



Land Management

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2205 • (907) 714-2378 Fax
A Division of the Planning Department

Real Property Need Questionnaire (Part One)

LMD#: 19-29

KPB Agency: Seward/Bear Creek Flood Service Area

Agency Contact: Stephanie Presley

Phone Number: (907) 224-3340 Contact Email: spresley@kpb.us

Agency Representative Signature: _____ Date: _____

- 1. Is this a new operational need? Yes No
- 2. If "No", does the agency propose to: Extend Replace Expand
- 3. Need Type: Land Only Facility Space Only Land & Facility
- 4. Interest Type: Fee Title Lease Permit Easement
- 5. Is this acquisition supported by a campus plan? Yes No
- 6. Is this acquisition to support a planned capital improvement? Yes No

7. Briefly describe the purpose and need for the property/facility:
Conservation of wetlands/flood storage/flood mitigation

8. What is the projected timeframe to meet the purpose and need?
within one year

9. Term of Need:
permanent

10. Has the agency board taken any formal actions in support of this proposed acquisition?
Yes No (If yes, please attach documentation - i.e. meeting minutes, resolution, etc...)

11. Will fulfilling this need result in a surplus real property or a move? Yes No

a. How much has been / will be budgeted for the real property?

b. Initial cost estimate for property type (completed by Land Management):

c. Funding plan: (recommendation: discuss the funding plan with the Finance Dept. in advance)

Operating Fund - Fund Balance:

Capital Fund - Fund Balance:

Capital Fund Project #:

Operating Fund Account Code:

External Source - Grant:

External Source - Other:

To be determined:

LTIF Inter-fund Loan
(10 Years @ Prime Rate)

12. Interim Project Account: N/A 250 .21210. .49999
(Project #)

ROUTING & ACKNOWLEDGEMENT:

Land Mgmt. _____ Probable Cost (2, 3, 4, 8)	Finance _____ Funding Plan & Project # (11c & 12)	Grant Administration _____ Eligible Expense (11c Grant Info Only)	Capital Projects _____ Project Identified (6, 7, 8, 11, 12)	Mayor _____ Purpose & Plan (All)
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**If you have any questions regarding this form please contact the Land Management Division.
Please Return to Land Management**



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Real Property Need Questionnaire (Part Two)

LMD#:

KPB Agency:

Agency Contact: Phone Number:

Email Address:

13. Has a potential property/facility been identified? Yes No

If yes, please provide the following:

Physical Address:

Parcel Identification Number(s) (PIN-8 digits):

Lot/Building Size: Age of Building:

Condition of Building: Excellent Good Fair Poor

Is remodeling needed? Yes No

If yes, briefly describe proposed remodeling:

Owner/Agent Contact:

Phone: Email:

Mailing Address:

If this site is not available do you wish to pursue other properties? Yes No

If yes complete questions 14 & 15

If numerous properties/facilities have been identified attach additional sheets with the above information.

14. Location Needs:

Please provide a map showing the target geographic boundary area.

Road Access (check all that apply):

Road Type

- Major Highway Frontage
- Side Street
- Either

Road Surface

- Paved
- Gravel
- Either

Road Maintenance

- Maintained Road
- Unmaintained Road
- Either

Utility Requirements (check all that apply):

Heating (fuel type): Water/Sewer (on site or public):

Electricity Phone Internet (specification):

Location Characteristics:

Zoning Considerations:

Environmental Considerations:

15. Facility Criteria

Interior Requirements:

Required Square Footage:

ADA/Accessibility Requirement: Yes No

Types of rooms needed (check all that apply):

Office(s): Number/Size

Bathroom(s): Number/Size

- Reception Area(s): Number/Size
- Conference Room(s): Number/Size
- Kitchen/Break Area(s): Number/Size
- Training Room(s): Number/Size
- Storage Room(s): Number/Size
- Garage Bay(s): Number/Size
- Other: Number/Size

Exterior Requirements:

Required Square Footage: Type of areas needed (check all that apply):

- Parking (number of vehicles):
- Outside Storage (area size/type)
- Outside Training Area (area size required):
- Fenced/Gated Area (area size required):

Required Services/Amenities (check all that apply):

- Janitorial
- Building Maintenance
- Ground Maintenance
- Snow Removal
- Security Alarm

16. Please describe any additional criteria or considerations:

Working with Kachemak Heritage Land Trust for the donation of this parcel for floodplain conservation. Upstream of Seward Airport improvement project and potential flood mitigation site.

ACQUISITION BUDGET WORKSHEET

LMD #: _____

Check All That Apply	Assigned	Option 1:		Option 2:		Option 3:	
Sale Price		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Rental - Annual		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
INVESTIGATORY							
Appraisal		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Survey		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Environmental Inspection		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Preliminary Title Report		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Structural Inspections		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Soils Investigation		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Systems Inspections		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
CLOSING							
Title Services		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Prorated Taxes		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Recording Fees		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
DEVELOPMENT							
Project Management		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Site Preparation		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Permits		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Architect Services		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Construction		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Utility Development		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Remodeling		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Demolition		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Correction of Deficiencies		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
OPERATIONS & MANAGEMENT							
Utilities		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Janitorial		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Snow Removal		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
MISC							
Revenue Potential		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Moving Costs		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Other Contingencies		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
TOTAL ONE TIME		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
TOTAL - ANNUAL		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Taxes Due Oct 15th		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	