



# CITY OF SELDOVIA

P.O. DRAWER B \* SELDOVIA, ALASKA 99663

Phone: (907) 234-7643 Fax: (907) 234-7430

Email: [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com)

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## **Lot Lines, Roadways, Rights of Way, Easement and Physical Property issues**

Based on input from the community through a series of meetings and the development of the Seldovia Comprehensive Plan, it is the Mission of the City of Seldovia;

*“To foster a process to address physical property issues in the city, considering residents ideas and requests that are within the purview of our local government structure”.*

Many residents of Seldovia recognize that the physical characteristics and topography of Seldovia were significantly altered after the 1964 earthquake due to the quake itself and by the Urban renewal process that followed. Many of the areas within the city that were originally platted as roads were platted under different circumstances than we now actually have. It is understood that as properties begin to change ownership and future development ensues, there may be physical property issues that arise and need to try and be resolved.

The City of Seldovia understands that many physical property disputes have been addressed and somewhat resolved by most neighboring parties to the physical property dispute. It is also recognized that some property issues may never be fully resolved.

**This document is intended to be the starting point of a process to be used by the public to bring forth lot line, roadway, right-of-way, easement or physical property issues to City leaders while providing for a tracking mechanism and written documentation of any subsequent actions that might have an effect on the subject issue.**

**The City of Seldovia is committed to providing the community with proactive services based on communication and solution driven concepts to enhance the quality of life of Seldovia’s residents, businesses and visitors, and to promote a livable and prosperous community. Providing the community with personal attention, accurate and detailed information and timely responses in a manner that instills public trust and confidence is essential to the success of the City of Seldovia.**

Thank you for submitting your physical property issue to the City. To make this process go smoothly, and before the Planning Commission or the City Council can address your issue, please note that some property issues may require additional paperwork or applications to be submitted with this application.

The following is a general list of additional requirements; some may not apply.

1. A copy of an official survey or an as built must be submitted with your request.
2. Request for lot line adjustment (replats) will require Borough or State approval.
3. Vacancy requests will require a petition to be submitted to the City of Seldovia and must be ultimately approved by both the Kenai Peninsula Borough and the Seldovia City Council.

4. Easement or right-of-way. (This will require City Council approval)
5. Request for Conditional Use Permit in a zone not specifically zoned for such use.
6. Permit from outside agency, i.e., Fire Marshall, Corps, DNR, Coastal Management, etc.
7. Variance from an existing requirement within a specific zone.

Your application will be forwarded to either City Council or Planning & Zoning for consideration. It is suggested to submit your application a month in advance of a meeting to allow staff to attend to your issue with careful consideration and necessary time to compile any documentation to best represent your issue at hand. Applications received the Thursday prior to a Council or Planning & Zoning meeting will be held until the next meeting date. Variances, Conditional Use Permits, or easements, are possible actions the Council or Planning Commission could require to resolve your issue. Those documents require a minimum of 30 business days to process, and fees apply.

All of the above can, and should be, submitted to the City Office as a single package.

The city staff shall be responsible for the formulations of the procedures, the standardization of the application forms, and their productions in final format. They will be happy to assist you with any questions and/or issues that might arise in preparing your application. Various applications are available via the City's web site or may be picked up at the city office during normal business days. If all of the forms and required drawings are available in electronic form, they may be submitted to the city via email at [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com).

Thank you for bringing forth your grievance through this process. We hope to help you resolve your issue in a timely and professional manner.



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## Lot Lines, Roadways, Rights of Way, Easement and Physical Property Issues APPLICATION FEE: \$100

STREET ADDRESS:		EMAIL ADDRESS:	
LEGAL DESCRIPTION:	LOT NUMBER	BLOCK	TRACT
APPLICANT/OWNER OF RECORD	MAILING ADDRESS		PHONE NUMBER
ADJACENT OWNER OF RECORD:	MAILING ADDRESS		PHONE NUMBER
USE OF BUILDING:	ZONING OF LOT:		
CITY CODE IN VIOLATION (if applicable):			
DESCRIBE PHYSICAL PROPERTY ISSUE OR DISPUTE: (Please attach maps or drawings as needed)			
SUGGESTIONS TO CORRECT THE PROPERTY ISSUE OR DISPUTE:			
FOR CITY USE ONLY			
DATE REC: _____	RECOMMENDED ACTION:		
RECEIPT NUMBER: _____			
RECEIVED BY: _____			
ISSUE WILL BE ON THE AGENDA OF _____ ON (DATE): _____			
ACTION REQUIRING A FEE PAID ON: _____ RECEIPT NUMBER: _____			
FINAL ACTION: _____ COMPLETED ON: _____			