

Application for Administrative Review to Rebuild Nonconforming Use or Structure

Municipality of Anchorage
Planning Department
PO Box 196650
Anchorage, AK 99519-6650



PETITIONER*		PETITIONER REPRESENTATIVE (if any)	
Name (last name first)		Name (last name first)	
Mailing Address		Mailing Address	
Contact Phone – Day	Evening	Contact Phone – Day	Evening
E-mail		E-mail	

*Report additional petitioners or disclose other co-owners on supplemental form. Failure to divulge other beneficial interest owners may delay processing of this application.

PROPERTY INFORMATION			
Property Tax #(000-000-00-000):			
Site Street Address:			
Current legal description: (use additional sheet if necessary)			
Zoning:	Acreage:	Grid #:	Underlying plat #:

NONCONFORMING APPROVAL REQUESTED
Select one: <input type="checkbox"/> Nonconforming Structure <input type="checkbox"/> Nonconforming Use
Describe non-conformity:
Has the nonconforming use or structure been abandoned, discontinued, vacant or inactive for one year? Please explain.

I hereby certify that (I am)(I have been authorized to act for) owner of the property described above and that I petition for an administrative site plan review in conformance with Title 21 of the Anchorage Municipal Code of Ordinances. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the site plan.

Signature ☐ Owner ☐ Representative Date
(Representatives must provide written proof of authorization)

Print Name

Accepted by:	Poster & Affidavit:	Fee:	Case Number:	Decision Date
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RECENT REGULATORY INFORMATION (Events that have occurred in last 5 years for all or portion of site)

- ☐ Rezoning - Case Number: _____
- ☐ Preliminary Plat ☐ Final Plat - Case Number(s): _____
- ☐ Conditional Use - Case Number(s): _____
- ☐ Zoning Variance - Case Number(s): _____
- ☐ Land Use Enforcement Action for _____
- ☐ Building or Land Use Permit for _____
- ☐ Wetland permit: ☐ Army Corps of Engineers ☐ Municipality of Anchorage

APPLICATION REQUIREMENTS

(One of each applicable item is required for initial submittal, additional copies are required after initial submittal)

- 1 copy required:**
- ☐ Signed application (original)
 - ☐ As-built survey with original signature from surveyor, less than 2 years old
 - ☐ The letter of non-conforming determination from Land Use Review
 - ☐ 8 ½" by 11" copy of site plan/building plans submittal
- 7 copies required:**
- ☐ Signed application (copies)
 - ☐ As-Built Survey less than 2 years old (copies)
 - ☐ The letter of non-conforming determination from Land Use Review
 - ☐ Project narrative explaining:
 - ☐ the project
 - ☐ planning objectives
 - ☐ addressing the approval criteria on page 3 of this application
 - ☐ Site plan to scale depicting, with dimensions:

<input type="radio"/> building footprints	<input type="radio"/> parking areas	<input type="radio"/> vehicle circulation and driveways
<input type="radio"/> pedestrian facilities	<input type="radio"/> lighting	<input type="radio"/> grading
<input type="radio"/> landscaping	<input type="radio"/> loading facilities	<input type="radio"/> freestanding sign location(s)
<input type="radio"/> required open space	<input type="radio"/> drainage	<input type="radio"/> snow storage area or alternative strategy
<input type="radio"/> trash receptacle location and screening detail	<input type="radio"/> fences	
<input type="radio"/> significant natural features	<input type="radio"/> easements	
<input type="radio"/> project location		
 - ☐ Building plans to scale depicting, with dimensions:

<input type="radio"/> building elevations	<input type="radio"/> floor plans	<input type="radio"/> exterior colors and textures
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 - ☐ Assembly Ordinance enacting zoning special limitations, if applicable

(Additional information may be required.)

APPROVAL CRITERIA

The Planning Director may only approve a request to replicate a nonconformity if the director finds that **all** of the following standards are satisfied. Each standard must have a response in as much detail as it takes to explain how your project satisfies the standard. The burden of proof rests with you.

AMC 21.12.030D.2. Approval Criteria for Nonconforming Uses

- a. The nonconforming use is or shall be made compatible with uses allowed on adjacent properties, in terms of site design and operating characteristics (such as lighting, noise, odor, dust, and other external impacts);
- b. The nonconforming use will not limit, impair, or impede the normal and orderly development and improvement of surrounding property for uses permitted on those properties;
- c. Utilities, access roads, drainage, and other necessary facilities are sufficient to service the use, or will be provided;
- d. Adequate measures have been or will be taken to provide ingress and egress that are designed to minimize traffic congestion on the streets; and
- e. The nonconforming use will not result in the creation of additional nonconformities or the need for any variances.

(continued on p. 3)

AMC 21.12.040D.2. Approval Criteria for Nonconforming Structures

- a. The nonconforming structure is or can be made compatible with uses allowed on adjacent properties, in terms of site design and operating characteristics (such as lighting, noise, odor, dust, and other external impacts);
- b. The nonconforming structure will not limit, impair, or impede the normal and orderly development and improvement of surrounding property for uses permitted on those properties;
- c. The parking, landscaping, and lighting either conform to the requirements of this title, or are moving towards conformity to the maximum extent feasible;
- d. Utilities, access roads, drainage, and other necessary facilities are sufficient to service the use, or will be provided; and
- e. Adequate measures have been or will be taken to provide ingress and egress that are designed to minimize traffic congestion on the streets.