



SOLDOTNA

**Application for a
SIGN PERMIT**

**City of Soldotna
Economic Development + Planning
177 N. Birch Street
Soldotna, AK 99669
(907) 262-9107
www.soldotna.org
planning@soldotna.org**

OWNER/PETITIONER		SIGN CONTRACTOR	
Name:		Name:	
Business Name:		Business Name:	
Mailing Address:		Mailing Address:	
Phone Number:		Phone Number:	
Email:		Email:	

PROPERTY INFORMATION	
Parcel Address:	
Parcel ID Number:	
Legal Description:	
Sign Status: New Alteration Relocation	Zoning:

Please describe the sign, including any structural, electrical, mechanical, or plumbing work involved (attach additional sheets if necessary):

SIGN TYPE (check all that apply)			
Freestanding	Roof	Aerial	Wall
Projecting	Combination	Marquee	Temporary

DOCUMENTATION
<p>Required Attachments:</p> <ul style="list-style-type: none"> - Permit Fee (\$50 plus applicable sales tax) - KPB Tax Compliance Certificate(s) for business operator and sign contractor <p>Submittal Documents:</p> <ul style="list-style-type: none"> - Building elevation drawings showing the proposed sign location (building-mounted signs only) - Scalable site plan showing proposed location (freestanding signs only) - Dimensioned drawing showing the size and height of the sign, and dimensions of supporting members - Design drawings showing color lettering and logo design, as applicable

I hereby certify that all the information contained in this application is true and correct. I certify that I am or I have been authorized to act for (written permission from the property owner required) the owner of the property described above and that I petition for a sign permit in conformance with Title 15 of the Soldotna Municipal Code. I understand that payment of the application fee is nonrefundable and does not ensure approval of application. I also understand that assigned hearing dates (if applicable) are tentative and may have to be modified for administrative reasons.

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Date Signature (Representatives must provide proof of authorization from Property Owner)

Accepted by:	Date:	Fee:
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Signage in the City Frequently Asked Questions

What is the purpose of the Sign Ordinance?

The Sign Ordinance was developed to balance the needs of businesses to advertise, while providing minimum standards to safeguard life, health, property public welfare and provide for a more attractive appearance for our community.

What is a sign?

A sign is any device, structure, fixture, or placard used for the purpose of advertising or identifying any establishment, products, goods, service, political organization, person or point of view of any kind.

Keep in mind, all signs shall be placed on private property. Sorry, signs placed in any right-of-way are subject to removal according to SMC 15.08 and AS 19.25.105.

When do I need a Sign Permit?

All new signs as well as alterations to existing signs require a permit unless specifically exempt in either Section 15.08.010 (C) or 15.08.030 (D) of the Soldotna Municipal Code.

Items such as flags, memorial signs, for rent/sale, political, and temporary signs are examples of signs that are exempt from permitting requirements.

Do I need a Sign Permit to change advertising copy or routine maintenance?

No, as long as the total area of the sign does not change and there are no structural or electrical changes.

What are Temporary Signs?

Temporary signs are used in conjunction with a special event or holiday event, made of cloth, canvas, light fabric, cardboard, or other light material, with no frame or a lightweight frame. Temporary signs may remain in place for a period not to exceed 60 days.

What signs are not allowed?

A full list of prohibited signs is provided in SMC 15.08.030.C and include items such as:

- Abandoned signs;
- Off premise signs;
- Sign placed on vehicles or trailers parked primarily to display sign;
- Portable signs of any kind;
- Animated and flashing signs;
- Audio signs; and
- Unauthorized signs in the right-of-way.

Are there unique standards for Freestanding Signs in the Commercial District?

Yes, freestanding signs may not exceed twenty feet in height, cannot exceed 110 square feet in area and need to be placed twenty feet back from the edge of curb, and at least five feet from the property line.

In addition to the general application requirements, freestanding signs require final approval upon the completion of the installation to verify the sign meets the requirements of all applicable codes, and were installed per the approved plans.

Is my sign "Grandfathered"?

Signs constructed prior to December 1, 1999 or signs that were permitted but made non-conforming by subsequent code amendments to the Sign Code are eligible for non-conforming status, but a permit must still be applied for if alterations/modifications or a change in location is made. However, there are several situations in which a sign would lose its legal non-conforming status and be required to come into compliance with the current regulations.

- If the sign was relocated for any reason;
- If the sign is abandoned, or damaged or deteriorates to an extent of 50% of the replacement value;
- If the structure or sign is altered in any way except towards compliance with the current regulations; and

Can I apply for a variance to the sign code regulations?

In obtaining a permit, an applicant may apply to the Planning Commission for a variance from the height, allowable area and placement requirements. Contact the Planning Department for more information.

Basic Application Submission

Before a permitted sign can be erected or installed the following information is required:

- Sign Permit Application; (available on our website).
- Submittal documents; (as indicated on the application).
- \$50 Permit Fee;
- Kenai Peninsula Borough Sales Tax Compliance Certificate.

What City Department issues the Sign Permit?

The Planning Department will review and issue your permit to ensure the sign meets the zoning district requirements. However, some signs such as a freestanding sign may require an inspection by the Building Inspector and are considered a structure regulated by the Building Code.



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)