



SOLDOTNA

Application for KROD ADMINISTRATIVE 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:			
Street Address:			
Legal Description:			
Narrative statement explaining the proposed development: (Please feel free to attach additional sheets)			
Zoning:		Acreage:	
DOCUMENTATION			
Required Attachments:			
-Site Plan Drawing(s)			
-\$50 Fee (Plus applicable sales tax)			
-Tax Compliance Certificate for Property Owner(s) and Contractor(s)			

I hereby certify that all the information contained in this application is true and correct. I certify that I am or have been authorized to act for (written permission from property owner required) the owner of the property described above, and that I petition for a KROD administrative review 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 of the application. I also understand that assigned hearing dates (if applicable) are tentative and may have to be modified for administrative reasons.

--	--

Date Signature (Representatives must provide written proof of authorization)

Accepted by:	Fee:	Date Submitted to River Center:
--------------	------	---------------------------------

KROD STANDARDS (SMC 17.10.285.H; SMC 17.10.285.I)

The zoning administrator may only approve development within the KROD if the applicant attests to mitigation of the potential for significant erosion, ground or surface water contamination, or adverse alteration of the riparian habitat. In order to explain how your project does not affect and/or will mitigate these standards, please respond to the following prompts. Please feel free to attach additional sheets as needed. Photos and sketches may be submitted with this form or emailed to planning@ci.soldotna.ak.us.

Describe construction of any new water/sewer infrastructure, buildings or other structures, ladders, cantilevered walkways, steps, platforms, or docks;

Describe any removal, maintenance, reinforcements, repairs, improvements, or additions of existing structures;

Describe existing vegetation within the KROD;

Describe any work to remove, repair, reinforce, maintain, or introduce vegetation, riparian habitats, and/or stream banks; include a list of construction materials composing any development projects (if treated wood, include certification of proof of non-toxicity to plants and animals; if walkways, describe percentage of light penetration);

Describe any maintenance dredging activities;

Describe excavation activities to take place, including measurements in feet of the perimeter of excavation area(s), and plans (with timelines) to stabilize and re-vegetate areas with woody and/or herbaceous plants;



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)



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)

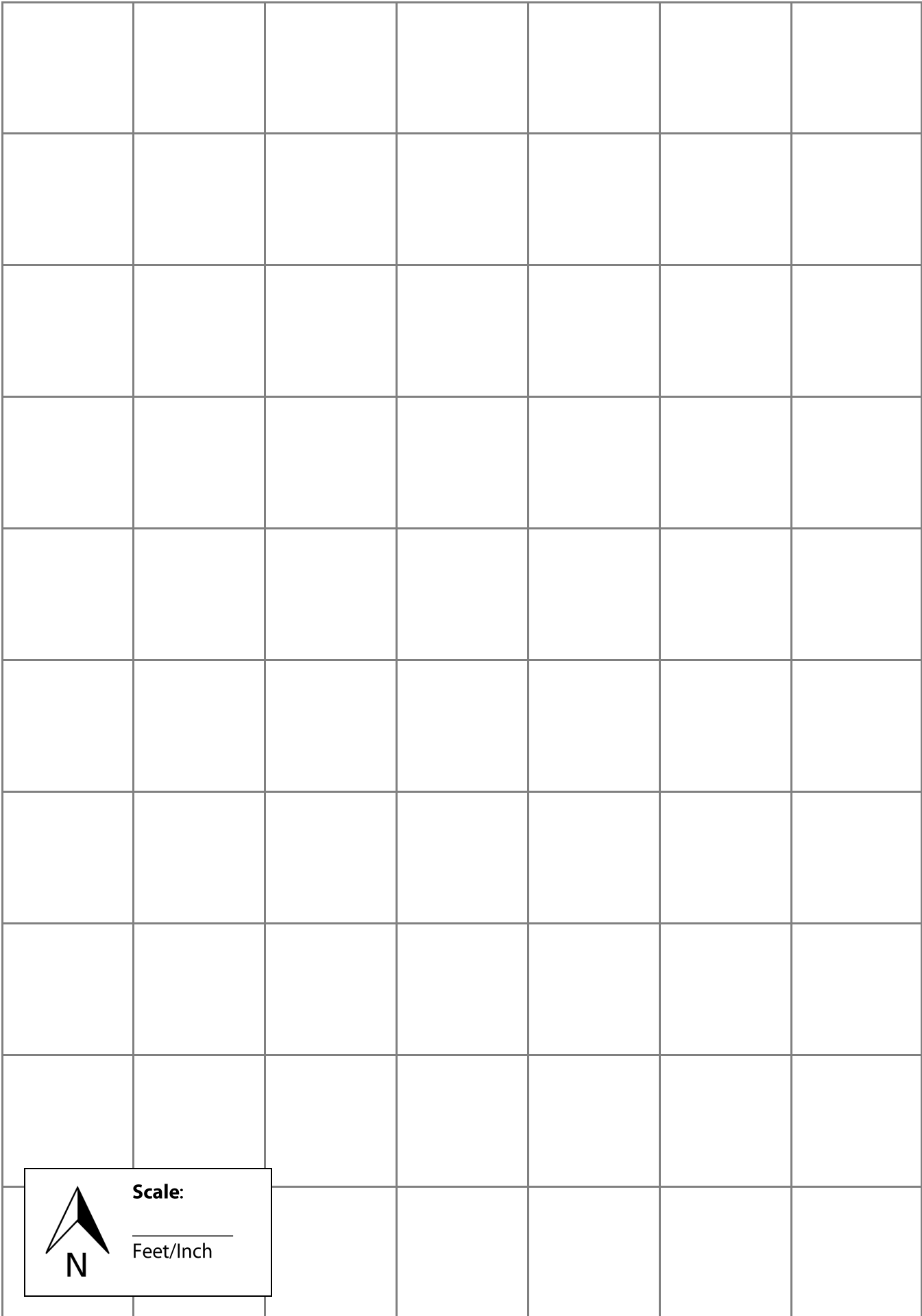
For applicants applying for a KROD Administrative Permit or KROD Conditional Use Permit, please also include the following:

- 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.



Scale:

 Feet/Inch



SOLDOTNA

Kenai River Overlay District (KROD) Information Sheet

Taken from SMC 17.10.285

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

The City of Soldotna regulates all development within 100 feet from the ordinary high water (OHW) mark of the Kenai River, or 25 feet back from the top of a cut bank along the Kenai River, whichever distance is greater. The OHW mark is the boundary between upland and lake or riverbed. It is the point on the bank or shore up to which the presence and action of the water is so continuous as to leave a distinct mark either by erosion, destruction of terrestrial vegetation, or other easily recognized characteristics.

This area is known as the Kenai River Overlay District, or KROD. The KROD is a special overlay zoning district, which means the requirements of the KROD are in addition to other City zoning requirements of the underlying zoning district (such as Residential or Commercial zoning). The intent of the KROD is to provide landowners the opportunity to develop and use land along the Kenai River, while encouraging and requiring protection and enhancement of riparian habitat along the river. The requirements of the KROD exist specifically to control and prevent erosion, ground or surface water contamination, or adverse alteration of riparian habitat for the plants and animals along the Kenai River.

Depending on the specific type of development, your project will fall into one of three permitting categories:

No Application Required. These land uses or developments do not require an application with the City.

1. Trimming plants, removing dead or hazardous plants, or ordinary care of gardens or lawns.
2. Non-commercial recreation that does not involve construction of structures, walkways, paths, decks, gazebos, etc., excavation or filling of dirt or other material, or the removal of live vegetation.
3. Activities listed within Section 21.18.065 of the Kenai Peninsula Borough Code of Ordinances.

KROD Administrative Permit. If not exempt by the above section, the proposed activity or project may qualify for a KROD Administrative Permit. An applicant for a KROD Administrative Permit must submit an application for a site plan review and an associated \$50 fee to the City's Planning Department. If the following conditions are met, an Administrative Permit can be issued.

1. If the proposed land development or use involves one or more of the following:
 - a. Excavation of not more than 5 cubic yards.
 - b. Removal of an existing structure.
 - c. Additions or improvements to an existing, conforming structure will be allowed one time only, not to exceed 25 percent of the structural footprint.

- d. Repair or maintenance of an existing structure, which does not enlarge the footprint.
 - e. Habitat protection projects including:
 - i. Construction, installation, repair and maintenance of ladders, steps, cantilevered walkways, platforms, or docks. Walkways, stairs, steps or ladders with a minimum of 50 percent light penetration shall be elevated to at least the height of the supporting framing with no part of the supporting structure other than supporting piles or posts in direct contact with the ground. Walkways, stairs, steps, and ladders with less than 50 percent light penetration shall be elevated to no less than 18 inches above the ground measured to the bottom of the decking.
 - ii. Bank restoration and/or protection projects
 - iii. Maintenance dredging activities
2. No live vegetation removal is allowed except to accomplish work described above.
 3. There is no significant erosion, ground or surface water contamination, or adverse alteration of the riparian habitat.

KROD Conditional Use Permit. If the project or use is not exempt (no application required) or does not fit within the parameters of the KROD Administrative Permit, then an applicant may choose to submit an application for a KROD Conditional Use Permit. The applicant must submit a site plan and a conditional use permit application to the City's Planning Department, along with a \$250 fee. The City will prepare a staff report and schedule a public hearing in front of the Planning and Zoning Commission. Notification of the public hearing will be mailed to neighboring property owners within 300 feet of the subject property.

In order to grant a Conditional Use Permit, the Planning Commission must find that the project meets the general standards of conditional use approval, as provided in the Soldotna Municipal Code (17.10.400.E):

1. The use and the development scheme for the use is in harmony with the intent of the zoning district in which it is to be located and with any specific standards associated with that conditional use within the district;
2. The use is in harmony with the general standards of this zoning code, the Comprehensive Plan, and surrounding land uses;
3. The use shall be so located and arranged on the site to avoid significant noise, glare, odor or other nuisances and dangers;
4. The development of the use shall not significantly impair the value of the adjoining property;
5. The size and scale of the use is such that it shall be adequately served by existing public services and facilities; and
6. Granting of the conditional use shall not be harmful to the public safety, health, or welfare.

In addition to these standards, the Commission will require the applicant to meet any conditions imposed to mitigate the potential for significant erosion, ground or surface water contamination, or adverse alteration of the riparian habitat.