

Date Issued _____
 Permit No. _____
 Fee Paid _____
 Deposit Paid _____
 Receipt # _____
 Deposit Returned _____

MOVING PERMIT APPLICATION

GENERAL INFORMATION:

Owner's Name _____
 Address _____
 Home Phone # _____ Work # _____
 Mover's Name _____
 Mover's Address _____
 Home Phone # _____ Work # _____

Current Structure Location: Lot _____, Block _____, USS _____, House # _____
 Proposed Structure Location: Lot _____, Block _____, USS _____, House # _____
 Is there Water/Sewer on existing Property? YES _____ NO _____ If YES, the owner must contact the Public Works Department for a disconnect before the structure is moved.

The owner should notify all Public Utility Companies of the proposed move. (i.e. KEA, OTZ Telephone, Cablevision, etc...)

Is Water/Sewer hookup necessary at the Proposed Site Location? YES _____ NO _____ If YES, the owner must complete a Water/Sewer Hookup Agreement and pay all applicable fees.

PROVIDE THE PROPOSED ROUTE FOR THE BUILDING BEING MOVED IN THE SPACE BELOW. (See example.) PLEASE INCLUDE THE FOLLOWING: names of all roads to be used; Access area for exit from lot and access area for the proposed new location.

- 1.) The proposed route must be approved by the Public Works Director before the structure can be moved.
- 2.) The Police Department and the Public Works Department must be notified at least 24 hours in advance before the structure can be moved.
- 3.) **A Five Hundred (\$500.00) Dollar deposit must be paid prior to receiving the Moving Permit.** After the move has been completed, the route used will be inspected by the Public Works Director for excess damages to existing City Streets or City Utilities. If excess damage occurred, the City will make repairs and apply the deposit for expenses incurred. If repair expenses exceed the deposit amount. The balance due will be billed to the building owner. If no excess damage is found, the deposit said paid will be refunded to the owner after completion of the final site inspection to insure that all set back requirements are met at the new site.

PROVIDE A DIAGRAM OF THE NEW SITE LOCATION IN THE SPACE BELOW. (See Example.) INCLUDE THE FOLLOWING:

- 1. Locations of the proposed and any existing structures.**
- 2. Setback measurements from all lot lines.**
- 3. Street/Road Names.**
- 4. Dimensions of the property.**

I hereby acknowledge that I have read and understand the requirements of this application and state that the above information is correct and I agree to comply with all applicable Laws, Codes and Ordinances of the State of Alaska and the City of Kotzebue.

Signature of building owner to be moved

Signature of new property owner

Date

Date

FOR OFFICE USE ONLY
*****APPROVALS*****

Planning Director:

Has the application been filled out completely and correctly? _____

Has the State Fire Marshall plan review been completed? (Comm Bldg.) _____

Flood information:

Has the property been identified as flood prone by HUD-BIA? (Yes or No) _____

Ground elevation of construction site after preparation: (above or below sea level) _____

Elevation of first finished floor _____

Elevation of the basement _____

Protective Measures:

1.) Has plan review been completed? _____

2.) Zoning Classification _____

3.) Have all required set backs been met? _____

4.) Is there adequate parking available? _____

5.) Does the property meet Flood Zone Elevation requirements? _____

6.) Additional comments: _____

Signature: _____ Date: _____

Public Works Director:

1.) Has the Plan review been completed? _____

2.) Is water/sewer available in the area? _____

3.) Has a water/sewer agreement been received? _____

4.) Additional comments: _____

Signature: _____ Date: _____

Fire Chief:

1.) Has the Plan Review been completed? _____

2.) Is there adequate access to the property for emergency vehicles? _____

3.) Has the State Fire Marshall plan review been completed? _____

4.) Additional comments: _____

Signature: _____ Date: _____

City Manager Comments: _____

Signature: _____ Date: _____

Site Plan

