



# City of Homer

www.cityofhomer-ak.gov

## Planning

491 East Pioneer Avenue  
Homer, Alaska 99603

Planning@ci.homer.ak.us  
(p) 907-235-3106  
(f) 907-235-3118

<b>Applicant</b>	
Name: _____	Phone No.: _____
Address: _____	Email: _____
<b>Property Owner</b> (if different than the applicant):	
Name: _____	Phone No.: _____
Address: _____	Email: _____
<b>PROPERTY INFORMATION:</b>	
Address: _____	Lot Size: _____ acres KPB Tax ID # _____
Legal Description of Property: _____	
<i>For staff use:</i>	
Date: _____	Fee submittal: Amount _____
Received by: _____	Date application accepted as complete _____
Planning Commission Public Hearing Date: _____	

### Conditional Use Permit Application Requirements:

1. Site Plan - drawn to a scale of not less than 1" = 20' which shows existing and proposed structures, clearing, fill, vegetation and drainage
2. Right of Way Access Plan
3. Parking Plan
4. A map showing neighboring lots and a narrative description of the existing uses of all neighboring lots. (Planning staff can provide a blank map.)
5. This completed application form
6. Payment of application fee (nonrefundable)
7. Any other information required by Code or staff to review your project

### Circle Your Zoning District

	RR	UR	RO	CBD	TCD	GBD	GC1	GC2	MC	MI	EEMU	BCWPD
Level 1 Site Plan	x	x	x			x			x			x
Level 1 ROW Access Plan	x	x							x			
Level 1 Site Development Standards	x	x										
Level 1 Lighting			x	x	x	x	x	x	x	x	x	
Level 2 Site Plan			x	x	x		x	x		x	x	
Level 2 ROW Access Plan			x	x	x		x	x		x	x	
Level 2 Site Development Standards			x*	x	x	x	x	x			x	
Level 3 Site Development Standards									x	x		
Level 3 ROW Access Plan						x						
DAP/SWP questionnaire				x	x	x	x	x			x	

**Circle applicable additional permits. Planning staff can assist with these questions.**

- Y/N Are you building or remodeling a commercial structure, or multifamily building with more than three (3) apartments? If yes, Fire Marshal Certification is required.  
Status: \_\_\_\_\_
- Y/N Will development trigger a Development Activity Plan?  
Application Status: \_\_\_\_\_
- Y/N Will development trigger a Storm Water Plan?  
Application Status: \_\_\_\_\_
- Y/N Does the site contain wetlands? If yes, Army Corps of Engineers Wetlands Permit is required. Application Status: \_\_\_\_\_
- Y/N Is development in a floodplain? If yes, a Flood Development Permit is required.
- Y/N Does the project trigger a Community Design Manual review?  
If yes, complete the design review application form. The Community Design Manual is online at: <https://www.cityofhomer-ak.gov/planning/community-design-manual>
- Y/N Do the project require a traffic impact analysis?
- Y/N Are there any nonconforming uses or structures on the property?
- Y/N Have nonconforming uses or structures on the property been formally accepted by the Homer Advisory Planning Commission?
- Y/N Does the site have a State or City driveway permit? Status: \_\_\_\_\_
- Y/N Does the site have active City water and sewer permits? Status: \_\_\_\_\_

**Conditional Use Permit Application Questions.** Use additional sheets if necessary.

1. Currently, how is the property used? Are there buildings on the property? How many square feet? Uses within the building(s)?

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2. What is the proposed use of the property? How do you intend to develop the property? Attach additional sheet if needed. Provide as much information as possible.

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**Conditional Use Permit Review Criteria Information.** Use additional sheets if necessary. Per HCC 21.71.030 Review Criteria, the applicant must produce evidence sufficient to enable meaningful review of the application. Unless exceptions or other criteria are stated elsewhere in the Code, the application will be reviewed under these criteria:

- a. What code citation authorizes each proposed use and structure by conditional use permit?

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- b. Describe how the proposed uses(s) and structures(s) are compatible with the purpose of the zoning district.

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- c. How will your proposed project affect adjoining property values?

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- d. How is your proposal compatible with existing uses of the surrounding land?

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- e. Are/will public services adequate to serve the proposed uses and structures?

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- f. How will the development affect the harmony in scale, bulk, coverage and density upon the desirable neighborhood character, and will the generation of traffic and the capacity of surrounding streets and roads be negatively affected?

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g. Will your proposal be detrimental to the health, safety or welfare of the surrounding area or the city as a whole?

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h. How does your project relate to the goals of the Comprehensive Plan? Find the Comprehensive Plan on the City's website:

[www.cityofhomer-ak.gov/planning/comprehensive-plan](http://www.cityofhomer-ak.gov/planning/comprehensive-plan)

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i. The Planning Commission may require special improvements. Are any of the following a component of the development plan, or are there suggestions on special improvements you would be willing to make? **Circle each answer and provide clarification on additional pages if Yes is selected.**

1. Y/N Special yards and spaces
2. Y/N Fences, walls and screening
3. Y/N Surfacing of parking areas
4. Y/N Street and road dedications and improvements (or bonds)
5. Y/N Control of points of vehicular ingress and egress
6. Y/N Special provisions on signs
7. Y/N Landscaping
8. Y/N Maintenance of the grounds, buildings, or structures
9. Y/N Control of noise, vibration, odors, lighting, heat, glare, water and solid waste pollution, dangerous materials, material and equipment storage, or other similar nuisances
10. Y/N Time for certain activities
11. Y/N A time period within which the proposed use shall be developed
12. Y/N A limit on total duration of use
13. Y/N Special dimensional requirements such as lot area, setbacks, building height
14. Y/N Other conditions deemed necessary to protect the interest of the community

**Parking Questions.**

1. How many parking spaces are required for your development? \_\_\_\_\_  
If more than 24 spaces are required see HCC 21.50.030(f)(1)(b)
2. How many spaces are shown on your parking plan? \_\_\_\_\_
3. Are you requesting any reductions? \_\_\_\_\_

I hereby certify that the above statements and other information submitted are true and accurate to the best of my knowledge, and that I, as applicant, have the following legal interest in the property:

**CIRCLE ONE:**            Owner of record                            Lessee                            Contract purchaser

Per HCC 21.71.020(a)(9), if the applicant is not the owner of the subject lot, the owner's signed authorization grants the applicant authority to:

- (a) apply for the conditional use permit, and
- (b) bind the owner to the terms of the conditional use permit, if granted.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_