



SOLDOTNA

Application for a SHORT-TERM RENTAL PERMIT

City of Soldotna
Economic Development + Planning
177 N. Birch St.
Soldotna, AK 99669
www.soldotna.org
planning@soldotna.org

APPLICANT	PROPERTY OWNER OF RENTAL UNIT (IF DIFFERENT)
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email:	Email:

RENTAL UNIT INFORMATION
Name of Business:
Physical Address of Rental Unit:
Number of Guest Rooms:
Maximum Number of Guests Allowed:
Local Point of Contact (<i>A local point of contact must be available 24 hours a day when the unit is being used as a short-term rental, per SMC 17.10.385</i>): Name: Cell Phone Number: Home/Work Phone Number(s): Physical Address:

DOCUMENTATION
<p>Required Attachments:</p> <ul style="list-style-type: none"> - \$53 Fee (includes sales tax) - Site Plan Drawing showing site layout including: <ul style="list-style-type: none"> • parking for guests • description & location of any sign or nameplate for short-term rental - Tax Compliance Certificate (attached) - Written Consent of Property Owner <p style="text-align: center;">AUTHORITY TO APPLY FOR A SHORT-TERM RENTAL PERMIT:</p> <p>I hereby certify that the information given in this application is true and correct. I certify that I am or I have been authorized to act for the owner of the unit described above, and apply for a Short-Term Rental Permit in conformance with Title 17 of the Soldotna Municipal Code. I understand that payment of the application fee is nonrefundable and does not ensure approval of this application.</p>

Date	Signature

Accepted by:	Date:	Fee: \$53 (includes tax)	Rec'd? Yes
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Sales Tax Compliance Certification

**City of Soldotna
Planning Department
177 N. Birch Street
Soldotna, AK 99669
907-262-9107
www.soldotna.org
planning@soldotna.org**

Please complete and return this form to the City of Soldotna Planning Department.
We will contact the Kenai Peninsula Borough Sales Tax department for certification.

Business Name: _____

Business Type: Corporation Partnership Sole Proprietorship/Individual

Owner(s) Name(s): _____

Business Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

As a business or individual, have you ever conducted business within the Kenai Peninsula Borough? YES NO

Soldotna Municipal Code of Ordinances (per Ordinance No. 534) requires that businesses or individuals wishing to obtain any building permit, site plan approval, conditional use permit, or zoning variance be in compliance with the Borough Sales Tax provisions.

I, _____ the _____
(Signature) (Business Title)

hereby certify that, to the best of my knowledge, the above information is correct. _____
(Date)

TO BE COMPLETED BY BOROUGH PERSONNEL

I hereby certify that the above-named business or individual(s) are, to the extent ascertainable, found to be:

In compliance with all Borough sales tax provisions

Not in compliance with all Borough sales tax provisions.

(Signature Required)
Kenai Peninsula Borough Finance Department

(Date)