



"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



**CITY OF KENAI
 EASEMENT APPLICATION**

A completed easement application is required for all easement requests submitted to the City of Kenai.

The applicant must complete the following:

- Submit a completed application, including all required documents listed on application.
- Schedule an appointment to review the application by contacting the Planning & Zoning Department at 907-283-8237.
- Provide a draft easement document which meets the requirements of the State of Alaska Recorders Office (attached).
- Record the fully executed easement and provide a copy of the recorded easement to the City.

Incomplete applications will not be accepted. If you require assistance with the application process, contact the Planning & Zoning Department.

The Planning & Zoning Department will process the completed application. The City Planner will review the application and meet with the City Manager. The application will be routed to the appropriate departments for approval. (See below)

NOTE: Easements outside the Airport Reserve must have Council approval and may take additional time to process.

Routing of easements inside Airport Reserve	Routing of easements outside Airport Reserve
➤ P&Z accepts application for review	➤ P&Z accepts application for review
➤ City Manager determines department routing	➤ City Manager determines department routing
➤ Easement reviewed by departments	➤ Easement reviewed by departments
➤ Legal Department for review/approval	➤ Legal Department for review/approval
➤ City Manager signature	➤ Assistant to the City Manager - Memo to Council to determine easement area not needed for a public purpose
➤ P&Z Assistant contact applicant to pick-up document for recording	➤ If approved – City Manager signature
➤ P&Z Assistant to database	➤ P&Z Assistant contact applicant to pick-up document for recording
	➤ P&Z Assistant to database

****CONSTRUCTION EASEMENTS IN RIGHT-OF-WAY WILL REQUIRE A SEPARATE EXCAVATION PERMIT.**



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CITY OF KENAI EASEMENT APPLICATION

Date _____

1. Name of Applicant _____
2. Business Name _____
3. Mailing Address _____
4. Telephone _____ Email Address _____
5. Legal Description _____
_____ KPB Parcel No. _____
6. Property Address _____
7. City of Kenai Zoning _____
8. Application Approved by:
_____ Planning & Zoning _____ Legal Department _____ Airport
_____ City Lands _____ City Manager _____ Public Works
(Construction easements have an additional form to complete with Public Works Department)

The following information **must** be provided before your application will be considered for processing. Do not submit your application until it contains the required information. Attach the following:

- Detailed description of the proposed easement.
- Map of the area.
- Metes & bounds description of proposed easement.
- Easement drafted for approval must meet Recording Office requirements and be submitted in hard copy & e-mail to ncarver@ci.kenai.ak.us

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

I certify that the information provided is accurate to the best of my knowledge.

Applicant _____

Date _____

WHEN YOU HAVE A COMPLETED APPLICATION, CALL 283-8237 TO SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO REVIEW THE APPLICATION.

NOTICE!

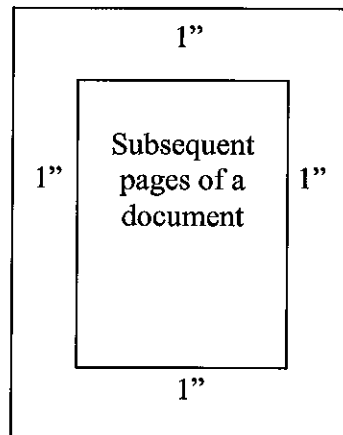
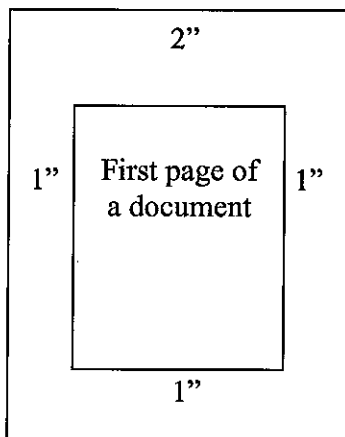
Recording offices in Alaska will be enforcing new margin and font requirements effective August 23, 2001. If your documents do not comply with these requirements, they will be returned to you unprocessed.

New Margin Requirements:

- **First page of a document:** Must contain two inches (2") of blank space across the top and one inch (1") margins on the remainder of first page
- **Additional pages of a document:** Must contain on (1") margin on top, bottom and sides.

New Font Requirements:

- **Type size may be no smaller than 10 point font**
- **Example:** This is 10-point type



THE ONLY DOCUMENTS EXEMPT FROM THESE REQUIREMENTS ARE UNIFORM COMMERCIAL CODE (UCC) DOCUMENTS AND CERTIFIED COPIES FROM ANY GOVERNMENT AGENCY.

- **For information on recording requirements, fees or office locations, visit our web site at www.recorder.alaska.gov**
- **You may now Search our website at www.recorder.alaska.gov**

August 23, 2001