

# Application for Administrative Sign Variance

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



Please fill in the information asked for below.

PETITIONER*	PETITIONER REPRESENTATIVE (IF ANY)
Name (last name first)	Name (last name first)
Mailing Address	Mailing Address
Contact Phone: Day: Night:	Contact Phone: Day: Night:
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 #

I hereby certify that (I am) (I have been authorized to act for) the owner of the property described above and that I am petitioning for an administrative variance 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 variance. I understand that the burden of evidence to show compliance with the administrative variance standards rests with me, the applicant.

Signature	<input type="checkbox"/> Owner <input type="checkbox"/> Representative	Date
	(Representatives must provide written proof of authorization)	

Print Name

APPLICATION REQUIREMENTS	
(One of each applicable item is required for initial submittal, additional copies are required after initial submittal)	
7 copies required:	<input type="checkbox"/> As-built survey, to scale including all signs on property
<input type="checkbox"/> Copies of Sign Permit	<input type="checkbox"/> One copy of the original application with original signature
Optional:	<input type="checkbox"/> Building elevations
<input type="checkbox"/> Photographs	<input type="checkbox"/> Proposed plot plan or site plan, to scale (new construction)
<input type="checkbox"/> topography map of site	

Accepted by:	Poster & Affidavit:	Fee	Case Number	Decision Date
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**PETITIONING FOR:****CODE CITATIONS**

AMC 21.

AMC 21.

**EXISTING SITUATION AND CONDITIONS**

Date discovered need for variance:

EXPLAIN:

**EFFECT OF GRANTING THE VARIANCE**

EXPLAIN:

**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**PENDING SALE OR PROPERTY TRANSFER**

Applications for variances where the property is invoked in a pending sale or transfer requires that the Zoning Board of Examiners and Appeals be advised of the identity of the buyer and the buyer's lender. The buyer and buyer's lender will be advised of the Zoning Board of Examiners and Appeals' action on the variance.

Buyer(s) of property that is to be conveyed to, or purchased by, more than one individual, such as co-owner, joint venture, partnership, corporation, company, or other similar form of ownership, are required to provide a full list of the name and address of each principal.

**BUYER**

Name (last name first)

Mailing Address

Contact Phone:

E-mail:

**BUYER'S LENDER (IF ANY)**

Name (last name first)

Mailing Address

Contact Phone:

E-mail:

## VARIANCE STANDARDS

The Director may only grant an administrative variance if **all** of the following 3 standards are satisfied. Each standard must have a response in as much detail as it takes to explain how your property's condition satisfies the standard. The burden of proof rests with you. Use additional paper if needed.

- a. Special topographic circumstances exist that would result in a material impairment of visibility of a conforming sign from the adjacent roadway;
- b. There is no reasonable conforming alternative to the variance; and
- c. Any setback variance does not result in an encroachment into a public right-of-way.