



CITY OF THORNE BAY
SALES TAX EXEMPTION PERMIT APPLICATION
COST: \$600.00

Permit# _____

Issue Date: _____

This permit becomes void upon completion of the approved work, or 1 year, whichever comes first. 90-day extensions may be approved if written request is received prior to expiration of this permit.

CONTRACTOR OR APPLICANT:

NAME:	
ADDRESS:	
PHONE:	

OWNER:

NAME:	
ADDRESS:	
PHONE:	

LEGAL DESCRIPTION:

SUBDIVISION:	
SURVEY#	
TRACT#	
BLOCK#	
LOT#	

DESCRIPTION OF PROPERTY IMPROVEMENTS AND ESTIMATED COST (i.e., building an addition, house, shed, construction of driveway, building pad etc.)

I acknowledge that I have read this application and state that the above is a true and accurate statement.

SIGNATURE: _____ PRINTED NAME: _____

APPROVED: _____, **City Official**

Thorne Bay Municipal Code Chapter 3.17-City Sales Tax, Section 3.17.100-Exemptions

(y) Gross receipts in excess of ten thousand dollars derived from sales of material and labor for the clearing of land, excavation, or fill or placement of material on real property for construction of a facility, and sales of building construction materials and labor used in constructing a permanent building within the city, provided that the improvements are constructed pursuant to a valid sales tax exemption permit issued or renewed no more than one year prior to the sale of transaction being exempted from the tax. Construction materials shall include: all structural and finish materials for a permanent building used on the lot wherein the building is being constructed, and installation of infrastructure to said building such as water, sewer, power and phone and all parts to said infrastructure. Sales, to qualify for this exemption, shall be recorded by the seller, together with the date, the purchaser's name, and the sales tax exemption permit number. Any purchaser who attempts to avoid paying sales tax by using a sales tax exemption permit number for materials or labor not actually used in the structure for which the permit was issued shall be subject to a civil penalty up to twenty-five percent of the price of the materials or labor involved in the evasive purchase. The cost of the permit will be six hundred dollars;3.16.050(Ordinance 05-09-06-01)(10-03-02-01)



For Office Use Only

Application No: _____

Date: _____

Approved: _____

Denied: _____

DEVELOPMENT PLAN APPLICATION

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (TYPE OR PRINT LEGIBLY)

➤ New Development: Yes: No:

➤ Modification to Existing: Yes: No:

A. Project Name: _____

B. Applicant: _____

C. Location of Proposal (street address): _____

D. Legal Description of said Property: Lot: _____, Block: _____, Subdivision: _____,
Tract: _____

E. General Description of Project: _____

F. Zoning: _____

G. Square Footage of Structure Existing: _____ Proposed: _____

H. Number of Dwelling Units Existing: _____ Proposed: _____

Agent/Owner: _____
(Signature*)

Address: _____

Telephone: _____

Email: _____

Planning Official Review

Reviewed on: _____

Approved

Denied

By: _____
(Print)

(Signature*)

* An authorization letter must be provided by the owner if an agent is providing representation.

* If ownership cannot be verified through the Alaska Recorders Office, a copy of the recorded warranty deed, a copy of a valid purchase contract, or a signed/notarized letter from the owner of record must be submitted.

DEVELOPMENT PLAN SUBMISSION CHECKLIST

Per Section 15.04.020 of the Thorne Bay Municipal Code, a Land Development Plan must be submitted to the Planning Official prior to any development or construction. The following shall be submitted to initiate a development review.

Applications that do not comply with all of the items on this checklist (with the exception of any item(s) marked not applicable by appropriate City staff) will not be accepted for consideration.

- A. Fully completed application form.
- B. Proof of ownership.
- C. Site Development Plan:

SITE DEVELOPMENT PLAN INDICATING:

- Property boundaries and dimensions;
- Scale with north arrow;
- All existing and proposed structures and their dimensions;
- Distance of structures to all lot lines;
- Rights-of-way and easements adjacent to the property;
- Off-street parking spaces with their dimensions;
- Location of utility poles, and water and sewer lines;
- Access and driveways;
- Any topographical features that may affect the development of the property;
- Proposed use of the new structure and current use of any existing structures which will remain (indicate use, setbacks from property lines, and dimensions).
- Location, character, and height of walls and/or fences.



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Date: _____

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Denied: _____

DEVELOPMENT PERMIT APPLICATION
Applicant Statement

I, _____, have received a copy of the ordinance and understand the ordinance requirements.

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Applicant:

Signature

Date

Received:

City Official Signature

Date