

Multi-Agency Permit Packet



This Packet Contains:

- River Center Multi-Agency Permit Application
- Site Plan Instructions & Checklist with Examples and Drawing Paper

Notes:

Please answer all questions completely. If a question does not pertain to your activity, write "N/A".

► This application will be distributed to multiple agencies including the Kenai Peninsula Borough, Alaska Department of Fish & Game, Alaska State Parks, U.S. Army Corps of Engineers, and the U.S. Fish & Wildlife Service. Individual agencies may contact you about your application. In some cases, additional information or applications may be required. You are responsible for obtaining other required permits for your activity.

► Project drawings and descriptions are an important part of your application. Please draw carefully and be sure to include the information outlined in the Site Plan Instructions & Check List. Site plan examples and paper are provided.

► Complete applications can take 30 days or longer to process. Be sure to plan your projects accordingly.

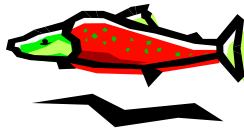
► Certain habitat protection projects may qualify for a Kenai Peninsula Borough tax credit and/or tax exemption.

► For complete instructions on completing this application, visit our web site at www.kenairivercenter.org/application

RETURN COMPLETED PERMIT APPLICATIONS TO:

RIVER CENTER
514 FUNNY RIVER ROAD
SOLDOTNA, AK 99669
(907) 260-4882
(907) 260-5992 FAX
www.kenairivercenter.org

Multi-Agency Permit Application



Please answer all questions completely.

Applicant Information:

Name: _____

Owner? Yes No

Mailing Address:

(permits will be mailed to this address)

Phone (Home/Work): _____

Cell Phone: _____

Fax: _____

E-Mail: _____

Agent Information:

Name: _____

Mailing Address:

Phone (Home/Work): _____

Cell Phone: _____

Fax: _____

E-Mail: _____

Project Location:

Please complete all information including the legal description of the property or site location. This information can be found on your tax bill or by visiting the KPB Assessing department website at www.borough.kenai.ak.us/assessingdept/default.htm.

Waterbody Name: _____

River Mile: _____ Right or Left bank (looking downstream)

Subdivision: _____ Lot: _____ Block: _____

Township: _____ Range: _____ Section: _____

KPB Parcel Number: _____ Physical Address: _____

Directions to the site: _____

Please Complete the Following:

1) This activity is a: new project modification, addition, repair, or replacement to an existing project

2) What is the purpose of this project? _____

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3) Provide a detailed description of your entire project and all related activities. Attach additional pages if needed.

Please be sure that your description contains all of the following:

- The location and dimensions of all existing and proposed development, including buildings, roads/driveways, pathways, building pads, accessory structures, and fill, as well as the location of any water bodies.
- The type(s) and amount(s) of fill material to be used for the project. Include the location/source of the fill material.
- The measurements of all new development, including platforms, walkways, structures, and bank restoration techniques. Please include measurements from water bodies and lot lines.
- The area and volume of material to be dredged and the location of the disposal site.
- A description of the waterbody, including wetlands to be filled. Include the types and volumes of each type of fill material.
- A description of construction methods and types of equipment to be used.
- If you are withdrawing water from a waterbody, a description of water use including methods of withdrawal, rate of withdrawal, and the total quantity of water required.
- If fuel storage is required for your project, indicate the location, quantities, and types of fuel.
- If vegetation or trees must be cleared as a result of your project, indicate the location, amount, and type of vegetation to be cleared.
- The type(s) and amount(s) of material that would be excavated for the project. Include the location the excavated material will be placed.

4) Proposed project start date: _____ Proposed project end date: _____

Estimated number of actual construction days: _____

5) If this project is within the limits of an incorporated city, please indicate city: _____

6) Is the project located within 50 feet of ordinary high water (OHW) or mean high water (MHW) of a stream or waterbody? Yes No Not sure where OHW or MHW line is

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7) Does any portion of the project cantilever or extend **over** the OHW or MHW of the stream or waterbody?
 Yes No Not sure where OHW or MHW line is

8a) Does any portion of the project extend **below** the OHW or MHW of the stream or waterbody?
 Yes No Not sure where OHW or MHW line is

8b) Will a structure (e.g., culvert bridge support, dike) be placed below OHW, MHW, or High Tide Line (HTL) of the waterbody?
 Yes No

9) Will material be extracted or dredged from the floodplain or velocity zone of a river, lake, or ocean; or from tidal or non-tidal waters? Yes No
If yes, what type of material? _____
What amount of material? _____
Where will the material be deposited? _____

10) Will material (including spoils, debris or overburden) be deposited in the mapped floodplain or velocity zone of a river, lake, or ocean; or into tidal or non—tidal waters?
 Yes, temporarily. How long? _____ Yes, permanently. No
If yes, what type of material is it? _____ Amount: _____
Identify the location(s) of any deposited material on the attached top-view site plan drawing.

11) What is the surface area (in acres) that would be filled, excavated, or dredged of any waters, including areas below the HTL or MHW of tidal waters, below the OHW of non-tidal waters and/or wetlands adjacent to tidal or non-tidal waters? _____

12a) List all motorized equipment to be used in this project, including access route to site and any stream or water-body crossings:

12b) How long will motorized equipment be used **below** OHW, MHW, or the HTL? _____

13) Length of time motorized equipment will be used **below** OHW, MHW, or HTL (start & end dates):

14) Are there any threatened or endangered species that may be affected by the proposed work or that utilize the designated critical habitat that may be affected by the proposed work? Yes No If yes, list all species:

15) Are there any historic properties that may be affected by the proposed work? Yes No If yes, state which property or properties may be affected and/or attach a vicinity map including the location of the historic property or properties.

16) Is any portion of the work already complete? Yes No If yes, describe the completed work:

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17) Will utility systems, including water, electric, gas, etc. be developed? Yes No If yes, describe:

Application Checklist

- Did you ensure the multi-agency application is completely filled out, pages 1 through 4? If a question does not pertain to your activity, write 'N/A.' Don't forget to be sure your project description is complete and contains all information requested in the directions.
- Did you enclose a Top View & Elevation/Side View drawings? Be sure to review the instructions for site plans and make sure all relevant information is included.
- Did you include your permit fee(if applicable)? If your project is within State Park Boundaries or cantilevers over a State Park (which includes the Kenai River) a \$50 fee is required at the time of application. Make checks payable to 'State of Alaska.' If you are not certain if a fee is required, contact State Parks at the River Center at (907) 714-2470.
- Did you sign your application? If you have designated an agent to work the agencies on your behalf, they must also sign the application.

Application is hereby made for a permit or permits to authorize the work described in this application form. I certify the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

X _____
Signature of Applicant Date

If you designated an agent, both the applicant and agent must sign this application.

X _____
Signature of Agent Date

Site Plan Instructions & Checklist



Directions:

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION. IF THIS INFORMATION IS NOT PROVIDED, YOUR APPLICATION MAY BE RETURNED TO YOU.

- Print your name, date of drawing, the number of the sheet and total number of sheets in the set (e.g. Sheet 1 of 2), as well as the KPB Parcel No. on all pages.
- Indicate the scale of your drawing and show a North arrow. The scale need not be the same for every drawing.
- Submit one original set of drawings on 8 ½ x 11 paper. Provide as much detail as you can; however, please submit the fewest number of sheets necessary to adequately show the proposed activity. Please include photos of the project site if available.
- The **TOP VIEW** drawing should show your project in relation to:
 - the distance from ordinary (or mean) high water of the stream;
 - property lines and any adjacent streets by name;
 - any nearby structures, such as houses, outbuildings, fences, etc.;
 - any easements and/or location of any nearby utilities;
 - the location of any material to be deposited in a river, floodplain or wetland.
- The **ELEVATION OR SIDE VIEW** drawing should show your project in relation to:
 - elevations above ground level
 - In non-tidal areas, show the Ordinary High Water Line.
 - In tidally influence areas show the High Tide Line and Mean High Water Mark at the project site.
 - Show the distance from the above water lines
- Be sure to include all dimensions, types, and quantities of materials used on the project.
- All structures and other objects on your site plan should be clearly defined as either existing structures or proposed structures.

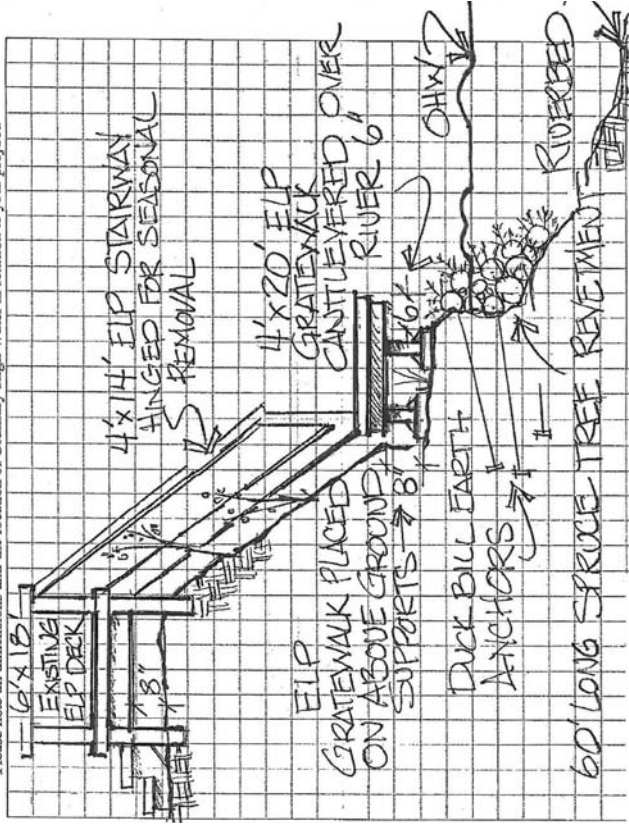
PLEASE SEE EXAMPLES

Site Plan Examples



PROJECT PLAN: ELEVATION or SIDE VIEW

Please note all dimensions and the location of Ordinary High Water in relation to your project.



Name: _____
 Sheet _____ of _____ Date: ____/____/____
 Scale: one square = _____ feet

Title Block

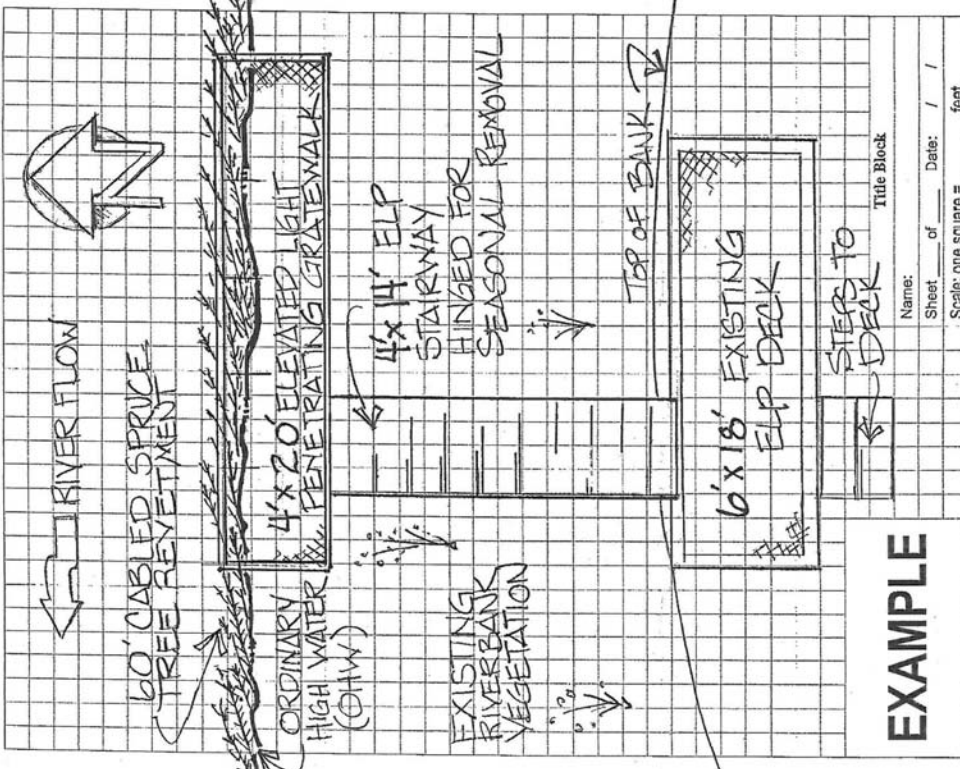
Additional Comments or Descriptions:

- 1) 4' x 14' ELP stairway built with aluminum frame and aluminum bar grating. Structure will be supported at top by galvanized driven pipe (part of existing ELP gratewalk) and at bottom by ELP gratewalk, and hinged at both midpoint and top for seasonal removal.
- 2) 4' x 20' ELP gratewalk built with aluminum frame and aluminum bar grating. Structure will be supported on adjustable, footed legs and entire structure will be seasonally removed. Gratewalk will cantilever 6' over OHW.
- 3) 60' of cabled spruce tree reveatment will be installed.

EXAMPLE

PROJECT PLAN: TOP VIEW

Please note all dimensions and the location of Ordinary High Water in relation to your project.



Name: _____
 Sheet _____ of _____ Date: ____/____/____
 Scale: one square = _____ feet

Title Block

EXAMPLE

For additional site plan examples, please visit www.kenairivercenter.org/application

SITE PLAN: TOP VIEW

Title block

Name: _____

KPB Parcel No. _____

Sheet ___ of ___ Date: ___ / ___ / ___

Scale: one square= _____ feet

