



SOLDOTNA

# Application for a TEMPORARY USE PERMIT

City of Soldotna  
Economic Development + Planning  
177 N. Birch St.  
Soldotna, AK 99669  
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:
Physical Address:
Legal Description:
Narrative Statement describing the event or temporary use: (Attach additional sheets if needed)
Zoning:
Acreage:

DOCUMENTATION
Required Attachments: <ul style="list-style-type: none"> <li>-Property Owner's Authorization or Signature (Below)</li> <li>-Site Plan Drawing(s)</li> <li>-\$50 Fee (Plus applicable sales tax)</li> <li>-Cash Security (If applicable)</li> <li>-Tax Compliance Certificate for Property Owner(s), Business(es), and Contractor(s)</li> </ul>

**AUTHORITY TO APPLY FOR TEMPORARY USE PERMIT:**

I hereby certify that all the information contained in the 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 temporary use 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 of application. 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:	Date:	Fee:
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TEMPORARY USE STANDARDS

The Planning and Zoning Commission may only grant the temporary use request if the commission finds that all of the following 7 standards are satisfied. Each standard must have a response in as much detail as it takes to explain how your project satisfies the standard. The burden of proof rests with you. Feel free to use additional paper if needed.

The use complies with the intent of Section 17.10.405 (Temporary Uses), and all other requirements of the zoning code for the applicable zoning district;

The use/structure shall not exceed 1,000 square feet of gross floor area or one story in height, with the exception of tents;

The use minimizes interference with the enjoyment of neighboring uses and protects neighboring uses from nuisances or hazardous features;

The use does not create hazardous vehicular or pedestrian traffic conditions or result in traffic in excess of the capacity of streets or property serving the use;

The use is located on a site which is of sufficient size to adequately accommodate the use; which has availability of adequate utilities, drainage, refuse management, emergency services, access, off-street parking, and other necessary facilities and services; and which is suitable for the proposed use, considering flood hazard, drainage, soils, and other conditions which may constitute a danger to life, health, or property;

The use shall be removed and the site restored to the original or better condition on or before the expiration date of the permit;

The use shall comply with all other applicable laws, codes, and statutes appropriate to the specific activities associated with the proposed temporary use.



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# 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)



# 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](http://www.soldotna.org)

Email: [planning@soldotna.org](mailto: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)

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

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

- |  |  |
|--|--|
| <input type="checkbox"/> Location, Dimensions & Angles of All Spaces & Loading Zones | <input type="checkbox"/> Location of Ingress/Egress                          |
| <input type="checkbox"/> Location of Handicap Accessible Spaces                      | <input type="checkbox"/> Location of Directional Signage                     |
| <input type="checkbox"/> Location of Recreational Vehicle Spaces                     | <input type="checkbox"/> Adherence to Visibility Standards (Sight Triangles) |
| <input type="checkbox"/> Drive Aisle Locations & Traffic Directions (Use Arrows)     |  |

## 3. Landscaping (SMC 17.10.415.D.3)

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

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

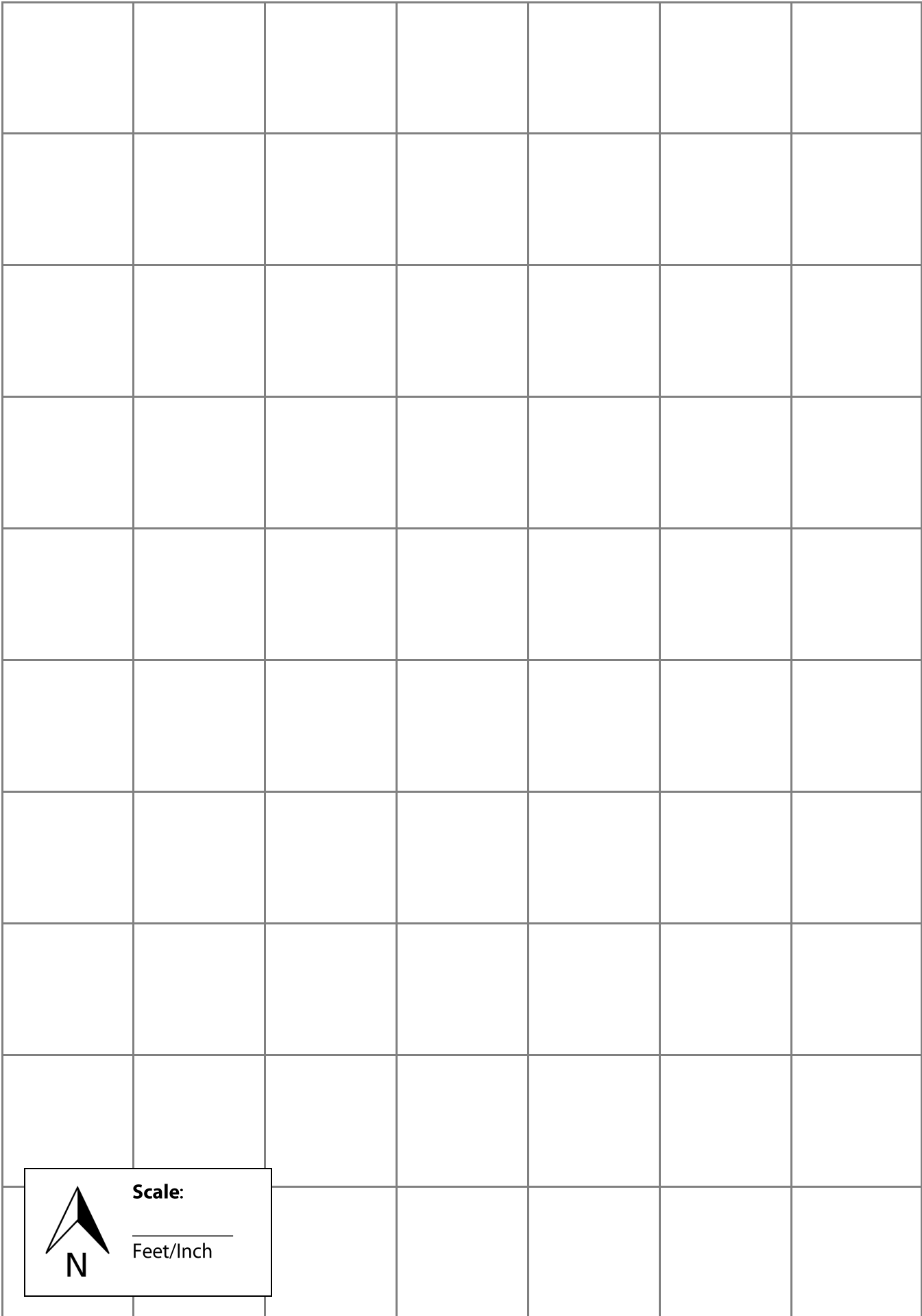
For applicants applying for a KROD Administrative Permit or KROD Conditional Use Permit, please also include the following:

- |  |
|--|
| <input type="checkbox"/> 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   |
| <input type="checkbox"/> Location of 100 year Flood Plain (consult KPB GIS maps)   |
| <input type="checkbox"/> Location of any cut banks   |
| <input type="checkbox"/> Location of materials or substances which may be harmful to humans, animals, or habitats                |
| <input type="checkbox"/> 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:

- |  |
|--|
| <input type="checkbox"/> Existing Topography With 5' Contours or Less  |
| <input type="checkbox"/> Location & Dimensions of Existing & Proposed Cleared Areas, Wooded Areas, Water Bodies, & Other Natural Features  |
| <input type="checkbox"/> Location & Description of Excavation Areas, Buildings, & Access Used During Extraction Phase  |
| <input type="checkbox"/> Location, Dimensions & Details of Landscaping & Fencing   |
| <input type="checkbox"/> Separate Drawing With Above Features Showing Restoration Plan / Condition of Site After All Activities are Concluded  |
| <input type="checkbox"/> 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