



210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-8238 / Fax: 907-283-3014  
www.ci.kenai.ak.us

## Commercial Construction Multi-Family Four-plex and larger

The attached information titled "Requirements for City of Kenai, Building Permit Applications," has been prepared by the building department for the purpose of standardizing requirements and assisting in the processing of building permits. The City of Kenai has adopted the following Building Codes under Kenai Municipal Code Title 4.

- 2021 International Building Code as published by the International Code Council.
- 2021 International Fire Code as published by the International Code Council.
- 2021 Fuel and Gas Code as published by the International Code Council.
- 2021 Mechanical Code as published by the International Code Council.
- 2021 International Existing Building Code as published by the International Code Council.
- 2021 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials
- 2020 National Electrical Code as published by the National Fire Protection Association

These codes will be strictly enforced within the City of Kenai by the Building Official. All plans will be reviewed and construction inspected for compliance with the applicable building codes and fire and life safety requirements by the Building Official and the Kenai Fire Marshal. Plans will also be reviewed for compliance with KMC Title 14 - Planning & Zoning by the Planning Department.

Engineering design should include criteria for compliance with Seismic Design Category D2, a ground snow load of 70 psf, a basic wind speed of 110 mph, and winter design temperature of -18 degrees F.

It is strongly recommended that persons planning a commercial building or facility contact this office prior to initiating design to determine if there are any special requirements that must be considered.

Some construction may require review by the City Planning and Zoning Commission prior to issuance of a building permit. This may include Townsite Historic Zone development, conditional use permits, variances, encroachments, etc. Commercial/industrial landscaping site plans will be reviewed by the Planning Department.

A plan review fee will be charged when the building permit application is approved.

Any questions concerning these policies and procedures should be addressed to my office.

Sincerely,

Donald Hendrickson  
City of Kenai, Building Official

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## Code Analysis for Commercial/Multi-Family

The following code analysis information IS REQUIRED on all commercial plans submitted to the Building Department for review and approval.

### ANALYSIS ITEMS:

- ☐ 1. Type of Construction
- ☐ 2. Occupancy Classification & Separation
- ☐ 3. Actual/Allowed Area
- ☐ 4. Actual/Allowed Height
- ☐ 5. Actual/Allowed Stories
- ☐ 6. Occupant Load (per use)
- ☐ 7. Exits Required/Provided
- ☐ 8. Required fire resistance of ext. walls
- ☐ 9. Required opening protection
- ☐ 10. Fire resistive construction requirement's
- ☐ 11. Special inspection(s) required (Indicate type of inspections and name(s) of the agencies to perform these inspections on construction documents)
- ☐ 12. Code year/Type of Code Based on Current Adopted Codes

### DESIGN CRITERIA:

Seismic Design Category = D2

Wind Speed = 100 MPH

Ground Snow load = 70 psf

### Code References

IBC Chapter 6  
IBC Chapter 3 & 5 Table 508.4  
IBC Chapter 5 & Table 506.2  
IBC Chapter 5 & Table 504.3  
IBC Chapter 5 & Table 504.4  
IBC Chapter 10 & Table 1004.5  
IBC Chapter 10 & Tables 1006.2.1, 1006.3.2  
& 1006.3.3 (2)  
IBC Chapter 6 & Table 602  
IBC Chapter 7 & Table 705.8  
IBC Chapter 6 & Table 601  
IBC Chapter 17

### CURRENT ADOPTED CODES

- 2021 International Residential Code
- 2021 International Building Code
- 2021 International Mechanical Code
- 2021 International Fuel Gas Code
- 2020 National Electrical Code
- 2021 International Existing Building Code
- 2021 Uniform Plumbing Code
- 2021 International Property Maintenance Code

**CITY OF KENAI**  
**BUILDING PROCEDURE**

**A. APPLICATION**

**A plan review fee will be charged when the building permit application is approved.** Applicant shall submit all information as described below on the application sheet provided application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents (plans) and other information as required.
5. State the valuation of the proposed work.
6. Be signed by the property owner or the owner's authorized agent. If acting as a tenant than approval from land owner is also required and provide a point of contact name and phone number.
7. Give such other data and information as required by the Building Official on Page 4 of this packet.

**B. REVIEW**

The City of Kenai Building Department will research relevant building codes. The City of Kenai Planning Department will research planning and zoning constraints and other related information.

Applicant must allow at least **20 business days for City review**. City review shall be in conformance with all applicable codes and ordinances, and may include review by the following:

1. City Engineer
2. Building Official
3. Fire Marshal
4. Planning Department
5. Planning & Zoning Commission (as required)
6. Airport Manager when Kenai Airport Lease land in Airport Reserve

**Note:** Allow additional ten (10) working days for Airport review.

Once plans and specs are satisfactory and the City has received payment of all required fees, the City Building Official will issue the permit. Permit fees for new residential construction, other types of construction, and other inspections and fees shall be according to KMC Title 4. An investigation fee may, by code, be imposed if work has commenced prior to obtaining the building permit.

## **Commercial Building Permit Fees**

Based on Value of Building or Alteration and KMC Table 1-A

Plan review fees shall be 65% of building permit fee listed above.

### **Water and Sewer Permit Fees**

Per KMC table 1-A

(Valid for 12 months from date of issue.)

**Sales Tax will be added to the above fees.**

#### **C. CONSTRUCTION**

Construction may proceed in stages as specified on the inspection reports. All inspections required by The Building Official must be approved.

#### **D. CERTIFICATE OF OCCUPANCY**

After final inspection by the Building Inspector and Fire Marshal, the City of Kenai Building Official will issue a Certificate of Occupancy, according to Section 110 International Building Code. The building shall not be occupied until a certificate of occupancy has been issued.

#### **E. PERMIT EXPIRATION**

The building permit will expire two (2) years after issuance. An Extension may be issued for one hundred eighty (180) days. The extension shall be requested in writing and justifiable cause demonstrated.

**CITY OF KENAI**  
**BUILDING PERMIT APPLICATION REQUIREMENTS**  
**COMMERCIAL CONSTRUCTION**

The following must be submitted with a building permit application:

1. Three (3) complete sets of plans showing all work proposed. Each set to include a detailed site plan. One set will go to the City of Kenai Fire Marshal for review, one set to the Building Official, and one set to be returned to the applicant when approved. Plans submitted, including electrical and mechanical designs, shall be prepared and stamped by an appropriate design professional licensed in the State of Alaska per AS 08.48.
2. A landscaping/site plan. The plan will be submitted to the Planning Department for approval. The plan must be submitted to the Airport Manager for approval when the property is Kenai Airport lease land in the Airport Reserve. See Landscaping/Site Plan Application page 11 for details.
3. A driveway permit is required prior to excavating for and installation of a driveway.

### CITY OF KENAI REQUIRED INSPECTIONS

Call 283-8238, to schedule required inspections. Inspections are scheduled on a 1st come 1st serve basis and must allow a minimum 24 hour accommodation.

*The following checked inspections are required.*

- \_\_\_\_\_ Water/Sewer: water and sewer connections on City mains.
- \_\_\_\_\_ Footing Inspection: to be made when forms and reinforcing steel are in place. The lot corners must be marked and setbacks must be field verified at this time prior to pouring concrete. **It is the property owners responsibility to verify all setbacks meet code. A survey may be required to confirm if location is uncertain.**
- \_\_\_\_\_ Foundation Inspections:
- \_\_\_\_\_ CMU block bond beam inspection: to be made when the last course of block and bond beam steel is in place prior to pouring grout.
- \_\_\_\_\_ Concrete inspection: to be made when foundation wall forms and reinforcing steel are in place prior to pouring concrete.
- \_\_\_\_\_ All-Weather Wood inspection: to be made after sheathing fastening is complete and again after all plastic or waterproofing is in place and prior to backfill.
- \_\_\_\_\_ Under-Floor Inspection: to be made after all in-slab or under-floor building service before any concrete is poured.
- \_\_\_\_\_ Dampproofing Inspection: to be made after dampproofing is complete prior to backfill (basements only).
- \_\_\_\_\_ Plumbing & Mechanical Inspection: at completion of rough-in prior to placing insulation.
- \_\_\_\_\_ Electrical Inspection: at the completion of rough-in wiring, conduit, etc., prior to placing insulation.
- \_\_\_\_\_ Framing Inspection: to be made after the roof, all framing, fire blocking and bracing are in place and all ducting, piping, chimneys, and vents are complete. **Rough electrical, plumbing, and heating work must be approved prior to, or at the same time as, the framing inspection.**
- \_\_\_\_\_ Insulation and Vapor Barrier Inspection: to be made prior to all wallboard installation. Inspection shall include vapor barrier seal, caulking and insulation placement.
- \_\_\_\_\_ Wallboard Inspection: to be made after all wallboard is in place and before wallboard joints and fasteners are taped and finished. All gypsum wallboard must be fastened with screws. No nails.
- \_\_\_\_\_ Final Inspection: to be made after the building is completed and ready for occupancy.

The Building Official may require that every request for inspection be filed at least one business day before such inspection is desired time allotted may be dependent on current schedule of inspections requested.

**CITY OF KENAI BUILDING DEPARTMENT**  
**REQUIRED INSPECTIONS - PLUMBING**

1. Underground plumbing before covering.
2. Rough-in plumbing before covering.
3. Final to be performed with final building inspection.

The building drain and vent system shall be tested with at least a 10-foot head of water for 15 minutes or with an air test of 5 psi for 15 minutes.

The hot and cold water system shall be tested with an air test of 100 psi for 15 minutes.

Gas piping shall be tested with an air test of at least 10 psi for 15 minutes.

Fire sprinkler systems shall be hydrostatically tested at 200 psi for 2 hours.

All plumbing tests to be witnessed by the Building Inspector.

Sprinkler System test must be witnessed by The Fire Marshal.



## **REQUIREMENTS FOR CONNECTING TO CITY WATER AND SEWER SERVICE TAPS**

1. No water or sewer service lines can be installed until the main lines have been tested, inspected, and approved by the City of Kenai.
2. Water and sewer permits are required before starting any work. Permits are valid for 12 months from the date of issue. The legal description of the property is required.
3. If water and sewer service taps do not exist, and excavation has to be done in the public right-of-way, a City-licensed contractor has to do that work in accordance with City of Kenai standards, and an excavation permit is required in addition to water and sewer permits and inspections.
4. All work and materials on private property must be in compliance with the adopted plumbing codes.
  - Installation of water services must be at least 8-feet deep and insulation must be installed if less than 10 feet under driveway.
  - Sewer lines must be a minimum of 4" in diameter and slope a minimum of ¼" per foot.
5. The water and sewer lines must be inspected by the City before they are buried. Notify the City at least 24 hours (not including weekends and holidays) in advance of the time requested for inspection.
6. Before water can be turned on, the property owner must install a water meter with remote reader, pay the deposit and sign up for services with the Finance Department.
7. **Charges for water and sewer begin with the request for water turn on.** The property owner will be charged the appropriate water and sewer rate whenever the curb stop or valve in the valve box is turned on and available to deliver water. If water is being used for construction purposes only and not being disposed of in the Municipal Sewer System, the property owner will be required to pay only the water portion of the bill. The property owner is required to **notify the City** before they start using the Municipal Sewer System.

**CITY OF KENAI FIRE DEPARTMENT**  
**BUILDING PLANS REQUIREMENTS**  
**COMMERCIAL**

1. Consultation with the Fire Department is recommended if a fire protection system will tax the water system, or the project is so large it will tax the water system when occupied.

2. **PLANS** (Prepared by a design professional licensed by the State of Alaska to practice such.)

- a. Complete set of plans showing all construction details.
- b. Complete set of plans for any installed system. Must meet the applicable NFPA standard and working plans must include the criteria indicated within the standard.
- c. Complete set of plans for any automatic fire protection devices. Must meet the applicable NFPA standard and working plans must include the criteria indicated within the standard.
- d. Distance to each exit must be shown on plans.
- e. Location of proposed building on general area and on lot.
- f. Location and type of portable fire extinguishers.
- g. Location and construction design of fire access roads.
- h. Hydrant locations. Must be within 250' for buildings within city water service area.
- i. All hydraulic computations for hydrants, sprinkler and standpipe systems.
- j. All drawings must show code year (i.e. 00 IFC) IBC occupancy, and IBC construction type.

3. **SPECIAL NOTES**

- a. Local code requires a certain type of hydrant and the city water department regulates installation and hydrant protection.
- b. All hydrants installed by the contractor will be flushed and flow tested in the presence of water department or fire department personnel (or both) and will provide a test certificate to each department.
- c. All alarm and sprinkler systems will have an operational test conducted in the presence of fire department personnel or a delegate. A test certificate shall be delivered to the fire department. The installed system must meet the approval of the fire department.
- d. Key boxes may be required for some occupancies. Requirements are, but are not limited to, high hazard buildings; buildings with complex layouts; buildings with installed systems; buildings with potential high life loss. Key box make will be the type specified by the fire department.
- e. Sprinkler systems with 20 heads or more shall be monitored as stated in IBC Section 901.6.1



# COMMERCIAL BUILDING PERMIT APPLICATION

CONTACT INFORMATION	Project Street Address:																		
	Parcel ID Number:			Zoning:															
	Legal Description:																		
	Property Owner Name:			City:	State:    Zip:														
	Address:																		
	Phone:			Email:															
	Contractor Company:																		
	License Holder Name:			License Number:															
	Address:			City:	State:    Zip:														
BUILDING INFORMATION	Phone:			Email:															
	Architect/Engineer's Name:																		
	Address:			City:	State:    Zip:														
	Phone:			Email:															
	CONTACT PERSON:																		
	PHONE:			EMAIL:															
	Adopted Building Code in effect:																		
	Type of Construction per IBC Ch. 6:			Occupancy Classification per IBC Ch. 3:															
	Existing Use:			Proposed Use:															
	Work Valuation for project (Est.)			Fire Sprinkler Required	Yes      No														
Total Square Ft.			Affected Square Ft.																
Description of Work:																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">New Construction</td> <td style="width: 20%;">Addition</td> <td style="width: 20%;">Alteration</td> <td style="width: 20%;">Demolition</td> <td style="width: 20%;">Change of Use</td> </tr> <tr> <td>Electrical</td> <td>Mechanical</td> <td>Plumbing</td> <td>Fire Sprinkler</td> <td>Fire Alarm</td> </tr> <tr> <td>Kitchen Hood</td> <td colspan="2">Fuel/LP Storage Tanks</td> <td colspan="2">Other:</td> </tr> </table>					New Construction	Addition	Alteration	Demolition	Change of Use	Electrical	Mechanical	Plumbing	Fire Sprinkler	Fire Alarm	Kitchen Hood	Fuel/LP Storage Tanks		Other:	
New Construction	Addition	Alteration	Demolition	Change of Use															
Electrical	Mechanical	Plumbing	Fire Sprinkler	Fire Alarm															
Kitchen Hood	Fuel/LP Storage Tanks		Other:																
<b>Utilities: Check all items that apply. If other than City of Kenai water and sewer, a Utility Letter is required prior to a C.O. is issued.</b>																			
<table style="width: 100%;"> <tr> <td style="width: 25%;">Septic Tank</td> <td style="width: 25%;">Well</td> <td style="width: 25%;">Public Water</td> <td style="width: 25%;">Public Sewer</td> </tr> </table>					Septic Tank	Well	Public Water	Public Sewer											
Septic Tank	Well	Public Water	Public Sewer																
Is the building located in the Airport Reserve?      Yes      No																			
AFFIRMATION STATEMENT	I HEREBY CERTIFY THAT I HAVE READ, AGREED WITH, AND SIGNED THE ATTACHED NOTICE AND DISCLAIMER, EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT.																		
	Printed Name:																		
Signature of Contractor:				Date:															



## NOTICE AND DISCLAIMER:

The issuance of a permit or stamping of the plans and specifications "APPROVED", shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.

It is the sole responsibility of the applicant to assure that the information on the site plan, such as but not limited to the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner's responsibility to assure that all improvements will be in compliance with the approved site plan.

The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restriction or easement relating to the use of land, including, but not limited to private covenants (CC&R's) or easements for access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Kenai disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.

Variances will not be granted based upon errors, omissions, mistakes, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Kenai. The City reserve the right to require Certified Survey Maps or plates if it is deemed necessary to verify compliance.

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Owner Signature

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Date

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Applicant/Contractor Signature

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Date



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Owner Signature

---

Date

---

Applicant/Contractor Signature

---

Date



## APPLICATION FOR WATER & SEWER PERMIT

1. Scope of Work to be accomplished:
2. Indicate Use:
3. Square footage of new building or addition:
4. Water & Sewer Permit:    Yes    No <u>Required if within 200' of public system</u>
5. Residential Sprinkler System Property Tax Credit Application    Yes    No
6. Legal Description:
7. Street Address:
8. State the valuation of work to be done:

Owner (print) \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contractor \_\_\_\_\_

Email \_\_\_\_\_

Contractor Address \_\_\_\_\_

Phone Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature of owner or authorized agent \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE SUBMIT THIS APPLICATION WITH PLANS,  
DIAGRAMS, OR BUILDING SPECIFICATIONS**



## LANDSCAPE/SITE PLAN APPLICATION – KMC 14.25

OWNER	PETITIONER REPRESENTATIVE (IF ANY)
Name:	Name:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Fax Number:	Fax Number:
Email:	Email:

PROPERTY INFORMATION	
Property Tax ID #:	
Site Street Address:	
Current Legal Description:	
Zoning: _____	Acreage: _____

The landscaping/site plan shall be submitted for approval to the Administrative Official prior to the issuance of a building permit. Review the applicable section of the Kenai Municipal Code 14.25 – Landscaping/Site Plan Regulations and include all information required by code.

The following information must be included in the Site Plan and described below before your application will be considered for processing. Incomplete applications will not be accepted. Use additional sheets if needed.

LIST SCIENTIFIC OR COMMON NAME OR TYPE OF PLANTING MATERIALS TO BE USED IN THE PROJECT;

**TYPICAL PLANTING DETAILS;**

- MUST BE INCLUDED ON PLANS

**LOCATION OF ALL PLANTING AREAS AND RELATIONSHIP TO BUILDINGS, PARKING AREAS AND DRIVEWAYS;**

- MUST BE INCLUDED ON PLANS
- MUST SHOW DISTANCES AND SIZE OF LANDSCAPE BEDS

**IDENTIFICATION AND LOCATION OF EXISTING VEGETATION TO BE RETAINED;**

- MUST BE INCLUDED ON PLANS

**IDENTIFICATION AND LOCATION OF NON-LIVING LANDSCAPING MATERIALS TO BE USED;**

- MUST BE INCLUDED ON PLANS
- LIST MATERIALS

**IDENTIFICATION OF ON-SITE SNOW STORAGE AREAS;**

- MUST BE INCLUDED ON PLANS

**DUMPSTER;**

- IDENTIFY LOCATION AND TYPE OF SCREENING AS REQUIRED PER KMC 14.25.045(f)

**DRAINAGE PATTERNS;**

- MUST BE INCLUDED ON PLANS

**DESCRIPTION OF BUILDINGS, INCLUDING BUILDING HEIGHT AND GROUND FLOOR DIMENSIONS AND SQUARE FOOTAGE;**

- PROVIDE CONCEPTUAL DRAWING
- MUST BE INCLUDED ON PLANS
  - BUILDINGS, DIMENSIONS & SQUARE FOOTAGE

**PHYSICAL FEATURES OF THE PROPERTY INCLUDING LOCATION OF ALL BUILDINGS, INGRESS AND EGRESS, ANY UNUSUAL FEATURES OF THE PROPERTY WHICH MAY RESTRICT DEVELOPMENT OR DRAINAGE;**

- MUST BE INCLUDED ON PLANS

**PAVING;**

- IF REQUIRED PER KMC 14.25.045(d) SHOW PAVED PARKING AREA



<b>PARKING;</b>
<ul style="list-style-type: none"> <li>• <b>PER KMC 14.20.250 SHOW REQUIRED PARKING SPACES:</b> <ul style="list-style-type: none"> <li>○ <b>IDENTIFY PRINCIPAL USE:</b> _____</li> <li>○ <b>REQUIRED PARKING SPACES:</b> _____</li> <li>○ <b>ADA ACCESS PARKING SPACES:</b> _____</li> </ul> </li> </ul>

<b>LAND USE</b>
Describe current use of property covered by this application:
Surrounding property: (Describe how land adjacent to the property is currently being used)
North:
South:
East:
West:

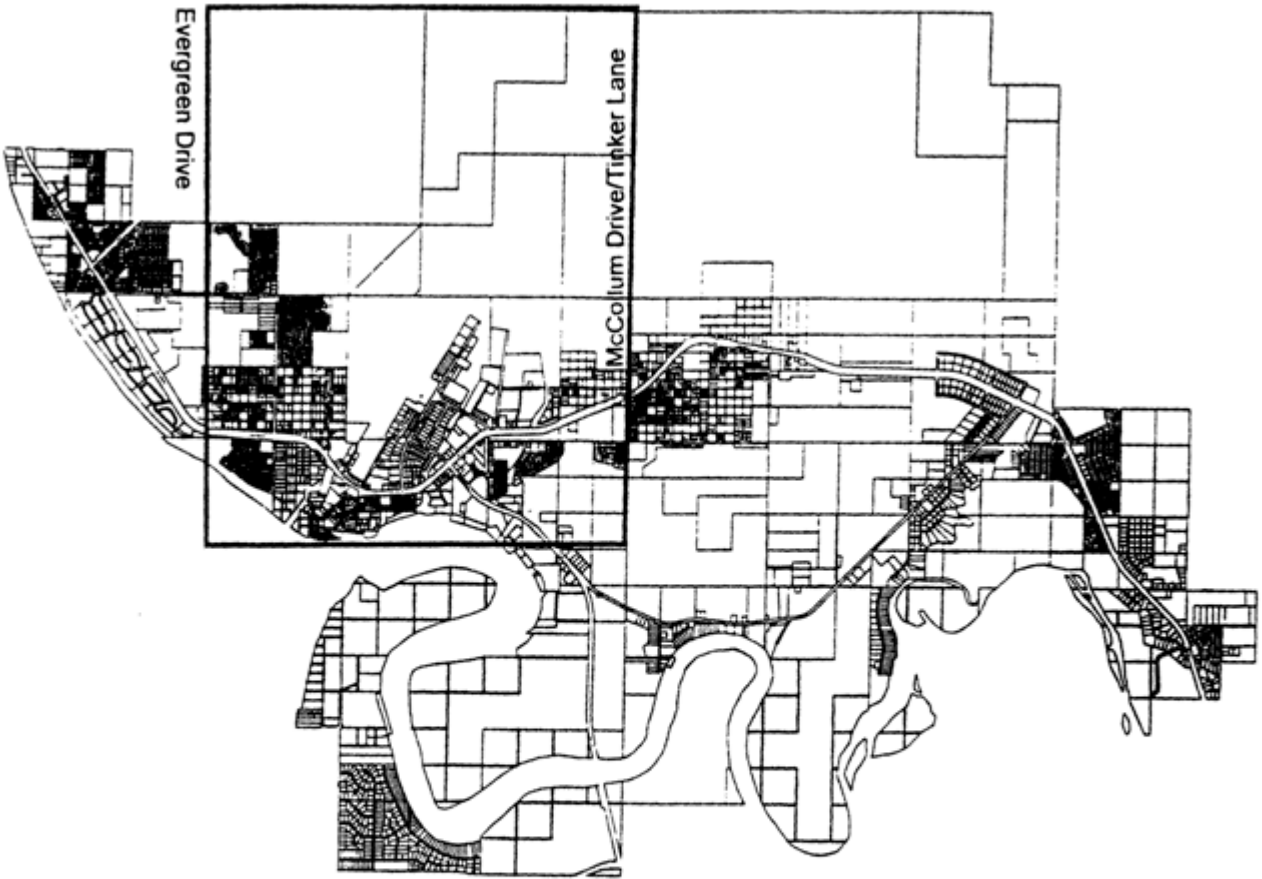
**WHEN YOU HAVE A COMPLETED APPLICATION, CALL 283-8237 TO SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO REVIEW THE APPLICATION.**

**AUTHORITY TO APPLY FOR A LANDSCAPE/SITE PLAN:**

**I hereby certify that (I am) (I have been authorized to act for) owner of the property described above. I certify that the information provided is accurate to the best of my knowledge. I understand that a site visit may be required to process this application. City of Kenai personnel are authorized to access the above-referenced property for the purpose of processing this application.**

<b>Date:</b>	<b>Signature:</b>
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## Appendix I



Paving Required - KMC 14.25.045 (d)



## *"Village with a Past, City with a Future"*

210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
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### **KENAI MUNICIPAL CODE – 14.25 LANDSCAPE/SITE PLAN REGULATIONS**

#### **14.25.010 Intent.**

- (a) Site Plans. It is the intent of this chapter to provide for orderly and safe development of the City commensurate with protecting the health, safety and welfare of its citizens, and adequate and convenient open spaces, light and air, in order to avoid congestion of commercial and industrial areas.
- (b) Landscaping Plans. It is the intent of this chapter to provide for landscaping and/or the retention of natural vegetation in conjunction with commercial industrial and multifamily development within the City of Kenai. The general purpose of landscaping is to visually enhance the City's appearance, provide attractive and functional separation and screening between uses and reduce erosion and storm runoff.
- (c) For purposes of this chapter, multifamily development means a four (4) or more family dwelling.

(Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.015 Landscaping/site plan for land clearing.**

For property covered under this chapter, submittal of a preliminary landscaping/site plan and approval by the administrative official is required prior to any land clearing and/or tree cutting where such removal will result in less than twenty-five percent (25%) of the lot area having existing trees, shrubs, or natural vegetation cover as determined by the administrative official. (Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.020 Application.**

This chapter shall apply to all retention basins and commercial, industrial and multifamily development within the City of Kenai and shall apply to both the landscaping and site plans. "Commercial, industrial and multifamily development" and "all development" shall be defined as any improvements requiring a building permit for new construction or any improvements of twenty thousand dollars (\$20,000.00) or more, which adds square footage, and is: (1) located on properties within the Central Commercial (CC), General Commercial (CG), Limited Commercial (CL), Heavy Industrial (IH), Townsite Historic (TSH), Light Industrial (IL) and Education (ED) zoning districts; or (2) a multifamily development in any zone; or (3) a change of use as required in KMC 14.20.250(a). It is unlawful for any person to construct, erect or maintain any structure, building, fence or improvement, including landscaping, parking and other facilities on property requiring a landscape/site plan unless such improvements are constructed or reconstructed in a manner consistent with the approved plan.

Properties zoned residential (except multifamily dwellings) are exempt from this chapter with the following exception: (1) structures identified as a commercial occupancy in Title 4 of the Kenai Municipal Code

located in residential or mixed use zones requiring a building permit for new construction or any improvements of twenty thousand dollars (\$20,000.00) or more, which adds square footage or a change of use as required in KMC 14.20.250(a). (Ords. 2148-2006, 2185-2006, 2209-2007, 2288-2008, 2434-2009)

#### **14.25.025 Retention basins.**

- (a) Development of retention basins (retention ponds) in any zone requires submittal of a landscape site plan. Applications must include the following:
  - (1) Copies of the design prepared by an engineer licensed in the State of Alaska under AS 08.48;
  - (2) Approval by the State of Alaska, Department of Environmental Conservation for the project;
  - (3) The site around the retention basin must be adequately fenced (six-foot (6') minimum) in order to protect access and provide safety; and
  - (4) The area around the fence must be landscaped to provide screening of the site. The landscaping should include shrubs, bushes, trees and ground cover to provide screening.
- (b) Retention basins in existence at the effective date of the ordinance codified in this section are not considered nonconforming and must comply with the requirements of this chapter within one (1) year of the effective date of the ordinance codified in this section.

(Ord. 2434-2009)

#### **14.25.030 Landscaping/site plan—Submittal requirements.**

One copy of the landscaping/site plan (eleven inches (11") by seventeen inches (17") size) shall be submitted for approval to the Administrative Official prior to the issuance of a building permit. If approved, a zoning permit shall be issued and on file in the Planning Department and the Building Official will be notified. The landscaping/site plan shall be prepared at a minimum scale of one inch (1") equals twenty feet (20') and shall include the following information:

- (a) Scientific or common name or type of planting materials to be used in the project;
- (b) Typical planting details;
- (c) Location of all planting areas and relationship to buildings, parking areas and driveways;
- (d) Identification and location of existing vegetation to be retained;
- (e) Identification and location of non-living landscaping materials to be used;
- (f) Identification of on-site snow storage areas;
- (g) Drainage patterns;
- (h) Description of buildings, including building height and ground floor dimensions;
- (i) Physical features of the property including location of all buildings, ingress and egress, any unusual features of the property which may restrict development or drainage.

(Ords. 2148-2006, 2209-2007, 2288-2008)

#### 14.25.040 Landscaping plan—Performance criteria.

Intent. Landscaping required under this section is intended to enhance the community environment and visual character and to provide attractive and functional separation to provide visual and sound screening barriers between uses.

- (a) Objectives for Landscaping Plan. An effective landscaping plan should utilize a variety of techniques for achieving the intent of this section. The appropriate placement or retention of vegetation in sufficient amount will provide the best results. Perimeter, interior, street right-of-way, and parking lot landscaping must be included as components of the overall landscaping plan.
- (b) Perimeter/Buffer Landscaping. Perimeter/buffer landscaping involves the land areas adjacent to the lot lines within the property boundary. This buffer landscaping serves to separate and minimize the impact between adjacent uses. Buffer landscaping may be desirable along the perimeter of the property to shield vehicular or building lights from adjacent structures and to provide a visual separation between pedestrians and vehicles and commercial and residential uses. Landscaping adjacent to residential zones shall have landscaping beds/buffers that meet all of the following minimum standards:
  - (1) Landscaping Beds. Minimum in width equal to the setback along all property lines, which adjoin residential zones, exclusive of driveways and other ingress and egress openings.
  - (2) Screening. Developers are encouraged to maintain natural screening when existing screening meets the intent of this chapter to shield between residential and commercial uses. When natural screening does not exist or is lost due to weather or disease, the following requirements must be used to meet the intent of this chapter:
    - (A) Combination of shrubbery and trees; and/or
    - (B) Fencing. A six-foot (6') high wood fence or masonry wall fence shall be required only to meet screening of the developed portion of the property. Sections of the fence must be no longer than twenty-five feet (25'). Sections must be off-set a minimum of four feet (4') so as not to impede the movement of wildlife.
  - (3) Ground Cover. One hundred percent (100%) within three (3) years of planting and continuous maintenance so there will be no exposed soil. Flower beds may be considered ground cover.
  - (4) Trees and/or shrubs appropriate for the climate shall be included in the landscaping beds.
- (c) Interior landscaping involves those areas of the property exclusive of the perimeter and parking lot areas. Interior landscaping is desirable to separate uses or activities within the overall development. Screening or visual enhancement landscaping is recommended to accent or complement buildings, to identify and highlight entrances to the site, and to provide for attractive driveways and streets within the site. Landscaping may include landscaping beds, trees, and shrubs.

- (d) **Parking Lot Landscaping.** Parking lot landscaping involves the land areas adjacent to or within all parking lots and associated access drives. Parking lot landscaping serves to provide visual relief between vehicle parking areas and the remainder of the development. It also is desirable for the purpose of improving vehicular and pedestrian circulation patterns.
- (e) **Street right-of-way landscaping** softens the impact of land uses along street rights-of-way, but does not obscure land uses from sight. Landscaping beds must meet all of the following minimum standards; except where properties are adjacent to State of Alaska rights-of-way, the Administrative Officer may approve alternatives, which meet the intent of this section but protect landscaping from winter maintenance damage.
  - (1) **Landscaping Beds.** Minimum of ten feet (10') in width along the entire length of the property lines which adjoin street rights-of-way, exclusive of driveways and other ingress and egress openings;
  - (2) **Ground Cover.** One hundred percent (100%) ground cover of the landscaping bed within three (3) years of planting and continuous maintenance so there will be no exposed soil;
  - (3) **Trees and/or shrubs** appropriate for the climate shall be included in the landscaping beds.
- (f) **Review.** The Administrative Official may consider plans for amendments if problems arise in carrying out the landscaping/site plan as originally approved.

(Ords. 2148-2006, 2209-2007, 2288-2008, 2421-2009)

#### **14.25.045 Site plan—Performance criteria.**

- (a) **Objectives.** An effective site plan should utilize a variety of techniques for achieving the intent of this chapter. The appropriate placement or retention and improvements of buildings, parking lots, etc. should be considered on the site plan.
- (b) **Buildings.** A commercial or industrial use housed in the building is to be compatible with the surrounding properties, land use plan, and not be hazardous to the health, safety and welfare of citizens.
- (c) **Special Permits.** The site plan shall list any special permits or approvals which may be required for completion of the project.
- (d) **Parking Lots.** Parking lots referenced on the site plan shall comply with KMC 14.20.250.
  - (1) Paving is required for “commercial development” including a multifamily development requiring a building permit valued at one hundred thousand dollars (\$100,000.00) or more for new construction, or any improvements which adds square footage valued at one hundred thousand dollars (\$100,000.00) or more, and the property is located between Evergreen Drive and McCollum Drive/Tinker Lane as shown in the map marked Appendix 1 to this chapter.
  - (2) **Exception to this requirement:**
    - (i) Properties zoned Heavy Industrial are exempt from the paving requirement.

- (e) Snow Storage/Removal and Drainage. Snow storage/removal and drainage as referenced on the site plan shall be compatible with the surrounding area.
- (f) Dumpsters. Dumpsters must be screened with a sight-obscuring structure made of wood or concrete. The Administrative Official may approve other construction materials.
- (g) Access. Properties adjacent to residential zones should provide ingress and egress to ensure commercial traffic is routed away from residential streets. Access should be from an arterial street. Developments may be required to develop frontage roads and are encouraged to consolidate existing access points.

(Ords. 2148-2006, 2209-2007, 2288-2008, 2421-2009)

#### **14.25.050 Approval.**

Unless extended for good cause, the Administrative Official shall review and take action on a landscaping and site plan within fourteen (14) days of satisfactory submittal. The Building Official shall issue a building permit upon approval of the associated landscaping/site plan providing all of the other requirements for the issuance of a building permit have been met. Any appeal of the action of the Administrative Official shall be in accordance with KMC 14.20.290. (Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.060 Completion—Landscaping plan.**

All required landscaping as presented in the approved landscaping plan shall be installed within two (2) years after approval of the landscaping/site plan. (Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.065 Completion—Site plan.**

All requirements as outlined in Section 14.25.045 shall be installed according to the site plan as approved by both developer and the Administrative Official.

- (a) The required parking lot paving shall be completed within two (2) years after issuance of the certificate of occupancy.

(Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.070 Modifications—Variances.**

- (a) Whenever there are practical difficulties in carrying out the provisions of this chapter, the Administrative Official may grant minor modifications for individual cases, provided the Administrative Official finds that a special individual reason makes the strict letter of this chapter impractical and that the modification is in conformity with the intent and purposes of this chapter.
- (b) If the Administrative Official refuses to grant modifications to the provisions of this chapter, an applicant may apply for a variance from the requirements of this chapter using the process and standards set out in KMC 14.20.180.

(Ords. 2148-2006, 2209-2007, 2288-2008, 2421-2009)

#### **14.25.080 Expiration.**

If construction of the project has not started within one (1) year of approval of the landscaping/site plan, the approval may be revoked by the Administrative Official after providing at least thirty (30) days' notice unless extended for good cause. (Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.090 Penalties.**

Penalties for noncompliance with this chapter shall be as set forth by KMC 14.20.260. (Ords. 2148-2006, 2209-2007, 2288-2008)

#### **14.25.100 Definition—Landscaping.**

"Landscaping" means the treatment of the ground surface with live planting materials, including but not limited to, trees, shrubs, grass, ground cover or other growing horticultural material. Other materials such as wood chips, stone, or decorative rock may also be utilized. (Ords. 2148-2006, 2209-2007, 2288-2008)