



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SUBDIVISION

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WHAT?

- Minor Subdivision - A subdivision that creates no more than four additional lots or tracts and does not require any dedications.
 - Requirements found in Sitka General Code 21.12
- Major Subdivision - A subdivision of more than four lots or tracts.
 - Requirements found in Sitka General Code 21.32
- Replat – A plat that modifies an existing subdivision, such as to combine two or more lots into one lot.
 - Requirements found in Sitka General Code 21.20
- Zero Lot Line Subdivision - A subdivision creating lots for residential units with common walls or for building residences on the side lot lines.
 - Requirements found in Sitka General Code 21.24
- Planned Unit Development and Cluster Subdivision - A subdivision designed to encourage imaginative and innovative design with regard to which the concept of good planning and utilization is more important than the technical requirements of normal subdivision plats.
 - Requirements found in Sitka General Code 21.28
- Boundary Line Adjustment – A plat to move but not remove a common boundary line between two existing lots.
 - Requirements found in Sitka General Code 21.16
- Hybrid Subdivision – A subdivision that has elements in common with both minor and major subdivisions.
 - Requirements found in Sitka General Code 21.36.

HOW?

Subdivision applications may be submitted to the Planning Department by 5 PM at least THREE WEEKS before the next scheduled Planning Commission hearing. Applicants may contact 747-1814 or planning@cityofsitka.org with questions.

Subdivisions require at least two Planning Commission hearings for approval. Major and Planned Unit Development subdivisions also require Assembly approval.

WHO?

Property owners or their approved representatives (with signed approval from the owner) may submit applications.

An owner or authorized representative must attend all Planning Commission hearings.

PROCEDURES AT A GLANCE

STEPS TAKEN BY APPLICANT

PREPARATION:

- ✓ Meet with Staff.
- ✓ Fill out application forms and prepare plat.
- ✓ Talk to adjacent land owners.
- ✓ Coordinate with Public Works regarding drainage requirements.

APPLICATION:

- ✓ Turn in complete forms, plat, proof of flagging, and pay fee by 5 PM on Tuesday THREE weeks prior to the Planning Commission meeting, which is held the third Tuesday of each month.
- ✓ Applicant checks with staff the Friday before the meeting to see if there are any questions or needs to be addressed.

PUBLIC HEARING:

- ✓ Applicant attends meetings to answer any questions.

WRAP-UP:

- ✓ If approved, the applicant submits a mylar plat to the Planning Department.

STEPS TAKEN BY CITY AND BOROUGH

PREPARATION:

- ✓ Staff provides application materials.

APPLICATION:

- ✓ Staff reviews submitted materials.
- ✓ If deemed complete, staff includes the request on next agenda and prepares staff report for the Planning Commission.
- ✓ Notices are mailed to applicant and property owners in the area before the meeting. The agenda appears in the newspaper.

PUBLIC HEARING:

- ✓ Planning Commission talks to the applicant and takes testimony.
- ✓ Subdivisions require two Planning Commission hearings. Major and PUD subdivisions require Assembly approval.

WRAP-UP:

- ✓ Staff writes a letter to the applicant explaining the outcome.
- ✓ Staff records mylar plat.

NOTE: Extra care needs to be taken in preparing the documents. Staff can only schedule applications for Planning Commission review after all materials are submitted with the appropriate detail and deemed complete.

**Table 22.20-1
Development Standards⁽²⁾**

ZONES	MINIMUM LOT REQUIREMENTS		MINIMUM SETBACKS			MAXIMUM HEIGHTS ⁽¹⁹⁾		MAXIMUM BUILDING COVERAGE	MAXIMUM DENSITY
	Width	Area ^(1, 18)	Front ⁽³⁾	Rear	Side	Principal Structures	Accessory Structures		
P	⁽⁴⁾	⁽⁴⁾	20 ft.	15 ft.	10 ft.	40 ft.	16 ft.	35%	
SF ⁽¹⁶⁾	80 ft.	8,000 s.f.	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
SFLD	80 ft.	15,000 s.f.	20 ft. ⁽⁸⁾	20 ft. ⁽⁹⁾	15 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-1 ^(6, 16)	80 ft.	8,000 s.f.	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-1 MH ^(6, 16)	80 ft.	8,000 s.f.	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-1 LD/ LDMH	80 ft.	15,000 s.f. ⁽⁵⁾	20 ft. ⁽⁸⁾	20 ft. ⁽⁹⁾	15 ft.	35 ft. ⁽¹⁰⁾	16 ft.	35%	
R-2 ^(6, 16)	80 ft.	8,000 s.f. for the first two units and 1,000 s.f. for each additional unit	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	40 ft.	16 ft.	50%	Maximum density = 24 DU/A
R-2 MHP ⁽⁶⁾	80 ft.	Same as R-2	20 ft. ⁽⁸⁾	10 ft. ⁽⁹⁾	8 ft.	40 ft.	16 ft.	50%	Same as R-2
CBD ⁽¹⁷⁾	None	None ⁽⁷⁾	⁽¹¹⁾	⁽¹¹⁾	⁽¹¹⁾	50 ft.	16 ft.	None	
C-1 ⁽⁶⁾	60 ft.	6,000 s.f. ⁽⁷⁾	20 ft. ⁽⁸⁾	10 ft.	5 ft.	40 ft.	16 ft.	None, except for setback areas	
C-2 ⁽⁶⁾	60 ft.	6,000 s.f. ⁽⁷⁾	20 ft. ⁽⁸⁾	10 ft.	5 ft.	40 ft.	16 ft.	Same as C-1	
WD ⁽⁶⁾	60 ft.	6,000 s.f. ⁽⁷⁾	20 ft. ^(8, 12)	5 ft. ⁽¹²⁾	10 ft. ⁽¹²⁾	40 ft.	16 ft.	Same as C-1	
GP	50 ft.	5,000 s.f.	10 ft.	5 ft. ⁽¹²⁾	10 ft. ⁽¹²⁾	50 ft.	50 ft.	Same as C-1	
I	100 ft.	15,000 s.f.	20 ft. ⁽⁸⁾	10 ft.	5 ft.	40 ft.	16 ft.	50% ⁽¹³⁾	
LI	None	1 acre ⁽¹⁴⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	35 ft.	35 ft.	25%	
GI	None	1 acre	None ⁽¹⁵⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	35 ft.	35 ft.	None	
R	⁽¹⁶⁾	⁽¹⁶⁾	20 ft.	10 ft.	5 ft.	35 ft.	20 ft.	50%	
OS	None	1 acre	None ⁽¹⁵⁾	None ⁽¹⁵⁾	None ⁽¹⁵⁾	35 ft.	35 ft.	None ⁽¹⁵⁾	

22.20.035 Notes to Table 22.20-1.

1. Minimum lot area net of access easements.
2. All developed lots and parcels shall have access to a public street and circulation within the development to ensure adequate vehicular circulation for parking, freight, and emergency vehicles. Where lots or parcels do not front on and have direct access to streets, a minimum twenty-foot improved driveway with a minimum of a twelve-foot wide developed driveable surface on a legal easement shall provide access between the subject development and the street.
3. Front setbacks apply to all lot lines adjacent a public street. Corner lots have two front setbacks.
4. As determined by the specific use and its parking and loading requirements.
5. Duplex shall have a minimum of twelve thousand square feet of lot area per unit.
6. Zero lot line lots shall be a minimum of seven thousand five hundred feet in area.

Additional Note: The minimum square footages for each unit of a zero lot line shall be as follows:

- | | |
|---------------------|---------------|
| R-1 and R-1 MH | 4,000 sq. ft. |
| R-1 LD and R-1 LDMH | 7,500 sq. ft. |
| R-2 and R-2 MHP | 4,000 sq. ft. |
| C-1, C-2 and WD | 3,000 sq. ft. |

Zero lot lines may be allowed on existing lots of record in the R-1 and R-1 MH zones with square footages less than above if the planning commission finds that there is adequate density and parking.

7. Minimum lot area per dwelling unit shall be six thousand square feet for one and two-family dwellings with an additional one thousand square feet for each additional dwelling unit.
8. Front yard setback shall be ten feet when lots abutting street rights-of-way are equal to or greater than eighty feet.
9. Residential docks are exempt from rear yard setback.
10. Except as exempted by Section 22.20.050.
11. Subject to site plan approval.
12. No setbacks are required from property lines of adjacent filled, intertidal, or submerged tidelands.
13. Additional building coverage may be permitted subject to site plan approval.
14. Unless the subject use occupies the entire island.
15. Where island lots share common property lines, the minimum setback shall be fifteen feet.
16. The minimum site setback on lots in zones SF, R-1, R-1 MH, and R-2 shall be five feet for lots that are sixty feet wide or narrower; in all other cases in those zones, the minimum side setback shall be eight feet.
17. A five-foot setback shall be along any property line abutting a public street, alley, or deed access easement. The purpose of this setback shall be to assure that sidewalks, curb and gutter, power pole locations, or other public necessities can be accommodated.
18. Lot size variances may be allowed for subdivisions that include sidewalks or pathways.
19. Accessory dwelling units in residential zones shall be limited to a maximum height of twenty-five feet or the height of the existing principal dwelling unit on the property whichever is less.