



"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
 Telephone: 907-283-7535 / Fax: 907-283-3014
 www.ci.kenai.ak.us



**LANDSCAPE/SITE PLAN
 APPLICATION - KMC 14.25**

Date: _____

OWNER	PETITIONER REPRESENTATIVE (IF ANY)
Name:	Name:
Mailing Address:	Mailing Address:
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 14.25045(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;
<ul style="list-style-type: none"> • IF REQUIRED PER KMC 14.25.045(d) SHOW PAVED PARKING AREA

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

LAND USE
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.

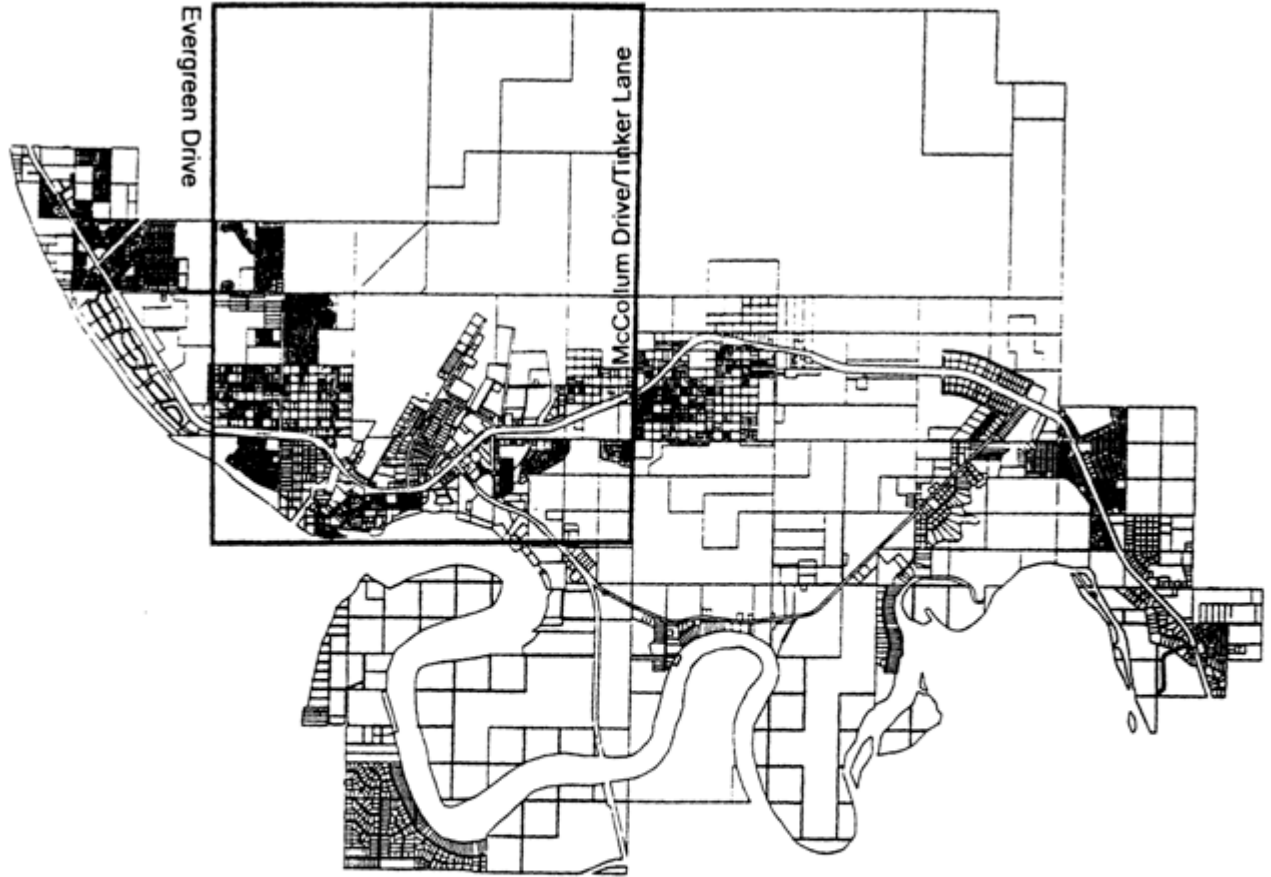
AUTHORITY TO APPLY FOR A LANDSCAPE/SITE PLAN:

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.

Date:	Signature:
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Representatives must provide written proof of authorization

Appendix I



Paving Required - KMC 14.25.045 (d)





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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 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)

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.

- (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 that meet all of the following minimum standards:

1. Landscaping Beds. Minimum of ten feet (10') in width along all property lines, which adjoin residential zones, exclusive of driveways and other ingress and egress openings. A six-foot (6') high wood fence or masonry wall may be used in place of five feet (5') of the required bed width.
 2. 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.
 3. 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)

⚠ 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.

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

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.

1. 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.

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.

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

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) day's notice unless extended for good cause.

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

14.25.090 Penalties.

Penalties for non-compliance 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)