



SOLDOTNA

# Request for ADMINISTRATIVE APPEAL

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

### OWNER/PETITIONER

Name:	Telephone:
Mailing Address:	Email:
	Fax:

### DESCRIPTION OF ACTION/DETERMINATION

Identify and describe the action or determination from which the appeal is sought. Please include the resolution number and/or date of the action or determination. Please feel free to attach additional sheets if necessary.

### REASON FOR APPEAL

Describe the reason for the appeal, including a description of the harm which the appellant will suffer. Please feel free to attach additional sheets if necessary.

Signature:	Date:
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SMC 17.10.430 – Administrative Appeals.

Section 17.10.430 of the Soldotna Municipal Code governs administrative appeals of zoning actions or determinations. Any person with interests in real property which are affected by an action or determination made under the zoning code may appeal such action or determination. An administrative appeal must be filed within 14 days of the action or determination being appealed, and must contain the information requested on this form. Appeals from an action or determination of the Administrative Officer are heard by the Planning and Zoning Commission. Appeals from an action or determination of the Commission are heard by the City Council serving as the Board of Adjustment. Appeals from a decision, action or determination of the Board of Adjustment shall be taken directly to the Superior Court of the State of Alaska. Please see SMC 17.10.430 for additional procedures which govern administrative appeals. **Per SMC 17.10.445(B)(2), there is a \$150 fee for administrative appeals.**

**For staff use only. Provide a copy of this form to the City Clerk after accepting.**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_