



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 attached site plan/floor plan with square footages of all structures on the property and parking areas. If applicable, include a State Business License and a KPB Tax Compliance Form with the application. Intents of zoning districts are at kenai.municipal.codes/KMC/14.20.010. Information about the Comprehensive Plan is at kenai.city/planning/page/comprehensive-plan.
- ☐ Pay the \$265 fee as outlined in the Fee Schedule (\$250 + 6% tax).
- ☐ City staff will evaluate your application following
Kenai Municipal Code 14.20.230 (kenai.municipal.codes/KMC/14.20.150).
Please answer questions from City staff about your application.
- ☐ Meet with Fire Marshall for inspection of premises (if necessary).
The Fire Marshal will contact you to arrange an inspection for compliance with the Fire Code if it is required prior to approval of 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.



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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:	

CONDITIONAL USE DESCRIPTION

(include site plan/floor plan with square footages)
(include State Business License and KPB Tax Compliance if applicable)

How is this property currently being used?	
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Conditional Use Requested for (attach additional sheets if necessary):
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Explain how the conditional use is consistent with purposes and intent of the zoning district of the property:
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Explain how the value of adjoining property and neighborhood will not be significantly impaired by the conditional use:

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Use of surrounding property - north:			
Use of surrounding property - south:			
Use of surrounding property - east:			
Use of surrounding property - west:			
Explain how the conditional use is in harmony with the City's Comprehensive Plan:			
Are public services and facilities on the property adequate to serve the proposed conditional use?			
Explain how the conditional use will not be harmful to public safety, health, or welfare:			
Are there any measures with access, screening, site development, building design, or business operation that will lessen potential impacts of the conditional use to neighbors?			
AUTHORITY TO APPLY FOR CONDITIONAL USE: I hereby certify that (I am) (I have been authorized to act for) owner of the property described above and that I petition for a conditional use 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 conditional use. 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:	