



CITY OF KOTZEBUE APPLICATION FOR ZONING VARIANCE

[See, Kotzebue City Code Sections 17.40.010-130]

Name of Applicant: Glenn Conwell

Applicant's Mailing Address: Po Box 1165 Kotzebue, AK 99752

Applicant's E-Mail Address: glenn.conwell@hotmail.com

Telephone: Home: _____

Work: _____

Cell: (907) 412-3087

Legal Description of property for which variance is sought:

Lot 5 Block 9 U.S. Survey _____

House Number 519 Street Name Shore Avenue

This is a request for a Variance of Section _____ of the Zoning Code (Title 17) of the City of Kotzebue.

This Variance is for: addition to house

(a) The existing situation is: the current southside of house does not meet the setback

(b) The granting of this petition would permit: allow me to extend the addition of the house to make it bigger

Before a variance may be granted, the Applicant must prove that each of the six conditions exists. Answer each of the conditions in detail using additional sheets if necessary.

(1) Explain how there are unusual physical features of the subject property that do not apply generally to other properties in the vicinity.

The existing house was already granted a variance



Permit No.: _____

Fee Paid: yes

Receipt No.: 42-000001294

Date Received: 8-4-26

CITY OF KOTZEBUE BUILDING PERMIT APPLICATION

The City of Kotzebue does not currently have a building inspection program. However, the City would recommend that the Applicant review the current versions of the following Codes before any design and construction is started:

- Uniform Building Code
- Uniform Mechanical Code
- Uniform Fire Code
- American Standard National Plumbing Code
- National Electric Code

INSTRUCTIONS:

A. ALL APPLICATION QUESTIONS MUST BE ANSWERED COMPLETELY. WRITE N/A IF NO ANSWER IS NEEDED.

B. Kotzebue Municipal Code 17.48.010 states: Required- Except as otherwise provided by law, no person may construct, erect, structurally alter, or move a structure unless the administrative official has issued a building permit thereof. Before issuing a building permit, the administrative official shall certify in writing on the permit that the work permitted conforms to this chapter, subject to any variances granted under Chapter 17.40 and other City Ordinances governing the use of land and structures.

C. State law requires a Plan Review by the State Fire Marshal for construction, repair, remodel, additions, or installation or change of fuel tanks and must be approved by the State Fire Marshal's Office before ANY work is started. Residential housing that is a tri-plex or smaller is exempt from this requirement, but not the City's building permit requirements.

The Alaska Statutes require the State Fire Marshal to adopt regulations for plan reviews. See, AS 18.70.080(a)(2).

As stated on the Plan Review Bureau site:

Construction, repair, remodel, addition, or change of occupancy of any building/structure, or installation or change of fuel tanks must be approved by the Division of Fire and Life Safety before ANY work is started.

Residential housing that is three-plex or smaller is exempt from this requirement.

[Taken from: <https://dps.alaska.gov/Fire/PRB/Home>]

The focus of this State of Alaska exemption is on residential housing/residential purposes, not "personal" use. So, a storage building/warehouse-type structure is not a residential housing unit nor is it a structure for residential purposes regardless of a claim by the owner that it is for "personal" use.

Therefore, in order to comply with State law, the City's building permit procedure must comply with the requirements of state law. Namely, if the permit is for construction, repair, remodeling, addition(s) to or change of occupancy of any building/structure that is used for residential housing/residential purposes that is a three-plex or smaller such is exempt from the Plan Review Bureau/State Fire Marshal requirements. However, if the permit is for construction, repair, remodeling, addition(s) to any building/structure that is NOT used for residential housing/ residential purposes [or a building used for residential purposes containing four or more dwelling units] such a building permit is required to follow the Plan Review Bureau/State Fire Marshal submission requirements.

GENERAL INFORMATION:

Date: 8/04/2026

Applicant's Name: Glenn Conwell Owner's Name: : _____

Address: 519 Shore Avenue Address: _____

Phone: (907) 412-3087 Phone: _____

Cell: _____ Cell: _____

PROPERTY DESCRIPTION:

Lot 5 Block 9 U.S.S. 752 90 House #: 519

WORK TO BE PERFORMED UNDER THIS PERMIT:

See, INSTRUCTIONS, PARAGRAPH "C" ABOVE
REGARDING RESIDENTIAL versus COMMERCIAL

Residential

New Construction _____
Remodel _____
Addition X _____
Mobile Home _____
Move _____
Change Use of Site _____
Other _____

Commercial

New Construction _____
Remodel _____
Addition _____
Change Use of Site _____
Other _____

Type of Construction

Frame _____ X _____
Block _____
Concrete _____
Log _____
Other _____

Size of Building _____ 20' x 40' _____
Number of Stories _____ 1 _____
Basement (Yes or No) _____ No _____

Are there other buildings on the property? (Yes or No) _____ No _____
If yes, show on the Site Plan. Show access on the Site Plan

Complete a Site Plan as per the instructions on the next page, including all structures on the lot. Show buildings to scale.

Is water/sewer service desired? (Yes or No) _____ No _____
If yes, please sketch service routing on the Site Plan and fill out a Water/Sewer Agreement.

Are there FEMA/flood plain requirements? _____ No _____
If yes, please describe what has been done to check those requirements and comply with them.

**CITY OF KOTZEBUE
BUILDING PERMIT APPLICATION
SITE PLAN REQUIREMENTS**

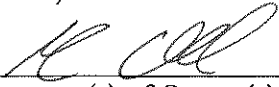
A Site Plan must indicate the following:

1. All set-backs and lot dimensions
2. Proposed utility routing
3. Other structures on the lot
4. Show the areas of each structure
5. Show proposed building with areas
6. Parking
7. Show access if multiple dwellings share a lot
8. Height of all proposed structures
9. Elevation of first floor of proposed structures
10. Label street(s) bordering property

If the drawing is incomplete, this Application cannot be processed. An official "As Built Survey" of the property will be required after the foundation of the building is complete.

Permits are issued on the basis of Applicant's representation that he/she is the legal owner of the premises. The City makes no representations and assumes no responsibility for the actual state of the Title to the premises.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE READ THIS APPLICATION AND THAT I AM THE OWNER OF THE PROPERTY REPRESENTED IN THIS APPLICATION AND THAT THE INFORMATION INCLUDED HEREIN IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. (FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION IS GROUNDS FOR DENYING THIS APPLICATION AND/OR REVOKING A BUILDING PERMIT BASED UPON SUCH FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION.) I AGREE TO COMPLY WITH ALL APPLICABLE STATE LAWS AND THE LAWS, RULES AND REGULATIONS OF THE CITY OF KOTZEBUE.



Signature(s) of Owner(s)

Date: 8/04/2026

Signature(s) of Owner(s)

Date: _____



SURVEYOR CERTIFICATE

I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLOT PLAN AND THAT THE RECORD DATA SHOWN HEREON IS ACCURATE, PER PLAT OF LOT 5, BLOCK 9 FRIENDS MISSION SUBDIVISION, RECORDED AS PLAT 75-40, FAIRBANKS RECORDING DISTRICT.

KYLE E. SORENSEN PLS 82112224

LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- BUILDING
- EDGE GRAVEL
- EDGE PAVEMENT
- EDGE CONCRETE
- POWER POLE
- OVERHEAD UTILITY
- SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE
- BOLLARD
- FOUND MONUMENT

NOTES

- THIS DRAWING IS BASED ON A FIELD SURVEY PERFORMED BY EDGE SURVEY AND DESIGN, LLC ON 8/12/2024.
- DIMENSIONS SHOWN HEREON ARE RECORDED BEARINGS AND DISTANCES PER PLAT 75-40 NOTZEBUE RECORDING DISTRICT.
- THIS IS NOT A BOUNDARY SURVEY. UNDER NO CIRCUMSTANCES SHOULD ANY DATA HEREON BE USED FOR CONSTRUCTION OR FOR ESTABLISHING BOUNDARY OR FENCE LINES.
- NO TITLE REPORT WAS PROVIDED AS A PART OF THIS AS-BUILT. ADDITIONAL EASEMENTS MAY EXIST WHICH ARE NOT SHOWN HEREON.



8000 KING STREET ANCHORAGE, AK 99516
Phone (907) 344-5290 Fax (800) 761-3502

**ASBUILT SURVEY OF
LOT 5 BLOCK 9 FRIENDS MISSION
SUBDIVISION**

DRAWN BY:	DATE:	FIELD BOOK:
CA	8/20/2024	N/A
CHECKED BY:	SCALE:	SHEET:
RS	1"=20'	1 OF 1

