

# Request for Pre-Application Conference

Municipality of Anchorage  
Planning Department  
Office of Economic and  
Community Development  
PO Box 196650  
Anchorage, AK 99519-6650



APPLICANT			APPLICANT REPRESENTATIVE (if any)		
Name (last name first)			Name (last name first)		
Mailing Address			Mailing Address		
City	State	Zip	City	State	Zip
Contact Phone – Day:		Evening:	Contact Phone – Day:		Evening:
Fax:			Fax:		
E-mail:			E-mail:		

## REQUEST INFORMATION

Entitlement(s) Requested:

## PROPERTY INFORMATION

Property Tax # (000-000-00-000)

Site Street Address:

Current Legal Description:

## SUBMITTAL REQUIREMENTS

\*It is the applicant's responsibility to provide sufficiently detailed plans and descriptions of the proposal to enable staff to make the informal recommendations per AMC 21.03.020B.

1 copy required:

- ☐ Signed application (original)
- ☐ Letter of Authorization (if applicable)
- ☐ Brief narrative explaining:
  - ☐ the project
  - ☐ planned facility operations (if applicable)
- ☐ Underlying plat
- ☐ Special limitations from the underlying zoning (if applicable)
- ☐ Map of area surrounding petition site within 500 feet, including zoning and existing uses
- ☐ Map of existing conditions, to scale, including:
  - ☐ land uses
  - ☐ structures
  - ☐ utilities
  - ☐ vegetation
  - ☐ soils
  - ☐ natural features
  - ☐ drainage
  - ☐ topography
  - ☐ site access
  - ☐ pedestrian facilities
  - ☐ vehicle circulation and driveways
  - ☐ easements and/or reservations

(Submittal Requirements continued on p. 2)

Accepted by:

Fee:

- ☐ Site plan(s) to scale depicting, with dimensions:
- ☐ building footprints      ☐ parking areas      ☐ vehicle circulation and driveways
  - ☐ pedestrian facilities      ☐ lighting      ☐ grading      ☐ landscaping
  - ☐ loading facilities      ☐ fences      ☐ drainage      ☐ required open space
  - ☐ snow storage area or alternative strategy      ☐ trash receptacle location and screening detail
  - ☐ easements      ☐ significant natural features      ☐ freestanding sign location(s)
- ☐ Building plans to scale depicting, with dimensions:
- ☐ floor plans      ☐ building elevations      ☐ exterior colors and textures

I hereby certify that (I am)(I have been authorized to act for) a party of interest in the decision being appealed in accordance with the definition in Title 21 of the Anchorage Municipal Code of Ordinances. I understand that the assigned hearing date is tentative and may have to be postponed by Planning Division staff or the Zoning Board of Examiners and Appeals for administrative reasons.

Signature

☐ Applicant

☐ Representative

(Representatives must provide written proof of authorization)

Date

Print Name