



Encroachment Permit Application

City of Kenai
Planning and Zoning Department
210 Fidalgo Avenue
Kenai, AK 99611
(907) 283-8200
planning@kenai.city
www.kenai.city/planning

PROPERTY OWNER

Name:					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number(s):					
Email:					

PETITIONER REPRESENTATIVE (LEAVE BLANK IF NONE)

Name:					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number(s):					
Email:					

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel # (Property Tax ID):					
Physical Address:					
Legal Description:					
Zoning:					
Acres:					

ENCROACHMENT DESCRIPTION

(include site plan/floor plan with square footages, rights-of-way, easements, setbacks)
(include State Business License and KPB Tax Compliance if applicable)

How is this property currently being used?	
Use of surrounding property - north:	
Use of surrounding property - south:	
Use of surrounding property - east:	
Use of surrounding property - west:	

Encroachment Requested for (attach additional sheets if necessary):

--

Explain how the encroachment falls into the following definition in City Code - "Encroachment" means any object or structure above or below ground and constructed or located in a manner other than set forth in the Development Requirements Table.":

--

ENCROACHMENT REQUIREMENTS
(must be met for a permit to be issued)

The encroachment does not encroach upon a Federal, State, or City right-of-way or utility easement. ☐ YES

The issuance of the encroachment permit will not authorize a use which is not a principal permitted use in the zoning district in which the property is located. ☐ YES

The encroachment is not located across a platted lot line. ☐ YES

AUTHORITY TO APPLY FOR AN ENCROACHMENT:

I hereby certify that (I am) (I have been authorized to act for) owner of the property described above and that I petition for an encroachment permit in conformance with Title 14 of the Kenai Municipal Code. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the encroachment. I also understand that assigned hearing dates are tentative and may have to be postponed by Planning Department staff of the Planning and Zoning Commission for administrative reasons. 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.

Signature:		Date:	
------------	--	-------	--

Print Name:		Title/Business:	
-------------	--	-----------------	--

For City Use Only

Date Application Fee Received:

PZ Resolution Number:



Encroachment Permit Application

CHECKLIST

City of Kenai
Planning and Zoning Department
210 Fidalgo Avenue
Kenai, AK 99611
(907) 283-8200
planning@kenai.city
www.kenai.city/planning

- ☐ Evaluate if your property has any object or structure above or below ground and constructed or located in a manner other than set forth in the Development Requirements Table. If the encroachment is into a Federal, State, or City right-of-way or utility easement or is across a platted lot line, you may not obtain an encroachment permit.
- ☐ Evaluate uses allowed in your zoning district. Information on zoning is available at kenai.city/planning/page/zoning.
- ☐ Submit completed application form. The application form must include an attached site plan/floor plan with square footages of all structures or proposed structures on the property, rights-of-way or easements, setbacks, and any data pertinent to the application. If applicable, include a State Business License and a KPB Tax Compliance Form with the application.
- ☐ Pay the \$265 fee as outlined in the Fee Schedule (\$250 + 6% tax).
- ☐ City staff will evaluate your application following Kenai Municipal Code 14.20.185- Encroachment Permits (kenai.municipal.codes/KMC/14.20.185). Please answer questions from City staff about your application.
- ☐ Post sign on your property and confirm the posting with the City. Planning staff will contact you and provide a sign stating a conditional use permit application has been submitted. The sign must be posted at least 10 days before the Planning & Zoning Commission meeting.
- ☐ Attend Planning & Zoning Commission meeting (not mandatory, but recommended). Attendance is beneficial so you are able to answer questions of the Commission.
- ☐ 15-day appeal period of the Planning & Zoning Commission's decision.

Thank you for choosing the City of Kenai!

Please contact the Planning & Zoning Department with application questions.