

Planning Department  
PO Box 889  
Dillingham, Alaska 99576

Office: 907-842-3785  
Email: [planner@dillinghamak.us](mailto:planner@dillinghamak.us)



June 22, 2022

Hello,

My name is Patty Buholm, and I'd like to introduce myself as the new Planning Director for the City of Dillingham. I am looking forward to a positive working relationship with you and your business. Some of my duties include issuing Land Use Permits. These Permits are set through the Dillingham Municipal Code (DMC).

According to the DMC, different permits apply for different projects or events. The full Code can be found on the City of Dillingham website at [www.dillinghamak.us](http://www.dillinghamak.us). Please note that the Land Use Permits are necessary even if building on your private property.

Please note that obtaining a General Land Use Permit is as easy as filling out a short application (that can be found on our website) and paying a small processing fee.

Reasons for completing a Land Use Permit (Title 18.08.010):

- Promote orderly development
- Lessen congestion
- Enhance fire and safety and public order
- Protect public health and general welfare while preventing overcrowding
- Stimulate the systematic development of transportation systems, utilities, recreation and other public facilities
- Avoid a Work Stop Order or a monetary fine

Please note that Land Use Permits are not the only permits that you may need to complete your project. There are several permits and/or forms that could be applicable to your project, such as an encroachment permit, variance, or property forms.

Most permits can take 15 to 30 days to fully process. If you are unsure if your current or future project may need a permit, just ask the Planning Department.

I am available during regular business office hours 8am until 5pm, Monday through Friday. I am also available by email; [planner@dillinghamak.us](mailto:planner@dillinghamak.us) or my direct office phone at **907-842-3785**. I look forward to working with you building our future.

Sincerely,

A handwritten signature in black ink, appearing to read "Patty Buholm", written over a light blue horizontal line.

Patty Buholm  
Planning Director, City of Dillingham

# Did you know that displaying your building's address is required in Dillingham?

*Dillingham Municipal Code Chapter 17.30 ADDRESSING*

## 17.30.050 Maintenance of Addresses

*The property owner of a building with an assigned address is responsible for displaying and maintaining the assigned number in a conspicuous location which is clearly visible from the road which the address is assigned. The number should be placed on the building, and when the building is not visible from the road, the number should also be placed at the primary entry driveway.*

## Questions and Answers about Posting your Address

### **Question: Why am I being asked to post my physical address on my house?**

*The City of Dillingham would like you to post your physical address on your home, business building, or end of driveway (if the building or house address is not visible from the street):*

- *First Responders, Police, Fire and Rescue Personal will have a shorter response time if an emergency were to occur at your business or home.*
- *Assists delivery of packages or special deliveries.*
- *It is a Dillingham Municipal Code requirement*

### **Question: What if I don't know my physical address or don't have one?**

*The City of Dillingham Planning Department can help find your address or assign a new one to you. The Planning Department can be called at 907-842-3785.*

### **Question: How big of numbers should I use?**

*Although there is no set size for the numbers or letters, it is recommended to display 4 inch tall and a contrasting color to the building it is secured to. Reflective numbers are an added security that your address will not be missed!*

### **Question: What if I live in an apartment, do I still have to have an apartment number?**

*Yes! If you live in an apartment, your front door should have an apartment number posted on or next to your main entry. The building should also have a clear address outside the main door to your building. If it does not have a clear visible address posted, please contact your landlord so they can arrange that to occur.*

### **Question: What if I live on a road and there are multiple homes? Does each home need a different address, or can we all share the same address?**

*YES! Each home does need a separate address and a driveway name. Each home on the driveway should have its address posted on or next to the front door and is visible from the driveway.*

### **Question: What if I don't want to post my address on my house or in the driveway?**

*Citations can be issued for non-compliance of this Municipal Code, which can be \$95.00 per day!*

**The City of Dillingham is requesting that ALL business buildings, rentals, residential homes, and apartment buildings, have a visible address posted. This is in coordination with the Enhanced 911 system roll out.**