locations and descriptions of established and located property corner monuments?
 Yes No Not Applicable
 - b. Locations, orientations and setbacks of all structures and utilities within the work area?
 Yes No Not Applicable
 - c. Physical features of the property, i.e. streams, creeks, drainage course, and a Soils Report describing the nature, composition and depths of the existing soils?
 Yes No Not Applicable
 - d. The proposed locations, dimensions, orientations and setbacks of all intended structures, retaining walls, utilities (including storm drainage), and connections to existing utilities?
 Yes No Not Applicable
 - e. Thorough descriptions of the materials to be used for the proposed work?
 Yes No Not Applicable

- f. A Grading Plan with the locations and of all earthwork, including slopes, grades and quantities?
 Yes No Not Applicable
- g. Existing and proposed grade contour lines at 5-foot intervals?
 Yes No Not Applicable
- h. A stamp from a licensed and qualified design professional?
 Yes No Not Applicable
- 6) Have you obtained a Signature of Acknowledgement from the Ketchikan Fire Department?
 Yes No Not Applicable

If you were able to answer “Yes” or “Not Applicable” (Not Applicable answers are subject to verification) to all of these questions, please submit the Site Development Application and two (2) copies of the Site Plan to the City of Ketchikan – Department of Public Works at 2930 Tongass Avenue, Ketchikan, AK 99901, for evaluation. You may expect to receive correspondence regarding your application from a representative of this department within thirty (30) days of submitting.

Please be advised that it is the explicit responsibility of the applicant to ensure that a valid Site Development Permit has been approved and is in-hand prior to the commencement of any and all site construction activities. *The absence of comment from this department Does Not constitute tacit approval of your application or site plan.* If you have not received correspondence regarding your application within 30 days of submitting, please contact the City of Ketchikan, Department of Public Works in person at 2930 Tongass Avenue, or by telephone at 907-228-4727.

Sincerely,

City of Ketchikan Department of
Public Works