



SOLDOTNA

**Application for  
FORMATION OF SAD  
(SPECIAL ASSESSMENT  
DISTRICT)**

**City of Soldotna  
177 N. Birch Street  
Soldotna, AK 99669  
(907) 262-9107  
www.soldotna.org**

**APPLICANT INFORMATION**

Name:	Email:
	Daytime Phone:
Physical Address:	Mailing Address:

Special Assessment Districts (SAD) are governed by Chapter 3.18 of the Soldotna Municipal Code (SMC). A SAD may be created for the purpose of acquiring, installing, or constructing capital improvements which primarily benefit property owners in a limited geographical area. A SAD may be initiated either by this application from a sponsor, and subsequent petition of the required number of property owners, or by action of the city council.

The first step in the sponsor-initiated SAD is the submittal of this completed application to the City Clerk. The City will then review the application and, upon an initial finding that the proposed district is feasible based on the criteria set forth in SMC 3.18.090, a nonrefundable filing fee of \$500 shall be paid by the sponsor. The City shall then have 30 days to prepare a SAD petition for circulation, containing the information listed in Section 3.18.080(A)(2) of the municipal code. It is then the sponsor's responsibility to circulate the petition and obtain the required number of signatures.

For more information on the Special Assessment District process, please contact the Director of Economic Development and Planning or the City Clerk at 907-262-9107.

**PROJECT DETAILS**

*Describe the proposed project in as much detail as possible. Include a description of the requested improvements, for example: asphalt paving, drainage improvements, municipal water service, sewer service, street lighting, sidewalks, etc.). Describe the geographic location for the project, listing affected parcels and/or streets, or attach an annotated map. The Kenai Peninsula Borough's Online Parcel Viewer can be used to generate and print a map of the proposed project area. Please feel free to attach additional sheets, if desired.*

***A non-refundable filing fee of \$500 must be paid once the City of Soldotna determines that formation of the SAD is feasible based on proposed boundaries and criteria set forth in SMC 3.18.090. (Not due at time of application.)***

Application Received By:		Date:
Application Reviewed By:		Date:
Application:	Approved	Denied
Date Filing Fee Paid:		Date:
Account #:	001.0000.32115	