

**City of Soldotna  
DRIVEWAY APPLICATION & PERMIT**

Permit # \_\_\_\_\_

**Owner Information**

**REMINDER TO: Call for Utility locates prior to work being performed**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

**Contractor Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

**Municipal Code:13.18.020 All contractors shall obtain a permit from the City of Soldotna prior to performing any work within a city right-of-way, easement or property. No licensed/bonded contractor listed on the permit shall allow any other person or contractor (other than employees) to do or cause to be done any of the permitted work. The contractor shall retain a copy of the permit onsite at all times.**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**Property Information**

Street Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

**Driveway Details:** Existing: Yes  No  Current width \_\_\_\_\_ New Driveway Width \_\_\_\_\_

Driveway will connect to a road that is: Gravel  With Ditches  Without Ditches  Ditch Depth \_\_\_\_\_

Culvert: No  Yes  Type \_\_\_\_\_ Length \_\_\_\_\_ Diameter \_\_\_\_\_ End sections: Yes  No

Paved: No curb  With rolled curb  With curb and gutter and/or sidewalk

**The application must be accompanied by plan per City Code 12.12.50 (optional form page 2 or other drawing submitted) Plan attached**

By signature below the applicant (permittee) certifies that:

- He/she is either the owner of the property or an authorized agent
- The driveway will be constructed and maintained in accordance with the provision of City Code
- Installation shall meet or exceed all conditions, requirements, regulations and/ or standards specifications as applicable.
- He/she has read the City Code Chapter 12-12 Driveways

\_\_\_\_\_  
Permittee (or Owner) Signature

\_\_\_\_\_  
Application Date

Permit approved per the following conditions:

Approved by Building Official \_\_\_\_\_ Date \_\_\_\_\_

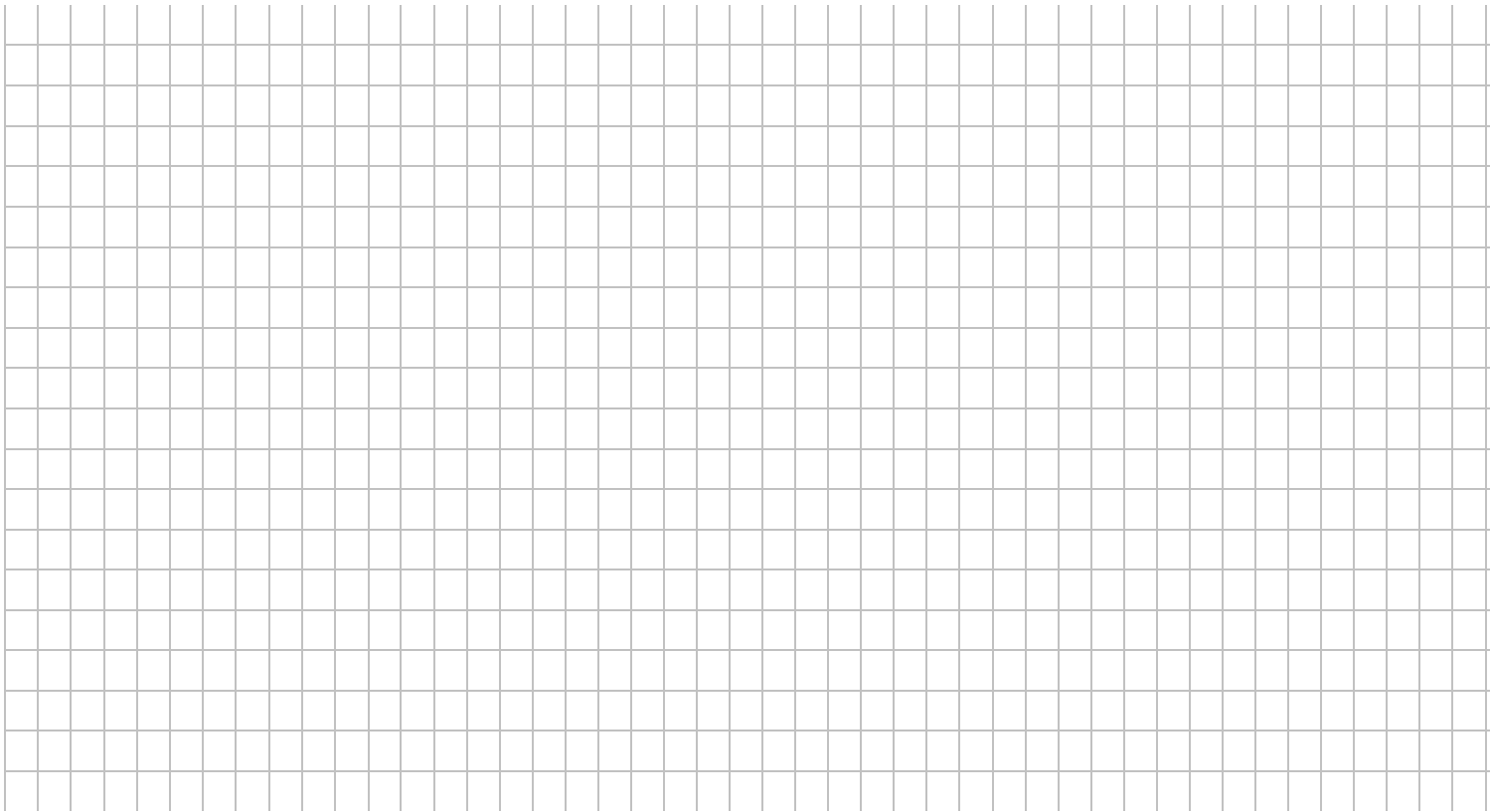
Approved by Streets Dept. Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

**12.12.50 - Application—Plan and data required—Driveways.**

The application must be accompanied by plan showing:

- A. Complete details on the property in question, including the location of property lines and all existing driveways;
- B. Any drive that is to be altered or closed shall be so indicated;
- C. All buildings, etc., should be shown in their correct location. It is required that all stands, buildings, gasoline pumps, and structures of any kind be placed at least twelve feet back of the right-of-way line, since the conducting of business within a city street or road right-of-way is forbidden;
- D. Complete detail on drainage; all driveways and buffer areas should be constructed so as not to impair drainage within the street or road right-of-way nor alter the stability of the roadway subgrade and at the same time not impair or materially alter drainage of the adjacent areas. All culverts, catch basins, drainage channels and other drainage structures required within the buffer area and under the driveways as the result of the property being developed, should be installed in accordance with standards of the city.



ADDITIONAL COMMENTS:
