SOLDOTNA

Application for SITE PLAN REVIEW

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

OWNER/PETITIONER	PETITIONER REPRESENTATIVE (IF ANY)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Fax:	Fax:
Email:	Email:

PROPERTY INFORMATION
Parcel ID Number:
Site Street Address:
Current Legal Description:
Describe the project: (please feel free to attach additional sheets as needed)

DOCUMENTATION	
Required Attachments:	-Site Plan Drawing(s) -$50 Fee (Plus applicable sales tax) -Tax Compliance Certificate for Property Owner(s) and Contractor(s)

AUTHORITY TO APPLY FOR SITE PLAN REVIEW:

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 zoning permit in conformance with Title 17 of the Soldotna Municipal Code. I understand that payment of the application fee is nonrefundable and does not ensure approval. I also understand that any assigned hearing dates are tentative and may have to be modified for administrative reasons.

Date	Signature (Representatives must provide written proof of authorization)

Accepted by:	Fee:	Tentative Hearing Date:	Resolution No.:

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) (Date)
Kenai Peninsula Borough Finance Department

SOLDOTNA

Site Plan Instructions

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

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)

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

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

- ☐ Location, Dimensions & Angles of All Spaces & Loading Zones
- ☐ Location of Handicap Accessible Spaces
- ☐ Location of Recreational Vehicle Spaces
- ☐ Drive Aisle Locations & Traffic Directions (Use Arrows)
- ☐ Location of Ingress/Egress
- ☐ Location of Directional Signage
- ☐ Adherence to Visibility Standards (Sight Triangles)

3. Landscaping (SMC 17.10.415.D.3)

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

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

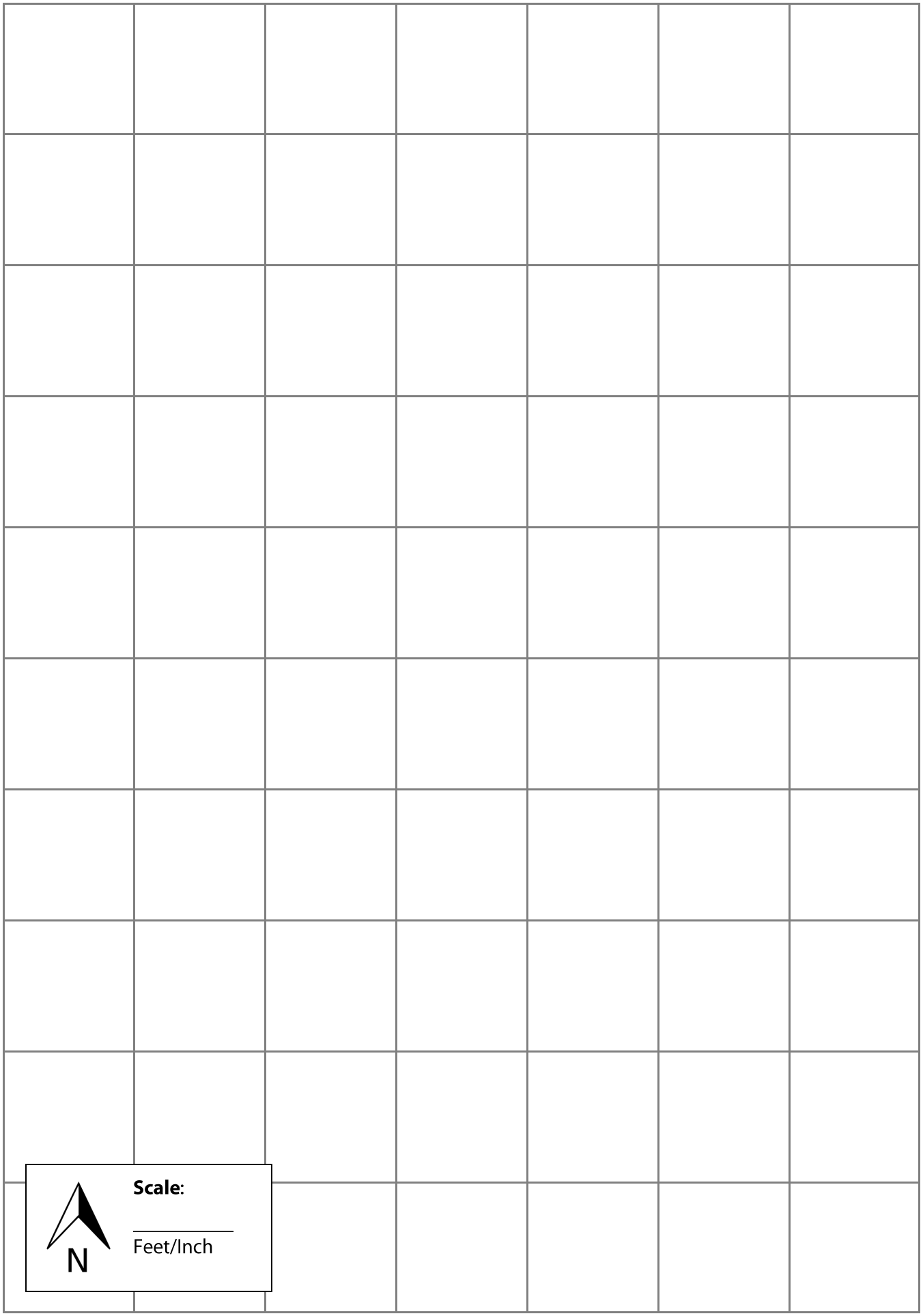
For applicants applying for a KROD Administrative Permit or KROD Conditional Use Permit, please also include the following:

- ☐ 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
- ☐ Location of 100 year Flood Plain (consult KPB GIS maps)
- ☐ Location of any cut banks
- ☐ Location of materials or substances which may be harmful to humans, animals, or habitats
- ☐ 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:

- ☐ Existing Topography With 5' Contours or Less
- ☐ Location & Dimensions of Existing & Proposed Cleared Areas, Wooded Areas, Water Bodies, & Other Natural Features
- ☐ Location & Description of Excavation Areas, Buildings, & Access Used During Extraction Phase
- ☐ Location, Dimensions & Details of Landscaping & Fencing
- ☐ Separate Drawing With Above Features Showing Restoration Plan / Condition of Site After All Activities are Concluded
- ☐ 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.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Scale:
_____
Feet/Inch