



Transfer of Conditional Use 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

TRANSFEROR

Current CUP Holder (Transferor):					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number(s):					
Email:					

TRANSFeree

Proposed New CUP Holder (Transferee):					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number(s):					
Email:					

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel # (Property Tax ID):					
Physical Address:					
Legal Description:					
Zoning:					
Current CUP Resolution #:					
Allowed Use by Current CUP:					

CERTIFICATION OF TRANSFeree: I hereby certify that I am the property owner (transferee), or have been authorized to act on behalf of the property owner, and hereby apply for a Transfer of Conditional Use Permit. I agree to operate under the terms and conditions of the original Conditional Use Permit and application. I have submitted with this transfer application any amendments to the site plan or proposed amendments to operation. If amendments would prevent compliance with terms and conditions of the Conditional Use Permit to be transferred, a new Conditional Use Permit may be required. I understand site visits may be required to process this application for purpose of confirming compliance with conditional use permit conditions.

Signature:				Date:	
Print Name:		Title/Business:			

ACKNOWLEDGEMENT OF TRANSFEROR: I hereby acknowledge this application for a Transfer of Conditional Use Permit and consent to the transfer.

Signature:				Date:	
Print Name:		Title/Business:			

For City Use Only

Date Application Fee Received:
PZ Resolution Number:



Transfer of Conditional Use 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 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 updated attached site plan/floor plan with square footages of all structures on the property and parking areas. Please note any planned deviation from the current permit holder's operation. If applicable, include a State Business License and a KPB Tax Compliance Form with the application.
- ☐ City staff will evaluate your application following Kenai Municipal Code 14.20.157- Amendment or Transfer (kenai.municipal.codes/KMC/14.20.157). Please answer questions from City staff about your application.
- ☐ Attend Planning & Zoning Commission meeting (not mandatory, but recommended). Attendance is beneficial so you are able to answer questions of the Commission.

Thank you for choosing the City of Kenai!

Please contact the Planning & Zoning Department with application questions.