



SOLDOTNA

Application for Conditional Use Permit

City of Soldotna
Economic Development + Planning
177 N. Birch St.
Soldotna, AK 99669
Phone: 907.262.9107
Fax: 907.262.1245
Web: www.soldotna.org
Email: planning@soldotna.org

Section 1: Applicant Information

Landowner

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Petitioner or Representative (If Applicable)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Section 2: Site Information

Address: _____

Parcel ID Number: _____

Legal Description: _____

Acres: _____ Zoning: _____

I hereby certify that all the information contained in this application is true and correct. I certify that I am the owner, or authorized agent of the owner (must provide written proof of authorization), of the affected property. I understand that payment of the application fee is nonrefundable and does not guarantee approval of this application. I also understand assigned hearing dates are tentative and may have to be changed for administrative reasons.

Signature: _____ Date: _____

Office Use Only

Complete Application Received By: _____ Date: _____

Payment Received: _____ Tentative Hearing Date: _____ Res. #: _____

Conditional Use Permit Application—\$250 fee (plus tax)

Section 3: Project Information (Attach Additional Sheets as Necessary)

3.1 General Project Description

Please provide an overview of the proposal. What is the existing condition of the site, what do you propose to develop/construct, and what are your future plans for the property?

3.2 Project Activity

Explain how your proposal will be compatible with the existing neighborhood and why you believe the proposal will not negatively impact your neighbors.

3.3 Hours of Operation What will the hours of operation be for your business?

3.4 Parking Spaces Regular Handicap R/V Delivery

Existing Number : _____ _____ _____ _____

Additional Proposed: _____ _____ _____ _____

3.5 Signage

Please describe any signs to be installed as part of this project:

- Freestanding Marquee Projecting Wall Combo Temporary

Please describe any signage, existing and proposed, including size, location, and illumination. A separate sign permit may be required—please consult the Planning Dep't.

3.7 Lighting. Please describe any existing exterior lighting, including the location, direction of illumination beam, and hours that lighting is utilized.

3.8 Noise, Odors, Glares, or Other Nuisances. Please describe activities that may produce noise, dust, odors, glares, or other nuisances to surrounding properties, and your abatement plans. Include the hours of the day that these activities will occur.

Section 5: Environmental Information

5.1 Water/Sewer Supply

What types of water and sewer supply does your property currently have, if any? What systems will you construct as part of this development?

5.3 Drainage

Will your project disturb more than 1 acre of land?

Yes No

Will your project impact the current drainage pattern of the property?

Yes No

If yes, describe these impacts and, if necessary, state your plan for preventing excess drainage onto adjacent properties.

5.4 Kenai River Overlay District (KROD)

The KROD is a special zoning district which covers 100 foot setbacks from the Ordinary High Water (OHW) mark of the Kenai River. If your proposal involves land within this boundary, additional information will be required before the Planning Department will process your application. Please contact the department prior to submission of this application if you believe your project lies within the KROD.



SOLDOTNA

Sales Tax Compliance Certification

**City of Soldotna
Planning Department
177 N. Birch Street
Soldotna, AK 99669
907-262-9107
www.soldotna.org
planning@soldotna.org**

Please complete and return this form to the City of Soldotna Planning Department.
We will contact the Kenai Peninsula Borough Sales Tax department for certification.

Business Name: _____

Business Type: Corporation Partnership Sole Proprietorship/Individual

Owner(s) Name(s): _____

Business Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

As a business or individual, have you ever conducted business within the Kenai Peninsula Borough? YES NO

Soldotna Municipal Code of Ordinances (per Ordinance No. 534) requires that businesses or individuals wishing to obtain any building permit, site plan approval, conditional use permit, or zoning variance be in compliance with the Borough Sales Tax provisions.

I, _____ the _____
(Signature) (Business Title)

hereby certify that, to the best of my knowledge, the above information is correct. _____
(Date)

TO BE COMPLETED BY BOROUGH PERSONNEL

I hereby certify that the above-named business or individual(s) are, to the extent ascertainable, found to be:

In compliance with all Borough sales tax provisions

Not in compliance with all Borough sales tax provisions.

(Signature Required)
Kenai Peninsula Borough Finance Department

(Date)



Site Plan Instructions

City of Soldotna Economic Development + Planning

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The following checklist will help you return a complete site plan drawing, speeding up the review process. The drawing helps City staff understand your proposed projects and is required by Soldotna Municipal Code. If you are a professional engineer, architect, or landscape architect, please include these items on your submitted drawings. Alternatively, the reverse of this sheet contains a grid which can be used to submit a complete site plan drawing. Please contact us if you need assistance. Thank you!

1. Basic Information (Soldotna Municipal Code 17.10.415.D.1)

- | | | |
|---|--|---------------------------|
| <input type="checkbox"/> Legal description of the parcel(s) | <input type="checkbox"/> Location, Size, & Type of Existing & Proposed Utilities | |
| <input type="checkbox"/> All Parcel Lines, with Dimensions Labeled | <input type="checkbox"/> Plan for Drainage/Retention/Detention of Water Runoff | |
| <input type="checkbox"/> Name & Contact Info of Property Owner, Developer, & Designer | <input type="checkbox"/> Location & Dimensions of Existing & Proposed... | |
| <input type="checkbox"/> Scale, Date of Drawing, & North Arrow | Structures | Sidewalks |
| <input type="checkbox"/> All Parcel Lines, with dimensions labeled | Driveways/Curb Cuts | Landscape/Retention Walls |
| <input type="checkbox"/> Dimensions of setbacks (distances between structures and property lines) | Parking Areas | Fences |
| | Snow Storage | Required Landscaping |
| | Garbage/Dumpster Areas | |

2. Parking/Loading (SMC 17.10.415.D.2)

- | | |
|--|--|
| <input type="checkbox"/> Location, Dimensions & Angles of All Spaces & Loading Zones | <input type="checkbox"/> Location of Ingress/Egress |
| <input type="checkbox"/> Location of Handicap Accessible Spaces | <input type="checkbox"/> Location of Directional Signage |
| <input type="checkbox"/> Location of Recreational Vehicle Spaces | <input type="checkbox"/> Adherence to Visibility Standards (Sight Triangles) |
| <input type="checkbox"/> Drive Aisle Locations & Traffic Directions (Use Arrows) | |

3. Landscaping (SMC 17.10.415.D.3)

- | | |
|--|--|
| <input type="checkbox"/> Location & Dimensions of All Landscaping | <input type="checkbox"/> Quantify All Vegetation Types: Quantity Per Unit of Measure (e.g., six trees per 100 sq. ft.) |
| <input type="checkbox"/> Label All Plant Types: Common/Scientific Names; Height (for Evergreen Trees) or Caliper (For Deciduous Trees) | <input type="checkbox"/> Location, Type & Dimensions of Preserved Vegetation |

4. Kenai River Overlay District (SMC 17.10.285.D)

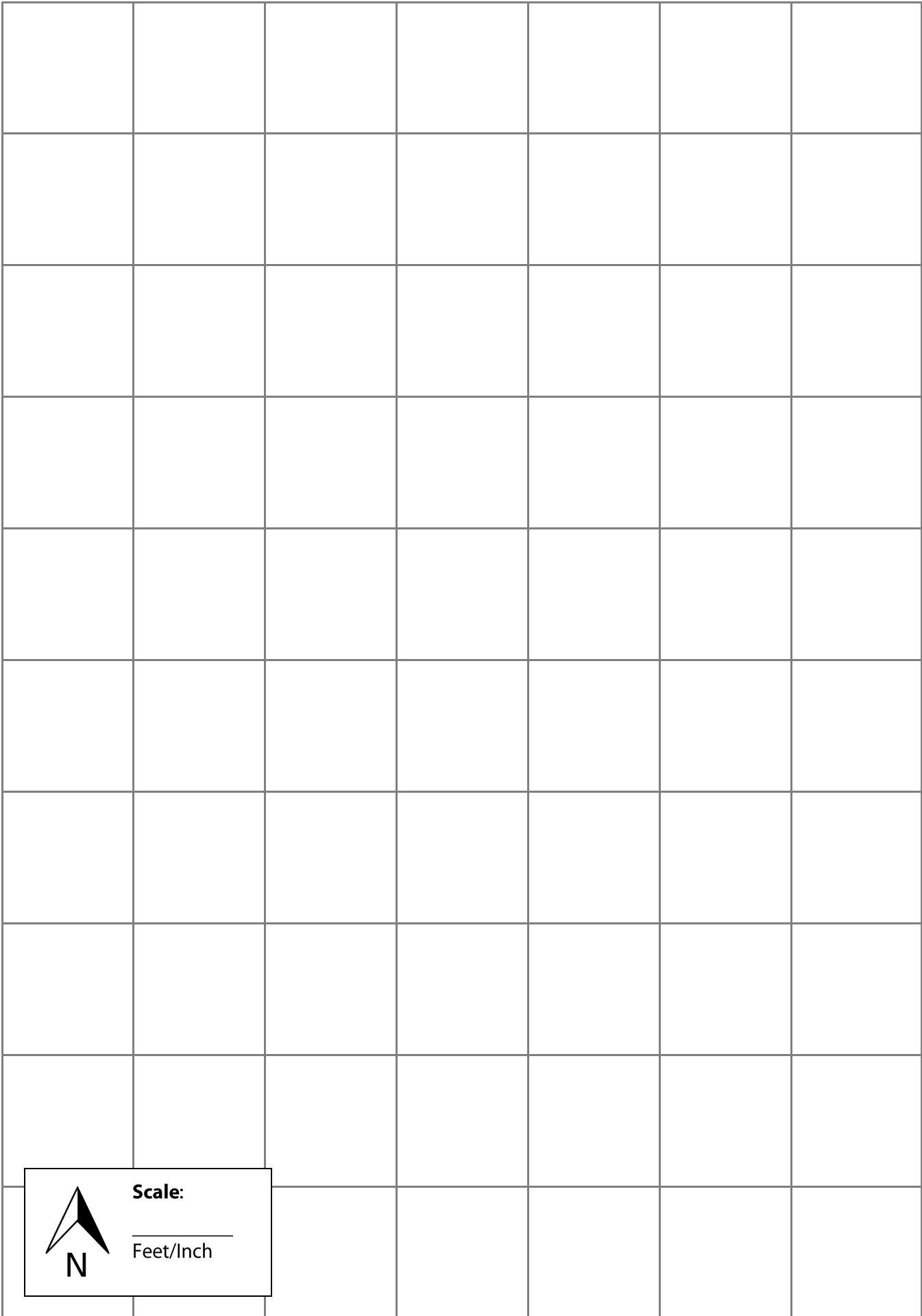
For applicants applying for a KROD Administrative Permit or KROD Conditional Use Permit, please also include the following:

- | |
|--|
| <input type="checkbox"/> Location & Dimensions of Existing & Proposed... |
| Natural Resource Extraction Pits |
| Toxic or Hazardous Material Storage & Fuel Tanks |
| Septic Systems & Wells |
| KROD & Ordinary High Water (OHW) Boundaries |
| Excavations & Fill Areas Onsite & Within 50' Of Property |
| <input type="checkbox"/> Location of 100 year Flood Plain (consult KPB GIS maps) |
| <input type="checkbox"/> Location of any cut banks |
| <input type="checkbox"/> Location of materials or substances which may be harmful to humans, animals, or habitats |
| <input type="checkbox"/> Location of any habitat improvements, erosion control, or slope stabilization measures to be undertaken |

5. Natural Resource Extraction (SMC 17.10.415.D.3)

For applicants undertaking natural resource extraction according to SMC 17.10.340, please also include the following:

- | |
|--|
| <input type="checkbox"/> Existing Topography With 5' Contours or Less |
| <input type="checkbox"/> Location & Dimensions of Existing & Proposed Cleared Areas, Wooded Areas, Water Bodies, & Other Natural Features |
| <input type="checkbox"/> Location & Description of Excavation Areas, Buildings, & Access Used During Extraction Phase |
| <input type="checkbox"/> Location, Dimensions & Details of Landscaping & Fencing |
| <input type="checkbox"/> Separate Drawing With Above Features Showing Restoration Plan / Condition of Site After All Activities are Concluded |
| <input type="checkbox"/> Accompanying Narrative Statement Containing Estimated Amount of Material Removed, Length of Time, Drainage Details, Hours of Operation, Method of Fencing/Barricading, Description of Operations/Processing, Method of Backfilling/Replacing Topsoil, & Plan for Regrading/Reshaping Land for Future Use. |



Scale:

 Feet/Inch