ANCHORAGE MUNICIPAL CODE OF REGULATIONS

TITLE 21 – PLANNING AND ZONING

Regulation 21.05 – Assembly Rules of Procedure for Conditional Use Permit Hearings 2

Regulation 21.10 – Planning and Zoning Commission Rules of Procedure 3

Regulation 21.11 – Platting Board Rules of Procedure 10

Regulation 21.12 – Zoning Board of Examiners and Appeals Rules of Procedure 16

Regulation 21.13 – Urban Design Commission Rules of Procedure 22

Regulation 21.15 – Regulations Governing Platting Procedures 29

Regulation 21.20 – Regulations Governing Land Use Fees 44

Regulation 21.40 – Land Uses Permitted by Regulation 55

Regulation 21.67 – Regulations Governing Stormwater Plan Review Fees 58

Regulation 21.80 – Regulations Governing Uniform Street Designations 62

Regulation 21.81 – Regulations Governing Uniform Street Numbering 62

Regulation 21.90 – Multiple Dwelling Unit Residential Development on a Single Lot or Tract 66

ANCHORAGE MUNICIPAL CODE OF REGULATIONS TITLE 21 - PLANNING AND ZONING

Regulation 21.05 – Assembly Rules of Procedure for Conditional Use Permit Hearings

21.05.010 - Applicability.

A. The provisions of this chapter shall apply to hearings before the assembly for the revocation of conditional use permits under Title 21 for the retail sale of alcoholic beverages.

B. The provisions of this chapter shall be in addition to those procedures established by Anchorage Municipal Code chapter 3.60.

(AR No. 98-251(S), § 1, 8-25-98)

21.05.020 - Pre-hearing requirements.

A. Witness lists and documentary evidence. Not later than 30 days prior to the hearing date, the parties shall exchange and shall provide to the municipal clerk and the assembly's counsel, copies of their witness lists, affidavits of witnesses and documentary evidence.

B. Subpoena requests. Requests for subpoenas for witnesses shown on the witness list submitted pursuant to subsection A. of this section shall be filed with such witness list. All other subpoenas shall be submitted in accordance with section 3.60.045.F.

C. Pre-hearing memoranda. Not later than 21 days prior to the hearing date, the parties shall submit a pre-hearing memorandum of not more than ten pages, double-spaced, setting out their evidence and their legal arguments.

D. Documentary evidence. Documentary evidence shall be marked by the municipal clerk in advance of the hearing as "(name of party) Exhibit _____". Each party shall provide a copy to all other parties, the assembly's counsel and 12 copies to the clerk prior to the hearing.

   1. Exhibits of the party who initiated the proceedings shall be assigned Arabic numbers and exhibits of the responding or defending party shall be assigned capitalized letters of the alphabet.

(AR No. 98-251(S), § 1, 8-25-98)

21.05.030 - Fair hearing.

A. The assembly, as the trier of facts and decision maker, shall provide the permit holder a fair hearing, shall be impartial and unbiased and shall have no ex parte contacts in accordance with section 3.60.065.

B. The assembly may appoint the municipal administrative hearing officer or another hearing officer to act as the trier of fact and to make findings of fact for and a recommended decision to the assembly.

(AR No. 98-251(S), § 1, 8-25-98)

21.05.040 - Hearing procedures.

A. Opening statements. The parties of their attorneys may make an opening statement of not more than five minutes, unless additional time is requested in advance of the hearing and is necessary to the full and fair presentation of the party's case.

B. Witnesses. The parties may call as many witnesses as are required to make or defend their case.

1. All witnesses shall be sworn in by the municipal clerk and shall provide their testimony under oath.

2. The conduct of witness examination shall be governed by section 3.60.045, provided however, the chair of the assembly may require any examination or cross-examination to be conducted through the chairman when necessary for good order and discipline in the conduct of the hearing.

C. Evidence and objections. The admission of evidence shall be governed by section 3.60.045.

1. Objections to evidence and exhibits shall be made at the time the evidence is presented at the hearing and shall be ruled on by the chair at such time.

D. Closing statements. When all evidence has been submitted by the parties, each party may make a closing statement not to exceed ten minutes.

E. Ruling or decision. After closing statements are completed, the chair may entertain a motion to act upon the conditional use permit which motion must be seconded to be considered by the assembly.

1. Before action on a conditional use permit may be taken, the applicant seeking the action must establish by a preponderance of the evidence that the requested action is warranted and in accordance with law.

2. After the motion has been seconded, the maker of the motion shall state whether he/she supports the motion and shall articulate for the record the factual evidence constituting a preponderance of the evidence in support of a conclusion that the violations occurred and that revocation is warranted.

3. After all assembly members wishing to explain their reasoning on the record have done so, the chair shall call for a vote on the motion.

4. The decision of the assembly shall be announced on the record.

(AR No. 98-251(S), § 1, 8-25-98)

21.05.050 - Post-hearing procedures.

A. The assembly shall adopt written findings of fact and conclusions of law based on the statements of assembly members on the side of the motion that prevails in accordance with section 3.60.055.

1. The written findings of fact and conclusions of law shall be mailed by the clerk to the parties with a notice that the decision of the assembly is final and the non-prevailing party has 30 days to appeal to the Superior Court in accordance with section 3.60.080.

(AR No. 98-251(S), § 1, 8-25-98)

Regulation 21.10 – Planning and Zoning Commission Rules of Procedure

ARTICLE I. - OFFICERS

21.10.101 - Chair and vice-chair.

A. The commission shall annually organize and elect a chair and vice-chair at its first meeting in March.

B. The chair shall preside over the meetings of the commission and shall exercise all the powers usually incident to the office. He/she shall be a voting member with full right to have his/her vote recorded in all deliberations of the commission. The chair or his/her designated appointee shall attend Anchorage Assembly meetings at which important commission recommendations are presented and shall speak on behalf of the commission.

C. The vice-chair shall assume the duties of the chair in the event of absence or inability of the chair. A member of the commission shall assume the duties of the vice-chair. In case of the absence or inability of the chair and vice-chair, the members present may elect for the meeting a temporary chair, who shall during such meeting have full powers of the chair.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.102 - Secretary.

The director of community planning shall be the secretary. In the director's absence, another member of the community planning staff shall act as secretary. The secretary shall keep a record of all meetings of the commission and shall keep such files as may be required.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE II. - MEETINGS

21.10.201 - Time and place.

A. Regular meetings of the commission shall be held on each Monday of the month at 6:30 p.m., unless notice of postponement is given each member at least 24 hours prior to that time. Time of meeting may be changed by public notice in a manner prescribed for notice of public hearings. Should the commission be unable to complete all of the agenda at a regular meeting, the agenda shall be continued to the following Monday meeting, unless otherwise specified at the end of the meeting.

B. Special meetings may be called by the chair or secretary, provided that at least 24 hours' notice of special meeting is given each member at his/her established business or residence.

C. Regular meetings of the commission shall be held at a designated place. Notice of the meeting place shall be given to each member and advertised to the public at least seven days prior to the meeting.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39; AO No. 2009-134, § 1, 1-12-10)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.202 - Open to public.

A. All hearings and proceedings of the commission shall be open to the public except as otherwise provided herein.

B. The commission may at any time go into executive session from which the general public may be excluded by a vote of the majority of the members taken at a public meeting. No subjects may be considered at the executive session except for those mentioned in the motion calling for an executive session unless auxiliary to the main question. No action may be taken at the executive session. Only the following subjects may be discussed at an executive session:

1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit;

2. Subjects which tend to prejudice the reputation and the character of any person, provided the person may request a public discussion; and

3. Matters which by law, Municipal Charter, or ordinances are required to be confidential.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 84-42; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.203 – (Repealed)

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39; AO 2020-35, 4-14-20)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.204 - Representatives.
Persons appearing before the commission may appear in person or through a personal representative or attorney. The representative shall provide satisfactory proof of his or her authority upon the request of the commission.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.205 - Absence of member.
Any member of the commission anticipating an absence from a commission meeting shall so advise the commission chair or secretary prior to the meeting.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39; AR No. 90-276; AO No. 93-262, § 1, 10-5-93)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.206 - Resolutions.
All recommendations and decisions by the commission shall be made by written resolution and shall include the precise findings and conclusions made. Resolutions shall be numbered consecutively within each year, according to sequence of approval, and shall be signed by the chair and the secretary. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39; AR No. 2004-215(S), § 1, 12-7-04)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.207 - Agenda.
The agenda for each regular meeting of the commission shall be prepared by the secretary and shall be distributed along with the packet to each member at least seven days prior to the meeting, except for special meetings.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.208 - Order of business.
The order of business at all public meetings of the commission shall be as follows:

A. Roll call.

B. Minutes.

C. Special order of business/executive sessions.

D. Consent agenda.

   1. Resolutions for approval.

   2. Introduction of text amendments to the Anchorage Municipal Code and areawide planning documents.

3. Site plans/landscape plans for approval.

4. Time extensions; expedited hearing requests; minor conditional use amendments.

5. Other.

E. Unfinished business and unfinished action on public hearing items.

F. Regular agenda.

1. Resolutions for approval.

2. Introduction of text amendments to the Anchorage Municipal Code and areawide planning documents.

3. Site plans/landscape plans for approval.

4. Time extensions; expedited hearing requests; minor conditional use amendments.

5. Other.

G. Public hearings (must end no later than 11:30 p.m.).

H. Appearance requests.

I. Reports.

1. Chair.

2. Secretary.

3. Committee.

J. Commissioners' comments.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 84-42; AR No. 86-39; AR No. 90-276)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.209 - Consent agenda.
The consent agenda shall consist of all matters brought before the commission for action that do not require a public hearing. All items on the consent agenda shall be approved by motion without debate. An item may be removed from the consent agenda prior to the approval at the request of any member of the commission present at the meeting. Items removed from the consent agenda shall be considered on the regular agenda. All consent agenda matters with a staff recommendation for action shall be accompanied by written concurrence and agreement by the petitioner.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 84-42; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.210 - Adjournment.
The deadline for adjournment of all meetings shall be 12:00 midnight.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 84-42; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE III. - PUBLIC HEARINGS

21.10.301 - Record of proceedings.

A tape recording shall be made of each public hearing. The secretary shall record the minutes. The minutes shall include each decision of the commission, with findings made and the vote of each member of the commission for the respective decision. A copy of the minutes shall be signed by the secretary and submitted to the commission for approval within two weeks.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.302 - Testimony and cross examination.

A. Formal rules of evidence shall not apply to any proceeding before the commission. The chair may exclude or terminate testimony not deemed to be relevant in the case before the commission. On opening a public hearing the petitioner shall present his/her oral evidence or waive the oral presentation.

B. Testimony of persons appearing before the commission shall be limited as follows: petitioner (including all his/her representatives), ten minutes; representatives of groups, five minutes; individuals, three minutes. The petitioner may reserve a maximum of five minutes for rebuttal at the end of the public hearing. The commission may extend the time period for any person where it deems the additional testimony to be new and necessary to its decision on the case.

C. Cross examination shall be permitted only through the chair. Municipal staff and members of the commission may, through the chair, question the applicant and other persons who have testified. Any interested party may direct questions to the staff or any person testifying by submitting the question to the chair. The chair shall redirect the question to the appropriate person unless he/she determines it to be irrelevant or that presenting the question will unreasonably disrupt or delay the proceeding. The presiding officer of the commission may modify or restrict the scope, extent or method of cross examination in order to assure the fundamental fairness of the proceedings before the commission, to prevent undue delay, irrelevant cross examination or harassment of persons offering testimony to the commission.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39; AR No. 90-276)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.303 - Subpoenas.

All parties shall have the right to subpoena witnesses and documents using a form provided by the municipal clerk and submitted to the clerk for issuance at least five working days before the date of the hearing.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.304 - Decision.

A. Every decision made by the commission shall be based on and include findings of fact and conclusions. Every finding of fact shall be supported in the record of the proceedings. The findings shall be sufficient to provide a reasonable basis for understanding the reasons for the decision. In considering and applying any applicable approval criteria, the commission shall make specific findings as to why the criteria have or have not been met.

B. The planning director shall prepare proposed written findings of fact and decision to submit to the commission at its next regularly scheduled meeting, or as soon thereafter as feasible.

C. Commission review of the written findings of fact and decision shall have priority over regular agenda items, and shall be approved, as amended by the commission if necessary, and become the final appealable decision of the commission.

D. Within twenty (20) days of the approval of the final appealable decision pursuant to subsection C. above, a party of interest must file an appeal of the commission's final appealable decision, pursuant to municipal code chapter 21.03.

(AR No. 82-258; AR No. 86-39; AR No. 2004-215(S), § 2, 12-7-04; AR No. 2005-15, § 1, 2-15-05; AO 2022-70, 7-26-22)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.305 - Postponements.

A. Upon its own motion at any time before a decision on the matter is made, at the request of a commission member or a person appearing before the commission, the commission may postpone any matter before the commission for cause stated on the record. Re-notice of the new time for hearing is only necessary if the postponement is for more than four weeks or if no date certain is set for the hearing at the time of postponement.

B. When the commission has only a quorum in attendance a petitioner shall have the option of postponement without prejudice on the case before the commission.

(AR No. 82-258; AR No. 86-39; AR No. 90-276)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.306 - Conflicts of interest—Disclosure.

A. No commission member shall participate in any decision in which the commission determines either that such member has a conflict of interest, as defined in Anchorage Municipal Code 3.60.070, or that such member has a personal interest or involvement in the case which would prevent that member from fairly evaluating the case, or that, based on all surrounding circumstances, participation by such member would create the appearance of impropriety in the proceedings. The commission's determination shall take into consideration the interest of the public in a commission which has familiarity with the community and its past and future development. No member shall be excused from participation solely on the basis of personal familiarity with the case or the parties involved.

B. Any commission member who has a possible conflict of interest in a pending matter shall bring this information to the attention of the chair before the staff begins its presentation or as soon thereafter as the commissioner recognizes his/her possible conflict. It shall be the responsibility of each commission member to fully disclose facts showing any known conflict of interest or other personal interest or involvement. Where appropriate under [section] 21.10.202.B, the conflict may be discussed in executive session.

C. A commission member who has a possible conflict of interest in a matter for decision may participate in that decision only upon the affirmative vote of a majority of all remaining commission members present. Such vote shall be recorded on the public record.

D. Ex parte contacts are prohibited by Anchorage Municipal Code 3.60.065. If, however, a commission member obtains information from outside of the public hearing process, whether through inadvertent ex parte communications with interested parties or through specific personal knowledge of a case, he/she shall fully disclose the information or knowledge to the commission during the public hearing, along with the source of that information. Such ex parte communications or personal knowledge of a case shall not constitute a conflict of interest or other basis for excuse from participation in any case. Ex parte contacts shall be also prohibited for matters under reconsideration by the commission except that the commission member may communicate with the petitioner, neighbors, and others for further information.

E. Any member excused under this section shall not further participate on the commission in any manner for the matter on which he/she abstains.

(AR No. 77-80; AO No. 80-79; AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE IV. - APPLICATIONS

21.10.401 - Duties.

The commission shall hear and decide all matters properly brought before it in accordance with its duties under Anchorage Municipal Code 21.10.015.

(AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.402 - Application to commission.

An administrative hearing is initiated by the filing of a written application with the department of community planning for a conditional use permit which conforms to the requirements of Anchorage Municipal Code 21.15.030 or an amendment to the zoning map in accordance with the provisions of Anchorage Municipal Code chapter 21.10. The director of the department of community planning shall not forward to the commission any application which is not complete. All material provided by the applicant in support of the application shall be included in the commission members' packets. No revisions to the application by the applicant will be considered which are subsequent to distribution of the packets to the commission.

(AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.403 - Date of hearing.

Following the filing of an application, the secretary shall promptly place the case on the agenda of the commission. Matters shall be heard in the order placed on the agenda in accordance with the order of business, unless the agenda is revised by the action of the commission.

(AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE V. - MISCELLANEOUS PROCEDURES

21.10.501 - Appearance requests.

An appearance request must state the purpose and topic of the appearance and include any related narrative and graphics. If the graphics are of a size that cannot be readily reproduced, ten copies shall be submitted with the appearance request. Appearance requests are limited to five minutes and are limited to subjects not related to a pending agenda item. No matter brought before the commission as an appearance request shall be decided at that time if a public hearing would ordinarily be required. The matter may be rescheduled for public hearing at the request of the person making the appearance after proper notice to the public.

(AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.502 - Reconsideration.

Any member of the commission on the prevailing side may request reconsideration of any vote of the commission if the notice of reconsideration is filed within 24 hours of the original vote. Saturdays, Sundays and municipal holidays shall not be counted in the time allowed. The notice must be filed with the secretary

if served after the meeting has adjourned. A motion to reconsider must be seconded. The notice of reconsideration shall be considered as a special order of business at the next regular meeting.

(AR No. 82-258; AR No. 86-39)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.10.503 – Repealed.

(AR No. 82-258; AR No. 86-39; AR No. 2004-215(S), § 3, 12-7-04; AO 2022-70, 7-26-22)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

Regulation 21.11 – Platting Board Rules of Procedure

ARTICLE I. - OFFICERS

21.11.101 - Chairman and vice-chairman.

A. The board shall annually organize and elect a chairman (chairperson) and vice-chairman (vice-chairperson) at its first meeting in March.

B. The chairman shall preside over the meetings of the board and shall exercise all the powers usually incident to the office. He/she shall be a voting member with full right to have his/her vote recorded in all deliberations of the board. The chairman or his/her designated appointee shall attend Anchorage Assembly and planning and zoning commission meetings at which important board recommendations are presented and shall speak on behalf of the board.

C. The vice-chairman shall assume the duties of the chairman in the event of absence or inability of the chairman. A member of the board shall assume the duties of the vice-chairman. In case of the absence or inability of the chairman and vice-chairman, the members present may elect for the meeting a temporary chairman, who shall during such meeting have full powers of the chairman.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.102 - Secretary.

The director of community planning shall be the secretary. In the director's absence, another member of the planning staff shall act as secretary. The secretary shall keep a record of all meetings of the board and shall keep such files as may be required.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE II. - MEETINGS

21.11.201 - Time and place.

A. Regular meetings of the board shall be held on the first and third Wednesdays of the month at 6:30 p.m., unless notice of postponement is given each member at least 24 hours prior to that time. Should the board be unable to complete all the required business at a regular meeting, the board shall continue the meeting to a designated date not later than four weeks from the scheduled date.

B. Special meetings may be called by the chairman or secretary, provided that at least 24 hours' notice of special meeting is given each member at his/her established business or residence.

C. Meetings of the board shall be held at a designated place. Notice of the meeting place shall be given to each member and advertised to the public at least seven days prior to the meeting.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AR No. 98-23, § 1, 1-27-98; AO No. 2009-134, § 1, 1-12-10)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.202 - Open to public.

A. All hearings and proceedings of the board shall be open to the public except as otherwise provided herein.

B. The board may by motion call for a recess at any time for the purpose of discussing matters in closed or executive session. Only those subjects expressed in the motion may be discussed. No official action may be taken in executive session. The public shall be excluded from all executive sessions.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.203 – (Repealed)

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AO 2020-35, 4-14-20)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.204 - Representatives.

Persons appearing before the board may appear in person or through a personal representative or attorney. The representative shall provide satisfactory proof of his authority upon the request of the board.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.205 - Absence of member.

Any member of the board anticipating an absence from a board meeting shall so advise the board chair or secretary prior to the meeting. Chronic tardiness by a board member is grounds for a motion recommending that the mayor and assembly replace a board member.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AR No. 93-262, § 2, 10-5-93)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.206 - Resolutions.

All recommendations and decisions by the board shall be made by written resolution and shall include the precise findings and conclusions made. Resolutions shall be numbered consecutively within each year, according to sequence of approval and shall be signed by the chair and the secretary. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AR No. 2004-215(S), § 4, 12-7-04)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.207 - Agenda.

The agenda for each regular meeting of the board shall be prepared by the secretary and shall be distributed along with the packet to each member at least seven days prior to the meeting except for special meetings.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.208 - Order of business.

The order of business at all public meetings of the board shall be as follows:

A. Roll call.

B. Approval of action summaries and minutes.

C. Special order of business.

D. Consent agenda.

E. Old business.

1. Public hearing.
2. Other.

F. New business.

1. Public hearing.
2. Appearance requests.
3. Other.

G. Persons to be heard.

H. Reports.

1. Chairman.
2. Secretary.
3. Committee.

I. Board comments.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AR No. 84-14)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.209 - Consent agenda.

The consent agenda shall consist of all matters brought before the board for action that do not require a public hearing. All items on the consent agenda shall be approved by motion without debate. An item may be removed from the consent agenda prior to approval at the request of any member of the board present at the meeting. Items removed from the consent agenda shall be considered immediately.

(AR No. 84-14; AR No. 98-23, § 2, 1-27-98)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.210 - Adjournment.

The deadline for adjournment of all meetings shall be 12:00 midnight. The chairman shall announce at adjournment whether the meeting will be continued, the date to which continued, and the time and place at which the continued meeting will be held.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AR No. 84-14)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE III. - PUBLIC HEARINGS

21.11.301 - Record of proceedings.

A tape recording shall be made of each public hearing. The secretary shall record the minutes and also prepare action summaries. The minutes shall include each decision of the board, with findings made and the vote of each member of the board for the respective decision. A copy of the minutes shall be signed by the secretary, and the minutes and the action summaries shall be submitted to the board for approval at the next regular meeting of the board.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.302 - Testimony and cross examination.

A. Formal rules of evidence shall not apply to any proceeding before the board. The chairman may exclude or terminate testimony not deemed to be relevant in the case before the board.

B. Testimony of persons appearing before the board shall be limited as follows: petitioner (including all of his/her representatives), ten minutes; community council representatives, five minutes; representatives of other groups, three minutes; individuals, three minutes. The petitioner may reserve time for rebuttal at the end of the public hearing. The board may extend the time period for any person where it deems the additional testimony to be new and necessary to its decision on the case.

C. Cross examination shall be permitted only through the chairman. Municipal staff and members of the board may, through the chair, question the applicant and other persons who have testified. Any interested party may direct questions to the staff or any person testifying by submitting the question to the chairman. The chairman shall redirect the question to the appropriate person unless he determines it to be irrelevant or that presenting the question will unreasonably disrupt or delay the proceeding. The chairman of the board may modify or restrict the scope, extent or method of cross examination in order to assure the fundamental fairness of the proceedings before the board, to prevent undue delay, irrelevant cross examination, or harassment of persons offering testimony to the board.

(AR No. 81-6; AR No. 83-126; AR No. 98-236, § 1, 8-18-98)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.303 - Subpoenas.

All parties shall have the right to subpoena witnesses and documents using a form provided by the municipal clerk and submitted to the clerk for issuance at least five working days before the date of the hearing.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.304 - Decision.

A. Every decision made by the board shall be based on and include findings of fact and conclusions. Every finding of fact shall be supported in the record of the proceedings. The findings shall be sufficient to provide a reasonable basis for understanding the reasons for the decision. In considering and applying any applicable approval criteria, the board shall make specific findings as to why the criteria have or have not been met.

B. Any party of interest wishing to appeal shall first file with the planning director, within seven days of the board's decision made on the record, a written notice of intent to appeal, in accordance with 21.03.050A.4.a.

C. The planning director shall prepare proposed written findings of fact and decision to submit to the board at its next regularly scheduled meeting, or as soon thereafter as feasible.

D. Board review of the written findings of fact and decision shall have priority over regular agenda items, and shall be approved, as amended by the board if necessary, and become the final appealable decision of the board.

E. Within twenty (20) days of the approval of the final appealable decision pursuant to subsection D. above, a party of interest must file an appeal of the board's final appealable decision, pursuant to municipal code chapter 21.03.

(AR No. 81-6; AR No. 83-126; AR No. 84-227; AR No. 2004-215(S), § 5, 12-7-04; AR No. 2005-15, § 2, 2-15-05; AO 2022-70, 7-26-22)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.305 - Postponements.

Upon its own motion at any time before a motion for decision on the matter is made, at the request of a board member or a person appearing before the board, the board may postpone the matter before the board for cause stated on the record. Postponement for more than two weeks shall require the consent of the applicant. Re-notice of the new time for hearing is only necessary if the postponement is for more than four weeks or if no date certain is set for the hearing at the time of postponement.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.306 - Conflicts of interest—Disclosure.

A. No board member shall participate in any decision in which he/she has a possible conflict of interest unless, after full disclosure to the board, his/her participation is approved by a majority of the full board. The vote shall be recorded on the public record.

B. Any board member who has a possible conflict of interest in a pending matter shall bring this information to the attention of the board before the staff begins its presentation or as soon thereafter as the board member recognizes his/her possible conflict of interest. It is the responsibility of each board member to fully disclose facts showing any possible conflict of interest. Where those facts involve information of a confidential or scandalous nature, the conflict may be discussed in executive session.

C. The board shall find a conflict of interest and refuse to approve the participation of a board member if:

1. The board member or a member of his/her immediate family has a measurable financial interest in any property affected by the matter to be decided; or

2. The board member or a member of his/her immediate family could foreseeably profit in any material way because of the matter to be decided; or

3. If the board member would be faced with a violation of the code of ethics of the municipality by participating in the matter to be decided.

The board shall also consider whether the personal interest or involvement of the board member in the matter to be decided would prevent that member from fairly evaluating the evidence or that, based on all the surrounding circumstances, participation by the board member would create the appearance of impropriety in the proceedings. No member shall

be excused from participation solely on the basis of personal familiarity with the case or the parties involved.

D. Any member found by the board to have a conflict of interest with regard to a particular matter shall not participate in any manner in that matter.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AO No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE IV. - APPLICATIONS

21.11.401 - Duties.

The board shall hear and decide all matters with respect to subdivision of lands properly brought before the board in accordance with its duties under Anchorage Municipal Code 21.10.020.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.020, 21.10.035.

21.11.402 - Application to board.

A. An administrative hearing is initiated by the filing of a written application with the department of community planning for any of the following:

1. Vacation of public interest in lands;
2. Preliminary plat approval;
3. Final plat approval;
4. Appeal of the platting officer's decision under abbreviated plat procedure;
5. Modification of conditions of plat approval;
6. Grant of exceptions under Anchorage Municipal Code 21.75.025;
7. Variances from the subdivision regulations; and
8. Extensions of time for filing final plat.

B. The application must conform to the requirements of Anchorage Municipal Code 21.15.010 or 21.15.100—21.15.135, as applicable. The director of community planning shall not forward to the board any application which is not complete. All material provided by the applicant in support of the application shall be included in the board members' packets. No revisions to the application by the applicant will be considered which are subsequent to distribution of the packets to the board.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.403 - Date of hearing.

Following the filing of an application, the secretary shall promptly place the case on the agenda of the board. Matters shall be heard in the order placed on the agenda in accordance with the order of business, unless the agenda is revised by the action of the board.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

ARTICLE V. - MISCELLANEOUS PROCEDURES

21.11.501 - Appearance requests.

An appearance request must state the purpose and topic of the appearance and include any related narrative and graphics. If the graphics are of a size that cannot be readily reproduced, ten copies shall be submitted with the appearance request. No matter brought before the board as an appearance request shall be decided at that time if a public hearing would ordinarily be required. The matter may be rescheduled for public hearing at the request of the person making the appearance after proper notice to the public.

(AR No. 81-6; AR No. 83-126)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.502 - Reconsideration.

Any member of the board on the prevailing side of a decision may request reconsideration of any vote of the board if the notice of reconsideration is filed within 24 hours of the original vote. Saturdays, Sundays and municipal holidays shall not be counted in the time allowed. The notice shall be filed with the secretary, either verbally or in writing, if served after the meeting has adjourned. A motion to reconsider must be seconded. The notice of reconsideration shall be considered as a special order of business at the next regular meeting after publication.

(AR No. 78-17; AO No. 80-79; AR No. 80-131; AR No. 81-6; AR No. 83-126; AO No. 2009-134, § 1, 1-12-10)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

21.11.503 – Repealed.

(AR No. 81-6; AR No. 83-126; AR No. 2004-215(S), § 6, 12-7-04; AO 2022-70, 7-26-22)

Authority—Anchorage Municipal Code 3.40, 4.05.120, 21.10.035.

Regulation 21.12 – Zoning Board of Examiners and Appeals Rules of Procedure

FOOTNOTE(S):

--- (**1**) ---

Editor's note—AR No. 96-26(S), § 1, repealed regulation 21.12 and reenacted to read as herein set out. Formerly, such regulation pertained to similar provisions and derived from AR No. 78-16; AO No. 80-79; AR No. 87-269; AR No. 90-246; AR No. 92-208.

ARTICLE I. - OFFICERS

21.12.110 - Chair, vice-chair and parliamentarian.

A. The board shall annually organize and elect a chair, vice-chair and parliamentarian at its first meeting in March.

B. The chair shall preside over the meeting of the board and shall exercise all the powers usually incident to the office. He/she shall be a voting member with full right to have his/her vote recorded in all deliberations of the board.

C. The vice-chair shall assume the duties of the chair in the event of absence or inability of the chair. The parliamentarian shall assume the duties of the vice-chair. In case of the absence or inability of the chair or vice-chair, the parliamentarian shall assume the duties of the chair. In case of the

absence or inability of the chair, vice-chair and parliamentarian, the members present may elect for the meeting a temporary chair, who shall during such meeting have full powers of the chair.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.120 - Secretary.

The director of department of community planning and development shall be the secretary. In the director's absence, another member of the department of community planning and development staff shall act as secretary. The secretary shall keep a record of all meetings of the board and shall keep such files as may be required.

(AR No. 96-26(S), § 1, 3-12-96)

ARTICLE II. - MEETINGS

21.12.210 - Time and place.

A. The scheduling and notice requirements regarding meetings of the board shall be in accordance with the public meetings requirements of chapter 1.25.

B. Regular meetings of the board shall be held on the second and fourth Thursday of the month at 6:30 p.m., unless notice of postponement is given each member at least 24 hours prior to that time. Time of meeting may be changed by public notice in a manner prescribed for notice of public hearings. Should the board be unable to complete all of the agenda at a regular meeting, the agenda shall be continued to the following meeting, unless otherwise specified at the end of the meeting.

C. Special meetings may be called by the chair or secretary, provided that at least 24 hours notice of special meeting is given each member at his/her established business or residence.

D. Meetings of the board shall be held at a designated place. Notice of the meeting place shall be given to each member and advertised to the public at least seven days prior to the meeting.

(AR No. 96-26(S), § 1, 3-12-96; AO No. 2009-134, § 1, 1-12-10)

21.12.220 - Open to public.

A. All hearings and proceedings of the board shall be open to the public except as otherwise provided herein.

B. The board may by motion call for a recess at any time for the purpose of discussing matters in closed or executive session, in accordance with AS 44.62.310. Only those subjects expressed in the motion may be discussed. No official action may be taken in executive session. The public shall be excluded from all executive sessions.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.230 – (Repealed)

(AR No. 96-26(S), § 1, 3-12-96; AO 2020-35, 4-14-20)

21.12.240 - Representatives.

Persons appearing before the board may appear in person or through a personal representative or attorney. The representative shall provide satisfactory proof of his/her authority upon the request of the board.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.250 - Absence of member.

Any member of the board anticipating an absence from a board meeting shall so advise the board chair or secretary prior to the meeting. Chronic tardiness by a board member is grounds for a motion recommending that the mayor and assembly replace a board member.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.260 - Resolutions.

All decisions and recommendations by the board shall be made by written resolution and shall include precise written findings of fact and conclusions. Resolutions shall be numbered consecutively within each year, according to sequence of approval and shall be signed by the chair and the secretary. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.

(AR No. 96-26(S), § 1, 3-12-96; AR No. 2004-215(S), § 7, 12-7-04)

21.12.270 - Order of business.

The order of business at all public meetings of the board shall be as follows:

A. Roll call.

B. Minutes.

C. Special orders of business/executive sessions.

D. Consent agenda:

   1. Resolutions for approval.

   2. Other business.

E. Appearance requests.

F. Unfinished business and unfinished public hearings.

G. Regular agenda.

   1. Business removed from consent agenda.

   2. Other business.

H. Public hearings.

I. Reports.

   1. Chair.

   2. Secretary.

   3. Committees.

J. Board member comments.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.280 - Consent agenda.

The consent agenda shall consist of all matters brought before the board for action that do not require a public hearing. All items on the consent agenda shall be approved by motion without debate. An item may be removed from the consent agenda prior to approval at the request of any member of the board present at the meeting. Items removed from the consent agenda shall be considered under the regular agenda.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.290 - Adjournment.

The deadline for adjournment of all meetings shall be 12:00 midnight. The chair shall announce at adjournment whether the meeting will be continued, the date to which continued, and the time and place at which the continued meeting will be held.

(AR No. 96-26(S), § 1, 3-12-96)

ARTICLE III. - PUBLIC HEARINGS—GENERAL

21.12.310 - Record of proceedings.

A tape recording shall be made of each public hearing. The secretary shall record the minutes. The minutes shall include each decision of the board, with findings made and the vote of each member of the board for the respective decision. A copy of the minutes shall be submitted to the board for approval at the next regular meeting of the board.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.320 - Testimony and cross-examination.

A. Testimony of persons appearing before the board shall be limited as follows: petitioner (including all of his/her representatives), ten minutes; representatives of groups, five minutes; individuals, three minutes. The petitioner may reserve time for rebuttal at the end of the public hearing. The board may extend the time period for any person where it deems the additional testimony to be new and necessary to its decision on the case.

B. Cross-examination shall be permitted of any witness by any party or by staff, but only through the chair. The chair shall redirect the question to the appropriate person unless he/she determines it to be irrelevant or presenting the question will unreasonably disrupt, delay or confuse the proceedings. The chair may modify or restrict the scope, extent or method of cross-examination in order to assure fundamental fairness of the proceedings before the board, to prevent undue delay, irrelevant cross-examination or harassment of persons offering testimony to the board.

C. Voluminous information should not be submitted to the board at the public hearing. Generally, maps, graphic, and photographs will be allowed. Typewritten information should be limited to one page. Information may be accepted, if the board chooses to allow the additional information. If the petitioner insists that the voluminous information is important and critical to the case, the hearing will be postponed for 30 days to allow staff to review the information, include it in the board member packet, and allow a thorough review of the board.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.330 - Subpoenas.

All parties shall have the right to subpoena witnesses and documents using a form provided by the municipal clerk and submitted to the clerk for issuance at least five working days before the date of the hearing.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.340 - Decision.

A. Every decision made by the board shall be based on and include written findings of fact and conclusions. Every finding of fact shall be supported in the record of the proceedings. The findings shall be sufficient to provide a reasonable basis for understanding the reasons for the decision. In considering and applying any applicable approval criteria, the board shall make specific findings as to why the criteria have or have not been met.

B. Every final decision of the board shall clearly state on its face it is a final decision with respect to all issues involved in the case, and that the parties have thirty (30) days from the date of mailing, or other distribution of the decision, to file an appeal to the superior court.

C. Only those members shall participate in the decision who have been present at all public hearings on the matter before the board or who state on the record that they have reviewed available records and are sufficiently familiar with the testimony and material presented at any missed hearings to make an informed decision.

(AR No. 96-26(S), § 1, 3-12-96; AR No. 2004-215(S), § 8, 12-7-04)

21.12.350 - Postponements.

A. Upon its own motion at any time before a decision on the matter is made, at the request of a board member or a person appearing before the board, the board may postpone the matter before the board for cause stated on the record. Re-notice of the new time for hearing is only necessary if the postponement is for more than four weeks or if no date certain is set for the hearing at the time of postponement.

B. When the board has only a quorum in attendance a petitioner shall have the option of postponement without prejudice on the case before the board.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.360 - Conflicts of interest—Disclosure.

A. No board member shall participate in any decision in which he/she has a possible conflict of interest unless, after full disclosure to the board, his/her participation is approved by a majority of the full board. The vote shall be recorded on the public record.

B. Any board member who has a possible conflict of interest in pending matter shall bring this information to the attention of the board before the staff begins its presentation or as soon thereafter as the board member recognizes his/her possible conflict of interest. It is the responsibility of each board member to fully disclose facts showing any possible conflict of interest. Where those facts involve information of a confidential or scandalous nature, the conflict may be discussed in executive session.

C. The board shall find a conflict of interest and refuse to approve the participation of a board member if:

1. The board member or member of his/her immediate family has a measurable financial interest in any property affected by the matter to be decided; or

2. The board member or member of his/her immediate family could foreseeably profit in any material way because of the matter to be decided; or

3. If the board member would be faced with a violation of the code of ethics of the municipality under the conflict of interest provisions of section 1.15 by participating in the matter to be decided.

The board shall also consider whether the personal interest or involvement of the board member in the matter to be decided would prevent that member from fairly evaluating the evidence or that, based on all the surrounding circumstances, participation by the board member would create the appearance of impropriety in the proceedings. No member shall be excused from participation solely on the basis of personal familiarity with the case or the parties involved.

D. Any member found by the board to have a conflict of interest with regard to a particular matter shall not participate in any manner in that matter.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.370 - Ex parte contacts prohibited.

Ex parte contacts are prohibited by section 3.60.065. If, however, a board member obtains information from outside of the public hearing process, whether through inadvertent ex parte communications with interested parties or through specific personal knowledge of a case, he/she shall fully disclose the information or knowledge to the board during the public hearing, along with the source of that information. Such ex parte communications or personal knowledge of a case shall not constitute a conflict of interest or other basis for excuse from participation in any case. Ex parte contacts shall be also prohibited for matters under reconsideration by the board.

(AR No. 96-26(S), § 1, 3-12-96)

ARTICLE IV. - APPEALS HEARINGS

21.12.410 - Applicability.

The provisions of this article apply only to consideration of appeals by the board from decisions and orders of administrative officials under sections 21.30.110—21.30.190.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.420 - Scope of review.

In hearing appeals from enforcement orders and administrative decisions, the board shall conduct a full evidentiary hearing and base its decision on the applicable provisions of the Municipal Code, the evidence and argument presented.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.430 - Testimony under oath.

Except for sworn officers of the court, all testimony shall be given under oath, as administered prior to that testimony. After the witness raises his/her right hand the oath shall be read as follows:

> "Do you solemnly swear or affirm that the testimony that you are about to give is the truth?" (An affirmative reply by the witness is mandatory.)

(AR No. 96-26(S), § 1, 3-12-96)

21.12.440 - Order of business.

A. The chair shall introduce the appeal and explain the procedure to be followed. The appeal case number and the name of the appellant shall be read into the record.

B. The board shall hear and rule on any objections to the sufficiency of notice.

C. The chair shall call upon all persons intending to testify on the appeal before the board to execute the oath specified in section 21.12.430 above. At the chair's discretion the oath may be administered to all persons as a group or to each individual before commencing testimony.

D. The board shall hear a brief staff presentation outlining the appeal.

E. The appellant shall give his/her presentation. Throughout the proceedings, the burden of proof rests upon the appellant, who must convince the board by a preponderance of the evidence, that the appeal should be granted. On conclusion of the appellant presentation, the board members and the staff may then direct questions to the appellant through the chair.

F. The staff shall then give its presentation. On conclusion of the staff presentation, the board members and the appellant may then direct questions to the staff through the chair.

G. The hearing shall then be open for public testimony. All persons who testify may be questioned by the board, staff or the appellant.

H. On conclusion of the public testimony, the staff, followed by the appellant, shall have the right of rebuttal presentation.

I. The board shall proceed to develop oral findings and conclusions with regard to the appeal and disposition of the appeal. The staff shall reduce the oral findings and conclusions to writing for subsequent adoption by the board at a later meeting.

(AR No. 96-26(S), § 1, 3-12-96)

ARTICLE V. - VARIANCE HEARINGS

21.12.510 - Applicability.

The provisions of this article apply only to consideration of variances by the board pursuant to section 21.15.010.

(AR No. 96-26(S), § 1, 3-12-96)

21.12.520 - Order of business.

A. The chair shall introduce the variance and explain the procedure to be followed. The variance case number and the name of the applicant shall be read into the record.

B. The board shall hear and rule on any objections to the sufficiency of notice.

C. The board shall hear a brief staff presentation outlining the variance. On conclusion of the staff presentation, the board members and the applicant may then direct questions to the staff through the chair.

D. The applicant shall give his/her presentation. Throughout the proceedings, the burden of proof rests upon the applicant, who must convince the board by a preponderance of the evidence, that the variance should be granted. On conclusion of the applicant's presentation, the board members and the staff may then direct questions to the applicant through the chair.

E. The hearing shall then be open for public testimony. All persons who testify may be questioned by the board, staff or the applicant.

F. On conclusion of the public testimony, the staff, followed by the appellant, shall have the right of rebuttal.

G. The board shall proceed to develop oral findings and conclusions with regard to the variance and disposition of the variance. The staff shall reduce the oral findings and conclusions to writing for subsequent adoption by the board at a later meeting.

(AR No. 96-26(S), § 1, 3-12-96)

Regulation 21.13 – Urban Design Commission Rules of Procedure

ARTICLE I. - OFFICERS

21.13.110 - Chair and vice-chair.

A. The commission shall annually organize and elect a chair and vice-chair at its first meeting in March.

B. The chair shall preside over the meetings of the commission and shall exercise all the powers usually incident to the office. He/she shall be a voting member with full right to have his/her vote recorded in all deliberations of the commission. The chair or his/her designated appointee shall attend Anchorage Assembly meetings at which important commission recommendations are presented and shall speak on behalf of the commission.

C. The vice-chair shall assume the duties of the chair in the event of absence or inability of the chair. A member of the commission shall assume the duties of the vice-chair. In case of the absence or inability of the chair and vice-chair, the members present may elect for the meeting a temporary chair, who shall during such meeting have full powers of the chair.

(AR No. 2003-342, § 1, 1-6-04)

21.13.120 - Secretary.

The director of planning shall be the secretary. In the director's absence, another member of the planning staff shall act as secretary. The secretary shall keep a record of all meetings of the commission and shall keep such files as may be required.

(AR No. 2003-342, § 1, 1-6-04)

ARTICLE II. - MEETINGS

21.13.210 - Time and place.

A. Regular meetings of the commission shall be held on the second Wednesday of the month at 6:30 p.m., unless notice of postponement is given each member at least 24 hours prior to that time. The time of meeting may be changed by public notice in a manner prescribed for notice of public hearings. Should the commission be unable to complete all of the agenda at a regular meeting, the agenda shall be continued to the following Wednesday meeting, unless otherwise specified at the end of the scheduled date.

B. Special meetings may be called by the chair or secretary, provided that at least 24 hours notice of a special meeting is given each member at his/her established business or residence.

C. Regular meetings of the commission shall be held at a designated place. Notice of the meeting place shall be given to each member and advertised to the public at least seven days prior to the meeting.

(AR No. 2003-342, § 1, 1-6-04; AO No. 2009-134, § 1, 1-12-10)

21.13.220 - Open to public.

A. All hearings and proceedings of the commission shall be open to the public except as otherwise provided herein.

B. The commission may at any time go into executive session from which the general public may be excluded by a vote of the majority of the members taken at a public meeting. No subjects may be considered at the executive session except for those mentioned in the motion calling for an executive session unless auxiliary to the main question. No action may be taken at the executive session. Only the following subjects may be discussed at an executive session:

1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit; and

2. Subjects which tend to prejudice the reputation and the character of any person, provided the person may request a public discussion; and

3. Matters which by law, Municipal Charter, or ordinances are required to be confidential.

(AR No. 2003-342, § 1, 1-6-04)

21.13.230 – (Repealed)

(AR No. 2003-342, § 1, 1-6-04; AO 2020-35, 4-14-20)

21.13.240 - Representatives.

Persons appearing before the commission may appear in person, or through a personal representative or attorney. The representative shall provide satisfactory proof of his or her authority upon the request of the commission.

(AR No. 2003-342, § 1, 1-6-04)

21.13.250 - Absence of member.

Any member of the commission anticipating an absence from a commission meeting shall so advise the commission chair or secretary prior to the meeting.

(AR No. 2003-342, § 1, 1-6-04)

21.13.260 - Resolutions.

All recommendations and decisions by the commission shall be made by written resolution and shall include the precise findings and conclusions made. Resolutions shall be numbered consecutively within each year, according to sequence of approval, and shall be signed by the chair and the secretary. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.

(AR No. 2003-342, § 1, 1-6-04; AR No. 2004-215(S), § 9, 12-7-04)

21.13.270 - Agenda.

The agenda for each regular meeting of the commission shall be prepared by the secretary, and shall be distributed along with the packet to each member at least five days prior to the meeting, except for special meetings.

(AR No. 2003-342, § 1, 1-6-04)

21.13.275 - Order of business.

The order of business at all public meetings of the commission shall be as follows:

A. Roll call.

B. Minutes.

C. Special order of business/executive sessions.

D. Consent agenda.

   1. Resolutions for approval.

   2. Introduction of text amendments to the Anchorage Municipal Code and area-wide planning documents.

   3. Site plans/landscape plans for approval.

   4. Time extensions; expedited hearing requests; minor conditional use amendments.

   5. Other.

E. Unfinished business and unfinished action on public hearing items.

F. Regular agenda.

   1. Resolutions for approval.

   2. Introduction of text amendments to the Anchorage Municipal Code and area-wide planning documents.

   3. Site plans/landscape plans for approval.

4. Time extensions; expedited hearing requests; minor conditional use amendments.

5. Other.

G. Public hearings (must end no later than 11:30 p.m.).

H. Appearance requests.

I. Reports.

1. Chair.

2. Secretary.

3. Committee.

J. Commissioners' comments.

(AR No. 2003-342, § 1, 1-6-04)

21.13.280 - Consent agenda.

The consent agenda shall consist of all matters brought before the commission for action that do not require a public hearing. All items on the consent agenda shall be approved by motion without debate. An item may be removed from the consent agenda prior to the approval at the request of any member of the commission present at the meeting. Items removed from the consent agenda shall be considered on the regular agenda. All consent agenda matters with a staff recommendation for action shall be accompanied by written concurrence and agreement by the petitioner.

(AR No. 2003-342, § 1, 1-6-04)

21.13.290 - Adjournment.

The deadline for adjournment of all meetings shall be 12:00 midnight.

(AR No. 2003-342, § 1, 1-6-04)

ARTICLE III. - PUBLIC HEARINGS

21.13.310 - Record of proceedings.

A tape recording shall be made of each public hearing. The secretary shall record the minutes. The minutes shall include each decision of the commission, with findings made and the vote of each member of the commission for the respective decision. A copy of the draft minutes shall be submitted to the commission prior to the next regular meeting.

(AR No. 2003-342, § 1, 1-6-04)

21.13.320 - Testimony.

A. Formal rules of evidence shall not apply to any proceeding before the commission. The chair may exclude or terminate testimony not deemed to be relevant in the case before the commission. On opening a public hearing, the petitioner shall present his/her oral evidence or waive the oral presentation.

B. Testimony of persons appearing before the commission shall be limited as follows: petitioner (including all his/her representatives), ten minutes; representatives of groups, five minutes; individuals, three minutes. The petitioner may reserve a maximum of five minutes for rebuttal at the end of the public hearing. The commission may extend the time period for any person where it deems the additional testimony to be new and necessary to its decision on the case.

C. Municipal staff and members of the commission may, through the chair, question the applicant and other persons who have testified. Any interested party may direct questions to the staff, or any

person testifying by submitting the question to the chair. The chair shall redirect the question to the appropriate person unless he/she determines it to be irrelevant, or that presenting the question will unreasonably disrupt or delay the proceeding. The presiding officer of the commission may modify or restrict the scope, or extent in order to assure the fundamental fairness of the proceedings before the commission, to prevent undue delay or harassment of persons offering testimony to the commission.

(AR No. 2003-342, § 1, 1-6-04)

21.13.340 - Decision.

A. Every decision made by the commission shall be based on and include findings of fact and conclusions. Every finding of fact shall be supported in the record of the proceedings. The findings shall be sufficient to provide a reasonable basis for understanding the reasons for the decision. In considering and applying any applicable approval criteria, the commission shall make specific findings as to why the criteria have or have not been met.

B. The planning director shall prepare proposed written findings of fact and decision to submit to the commission at its next regularly scheduled meeting, or as soon thereafter as feasible.

C. Commission review of the written findings of fact and decision shall have priority over regular agenda items, and shall be approved, as amended by the commission if necessary, and become the final appealable decision of the commission.

D. Within twenty (20) days of the approval of the final appealable decision pursuant to subsection C. above, a party of interest must file an appeal of the commission's final appealable decision, pursuant to code chapter 21.03.

(AR No. 2003-342, § 1, 1-6-04; AR No. 2004-215(S), § 10, 12-7-04; AR No. 2005-15, § 3, 2-15-05; 2022-70, 7-26-22)

21.13.350 - Postponements.

A. Upon its own motion at any time before a decision on the matter is made, at the request of a commission member or a person appearing before the commission, the commission may postpone any matter before the commission for cause stated on the record. Renotice of the new time for hearing is only necessary if the postponement is for more than four weeks, or if no date certain is set for the hearing at the time of postponement.

B. When the commission has only a quorum in attendance, a petitioner shall have the option of postponement without prejudice on the case before the commission.

(AR No. 2003-342, § 1, 1-6-04)

21.13.360 - Conflicts of interest—Disclosure.

A. No commission member shall participate in any decision in which the commission determines either that such member has a conflict of interest, as defined in Anchorage Municipal Code section 3.60.070, or that such member has a personal interest or involvement in the case which would prevent that member from fairly evaluating the case, or that, based on all surrounding circumstances, participation by such member would create the appearance of impropriety in the proceedings. The commission's determination shall take into consideration the interest of the public in a commission which has familiarity with the community and its past and future development. No member shall be excused from participation solely on the basis of personal familiarity with the case or the parties involved.

B. Any commission member who has a possible conflict of interest in a pending matter shall bring this information to the attention of the chair before the staff begins its presentation, or as soon thereafter as the commissioner recognizes a possible conflict. It shall be the responsibility of each commission member to fully disclose facts showing any known conflict of interest or other personal interest or

involvement. Where appropriate under section 21.13.220B. above, the conflict may be discussed in executive session.

C. A commission member who has a possible conflict of interest in a matter for decision may participate in that decision only upon the affirmative vote of a majority of all remaining commission members present. Such vote shall be recorded on the public record.

D. Any member excused under this section shall not further participate on the commission in any manner for the matter on which he/she abstains.

(AR No. 2003-342, § 1, 1-6-04)

ARTICLE IV. - APPLICATIONS

21.13.410 - Duties.

The commission shall hear and decide all matters properly brought before it in accordance with its duties under Anchorage Municipal Code 21.10.015.

(AR No. 2003-342, § 1, 1-6-04)

21.13.420 - Application to commission.

An administrative hearing is initiated by the filing of a written application with the department of planning which conforms to the requirements of Anchorage Municipal Code 21.15. The director of the department of planning shall not forward to the commission any application which is not complete. All material provided by the applicant in support of the application shall be included in the commission members' packets. No supplemental material may be submitted to the commission for its consideration after the packet has been distributed to the commission, except at the discretion of the commission.

(AR No. 2003-342, § 1, 1-6-04)

21.13.430 - Date of hearing.

Following the filing of an application, the secretary shall promptly place the case on the agenda of the commission. Matters shall be heard in the order placed on the agenda in accordance with the order of business, unless the agenda is revised by the action of the commission.

(AR No. 2003-342, § 1, 1-6-04)

ARTICLE V. - MISCELLANEOUS PROCEDURES

21.13.510 - Appearance requests.

An appearance request must state the purpose and topic of the appearance, and include any related narrative and graphics. If the graphics are of a size that cannot be readily reproduced, ten copies shall be submitted with the appearance request. Appearance requests are limited to five minutes, and are limited to subjects not related to a pending agenda item. No matter brought before the commission as an appearance request shall be decided at that time if a public hearing would ordinarily be required. The matter may be rescheduled for public hearing at the request of the person making the appearance after proper notice to the public.

(AR No. 2003-342, § 1, 1-6-04)

21.13.520 - Reconsideration.

Any member of the commission on the prevailing side may request reconsideration of any vote of the commission if the notice of reconsideration is filed within 24 hours of the original vote. Saturdays, Sundays and municipal holidays shall not be counted in the time allowed. The notice must be filed with the secretary if served after the meeting has adjourned. A motion to reconsider must be seconded. The notice of reconsideration shall be considered as a special order of business at the next regular meeting.

(AR No. 2003-342, § 1, 1-6-04)

21.13.530 – Repealed.

(AR No. 2003-342, § 1, 1-6-04; AR No. 2004-215(S), § 11, 12-7-04; 2022-70, 7-26-22)

Regulation 21.15 – Regulations Governing Platting Procedures

21.15.001 - Submittal of plat application.

A. An application for a preliminary plat or a plat vacation shall be reviewed at the next meeting of the platting board if that application has been filed 60 or more days before that meeting.

B. An application for an abbreviated plat which can be approved by the platting officer shall be reviewed by the planning department within 60 days following its receipt by the planning department.

(AO No. 80-79; AO No. 2002-95, § 4, 7-16-02)

Editor's note— AO 2002-95, § 5 provides: On or before August 15, 2003, the Administration shall report to the Assembly the experience with the effect of AO 2002-95's amendments and the public's reaction thereto. If the Assembly fails to reauthorize the amendments provided for in AO 2002-95 on or before January 15, 2004, then AO 2002-95 shall sunset and be automatically repealed without any action of the Assembly.

Authority—Anchorage Municipal Code 3.40, 21.15.110, 21.15.115, 21.15.125.

21.15.002 - Platting board agenda control.

The platting officer shall schedule the agenda for each meeting of the platting board. All appearance requests received at least ten days before a meeting of the platting board shall be scheduled on the agenda of that meeting.

(AO No. 80-79)

Authority—Anchorage Municipal Code 3.40, 21.10.010, 21.10.020, 21.15.115.

21.15.003 - Format of final plat document.

All final plat documents tendered to the planning department for recording shall be submitted in a form approved by the director of the department.

(AO No. 80-79)

Authority—Anchorage Municipal Code 3.40, 21.15.120.

PUBLIC WORKS DEPARTMENT
PROJECT MANAGEMENT & ENGINEERING DIVISION
SURVEY SECTION

PLAT CHECKLIST

SURVEYOR _____
PLAT TITLE _____
CASE NUMBER: S- _____

Bond copy submitted for Final Review: Date:_____ Initial:_____

Mylar signed by Municipal Surveyor: Date _____ Initial _____

LEGEND

√	-	Acceptable
X	-	Not acceptable
O	-	Not applicable
T	-	Not checked
?	-	Unknown, must check later

Final Review Submission:

I. PLAT MATERIAL

A. Bond Paper (for review).

B. Mylar (for signature and recordation).

II. PLAT SIZE

A. 18 inches by 24 inches.

B. 22 inches by 34 inches.

C. 24 inches by 36 inches.

D. 31.5 inches by 34 inches.

III. PLAT SCALE

A. 1 inch = 100 feet.

B. 1 inch = 200 feet.

C. Approved variance.

IV. PLAT ACCURACY

A. Use scale to check for drafting errors.

B. Use plats and 100 scale to verify data.

V. GENERAL

A. Title Block.

1. List all lots and blocks.
2. Complete legal description.
3. “Anchorage Recording District.”
4. Vacation resolution number.
5. Easement vacation.
6. Platting case number S-_____.

7. On multiple sheets plats—title block on each sheet.

8. MOA grid.

9. Reference filed book and/or digital files.

10. Surveyor name.

B. Surveyor address.

C. Owner's name and signature, and title if a corporation.

D. Beneficiary's name, title, and signature.

E. Signature and notary for every owner and beneficiary.

F. Current mailing address for each owner.

G. North arrow.

H. Quarter section, township, range, meridian.

I. Total acreage to 3 significant figures.

J. Measurements to 0.01 foot.

K. Minimum font size is 0.08 inch.

VI. LOCATION MAP

A. Section, township, range, meridian.

B. Streets and street names, arrow pointing to subdivision.

C. Physical features, water bodies.

D. Hatched outline of subject subdivision.

VII. ADJACENT PROPERTY

A. Adjacent property within approximately 300 feet.

B. Adjacent subdivision name and lot numbers.

C. If unsubdivided, indicate as such.

VIII. SUBDIVISION LOTS AND BLOCKS

A. All lot lines drawn.

B. All lot and block numbers.

C. No dittos.

D. Lot numbers by block.

E. Block numbers.

F. Area of each lot in square feet.

G. "Not radial" if lot line not radial to curve.

H. Sufficient data to readily determine bearing and length of each line.

I. All lot corners have primary monument or rebar.

J. Mean high tide for land affected by tide with datum used.

K. If lot line cut by easement, show bearing and distance of lot line from lot corners to easement.

IX. EASEMENT, RIGHT-OF-WAY

A. All rights-of-way, easements, section line easements shown.

B. Source information noted (plat or document).

C. All easements labeled with dimensional information.

D. Shown by broken line.

E. Location.

F. Width.

G. Purpose.

H. All necessary data to locate.

X. STREETS

A. Name.

B. Centerline drawn, bearing and distance shown on tangents.

C. Width of each side of centerline.

D. Total width of each street.

XI. CURVES

A. Length.

B. Tangent.

C. Radii.

D. Central angle.

XII. CONTROL

A. Legal.

B. Basis of bearings line shown.

C. Source of basis of bearings.

D. Basis of bearing between two existing monumented positions of record.

E. All found monuments, courses, and distances necessary to re-stake any portion of plat.

XIII. LOT CORNERS

A. Each line shall show bearing and distance.

B. Secondary lot corners are 5/8-inch x 30-inch rebar with cap.

C. Primary monument is a 2 ½-inch cap on a 2-inch by 30-inch flared end pipe.

D. All monument caps marked with Surveyor, License Number, and punch mark representing transit point.

XIV. MONUMENTATION

A. All monuments, stakes, other evidence which determine boundary.

B. All monuments, courses, distances necessary to re-stake any portion of plat.

C. Plat requirements:

1. Markings on all caps shown.
2. Diameter.
3. Height in relation of ground reported to within 0.1 feet.
4. Accessories.
5. Refer to previous plat showing point.
6. Minimum set primary monument is 2 ½-inch cap on a 30-inch pipe.
7. Minimum set secondary monument is 5/8-inch by 30-inch rebar with cap.
8. Refer to field book and/or digital file in title block.

D. Reset by ties:

1. Stated on plat.
2. Refer to source information.

E. In traveled way:

1. Minimum of two reference monuments.
2. Equidistant.
3. Ninety degrees or 180 degrees to each other.
4. Delineate and describe on plat.
5. Set flush with ground.
6. Two reference monuments set: 5/8-inch by 30-inch rebar with cap.

F. Minimum two primary monuments on or within subdivision boundary.

G. Existing monuments which meet primary monument specifications will not require additional primary monuments to be set.

H. Re-subdividing lots for single-family dwellings; option of setting, delineating and describing rebar at all exterior points of the current resubdivision.

I. Commercial, industrial or multifamily zoning requires a minimum of two primary monuments.

J. Monumentation Requirements:

1. On same straight property line.
2. Monuments tied to subdivision lines.
3. Distance between not greater than 1,320 feet.
4. No part of subdivision greater than 1,320 feet from a monument.

XV. MUNICIPAL COMPUTATIONS

A. Allowable error of closure: 1 part in 10,000 parts (1:10,000) minimum.

B. Acreage; area to square foot.

C. Street closure.

D. Block boundary (using property lines).

E. Curve data correct.

F. Not radial correct.

G. Line summation.

H. Proportioning correct.

I. Easement closure.

XVI. MUNICIPAL REVIEW COMMENTS

Noted and attached to this checklist.

XVII. CERTIFICATES

A. Surveyor's certificate.

B. Certificate of ownership and dedication.

C. Acceptance and dedication by Municipality of Anchorage (municipal clerk and mayor of Anchorage).

D. Tax certificate (authorized official).

E. Plat approval (platting officer, municipal surveyor, authorized official).

F. On-site water and waste water.

G. Notary acknowledgement (one for each owner).

H. Certificates as required:

1. Waiver of survey.

2. Commercial tract (fragment lots).

Plat Submission for Recordation:

- Mylar plat material.
- All required signatures.
- Notary stamp and signatures.
- Surveyor stamp, signature, and date.

(AO 2015-94, 9-15-15)

PUBLIC WORKS DEPARTMENT
PROJECT MANAGEMENT & ENGINEERING DIVISION

SURVEY SECTION

SURVEYING STANDARD SPECIFICATIONS AND PLAT REVIEW CHECKLIST

The following is a detailed explanation of surveying standard specifications and plat review checklist by the department of public works, project management and engineering division, survey section, for final plat review and acceptance. Refer to attached plat checklist for cross reference to section and subsection of this standard.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION I. PLAT MATERIAL

Submittals for final plat review will be printed on bond paper of accepted size and at approved scale.

Final submittals for recordation will be printed on mylar of accepted size and approved scale with all required signatures.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION II. PLAT SIZE

A. 18-inches by 24-inches

B. 22-inches by 34-inches.

C. 24-inches by 36-inches.

D. 31.5-inches by 34-inches.

If more than one sheet is submitted, all sheets shall be the same size and consecutively numbered.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION III. PLAT SCALE

A plat shall be drawn at a scale of one inch equals 100 feet, one inch equals 200 feet or at a scale approved by the municipal surveyor. If details are shown, the scale of each detail is provided or states the detail is "NOT TO SCALE" or "NTS."

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION IV. PLAT ACCURACY

Dimensions shall scale within ten feet when drawn at a one inch equals 100 feet scale, 20 feet when drawn at a one inch equals 200 feet scale.

(AR No. 92-227)

SECTION V. GENERAL

A. The subdivision name shall be unique, no duplication will be allowed. The title block shall contain the following information:

   1. Lists all lots and blocks that are created by the plat.

   2. Use the terms "resubdivision" and "subdivision" in accordance with title 21 of the Anchorage Municipal Code to describe the plat action.

3. Provide a complete legal description of property being subdivided or resubdivided and include the district recorder's file number of the original plat.

4. Include Anchorage Recording District as part of the legal description.

5. Identify the number of the municipal grid/grids within which the survey is located.

6. Reference to survey field books and/or project digital files.

7. If the plat vacates a public right-of-way, the words "with vacation resolution no. _____" are included. The resolution number is from the platting board's approval resolution.

8. If the plat vacates an easement, the words "with easement vacation" are included. No resolution number is required.

9. The department of community development's case number is placed below the title block as "S-_____."

10. When the plat is comprised of more than one sheet, the title block for each sheet shall be identical to the first sheet.

B. The surveyor's name or company name is shown.

C. The surveyor's current mailing and email address is shown.

D. The owners of the property are required to be identified as owner immediately below the owner's certificate and dedication block. The owner's signature shall be accompanied by his printed name. If the owner is a corporation, the title or position of the person signing for the corporation is shown.

E. All persons/corporations having a beneficial interest in the subject property shall sign the plat. If the person is signing for a corporation, the title or position of the person signing for the corporation is shown.

F. The signature of each owner and beneficiary shall be notarized, and the notary shall print the name of each person he or she has notarized.

G. Show current mailing address for the owner(s).

H. A north arrow is required for the orientation of the drawing.

I. The quarter section, section, township, range and meridian shall be included as a part of the legal description.

J. Total acreage of subdivision to 3 significant features is shown in title block.

K. All measurements of the boundary, within the boundary and any external ties to the boundary or from the centerline of right-of-way to right-of-way boundary shall be shown to 0.01 foot.

L. Minimum allowable font size is 0.08 inch; other with municipal surveyor authorization.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION VI. LOCATION MAP

A. The section number, township number, range number and meridian are shown.

B. The map has the streets and street names showing access to the subdivision and an outline of the plat or arrow pointing to the subdivision; subdivision outline shall be shaded.

C. Show water bodies, section lines, or other features that help locate the subdivision, especially if roads are not currently constructed to the subdivision.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION VII. ADJACENT PROPERTY

A. Show adjacent property and right-of-way within approximately 300 feet using broken lines.

B. For subdivided land show adjacent subdivision name or names and lot and block numbers within approximately 300 feet of the plat's boundaries.

C. Identify and dimension all right-of-way widths within approximately 300 feet of the plat's boundaries.

D. If adjacent land is not subdivided, it is shown as unsubdivided.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION VIII. SUBDIVISION LOTS AND BLOCKS

A. Exterior boundary of the parent parcel being subdivided shall be drawn with a heavier line than interior lot lines.

B. All lots, tracts, and blocks are clearly labeled with a number or letter and shall not duplicate existing lot numbers.

C. No dittos are used.

D. When multiple lots with the same number are on a plat, a block number is used for unique identification.

E. Block numbers are clearly shown and block boundaries clearly shown.

F. The area for each lot or tract is shown in square feet. For lots and tracts over 2½ acres, the area may be shown as "acres," but is shown to three decimal places.

G. Lot lines that do not intersect right-of-way curves radially are shown as "not radial" or "NR." When all or the majority of side lot lines are "not radial," a note stating "All lot lines are non-radial unless otherwise noted" is acceptable.

H. The bearing and distance along each line is clearly labeled.

I. The plat clearly shows what was set at each property corner. This may be done by note or a symbol shown in a legend.

J. Show a meander line to the mean high-water line of all properties whose boundary is determined by a water body or stream. Bearings and distances shall describe the meander lines. Reference to tidal datum if applicable.

K. When an easement crosses a property line, a distance is shown from the crossing point to a property corner.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION IX. EASEMENT, RIGHT-OF-WAY

A. The final plat shall show the width, bearing and other necessary data to delineate easements to which the lots are subject. Easements, section line easements or right-of-way reservations and rights-of-way shall be shown. Surveyor may elect to state that easements obtained by document are "not dedicated by this plat." Areas being dedicated to right-of-way shall be labeled with the statement "dedicated to right-of-way."

B. With prior approval of the Municipal Surveyor's Office, blanket easements acquired by record document may be identified by book and page number as a plat note.

C. With prior approval of the Municipal Surveyor's Office, easements acquired by record document with a legal description which is ambiguous or which cannot be located with certainty may be identified by book and page number as a plat note.

D. Easements are shown by a broken line. If easement crosses property line, dash should intersect property line. All easement broken lines shall begin and end at a property line as appropriate.

E. All easements shall be clearly located in relation to property lines, if necessary, by distance and bearing to property corners.

F. The width of an easement shall be clearly shown, any change in the width shall be clearly shown as well as to location of width change.

G. The purpose of an easement shall be clearly stated. Previously platted or recorded easements retain their original purposes and that purpose is stated. Any easement acquiring additional purposes shall be stated.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION X. STREETS

A. All streets shall be named. Street names shall be approved by the department of community development addressing section.

B. Street centerlines shall be drawn with a line-dash-line with bearings and distances shown along tangents. Resubdivisions may not require the centerline bearing and distance information, consult the municipal surveyor.

C. All streets shall show a width between the centerline and right-of-way line on each side of centerline. Street widths are shown to the hundredth of a foot when they are dedicated. Where the original plat's widths are dedicated to the nearest foot, the nearest foot is all that is required to be shown.

D. When a plat encompasses both sides of a street and no centerline was delineated on the original plat, then the total street width shall be cited.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XI. CURVES

A. All curves show arc length.

B. Tangent lengths are shown. When the beginning point of a curve is not tangent to a curve, a chord bearing or tangent bearing shall also be shown.

C. A radius length is shown.

D. The central angle is shown. Curve data may be shown within the drawing or shown in a curve data schedule with appropriate references in the drawing. Curve data schedules shall include:

1. Reference letter or number.
2. Central angle.
3. Radius.
4. Arc length.
5. Tangent length.
6. Chord bearings and distances are desirable.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XII. CONTROL

A. A plat shall have a basis of bearing line designated except when a waiver of field survey was granted for the plat.

B. The basis of bearing line cites the record source using the district recorder's file number for the record plat or the date of acceptance when using BLM or GLO plats.

C. The basis of bearing shall be between two existing monumented positions shown on a survey of public record.

D. The record distance and a measured distance between the two monuments shall be shown. The term "monument" means a physical object (natural or manmade) utilized by a land surveyor to physically identify a land boundary limit.

E. The plat shows all monuments and other evidence used to determine the boundary, with record and measured bearings and distances between them. The plat clearly indicates the source of all record information.

F. The plat clearly states how all positions of the boundary were determined. Abbreviations such as "PROP" for proportional, "BDI" [for] bearing-distance intersection, [and] "BBI" for bearing-bearing intersection are acceptable and should be described in the legend.

G. Positions which were established only for computational purposes and for which no physical objects were placed, are clearly labeled by a statement such as "NOTHING FOUND OR SET."

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XIII. LOT CORNERS

A. A bearing and distance shall be shown along all interior and exterior lines of the subdivision.

B. Primary monumentation is used to identify the exterior boundary of a recorded survey; secondary monumentation identifies all other property corners within the surveyed area.

C. All exterior and interior corners shall be monumented. The minimum requirement for a primary monument is a 2 ½-inch cap on a 2-inch by 30-inch flared end pipe with monument cap stamped per section E. (below). The minimum requirement for a secondary monument is a 5/8-inch by 30-inch rebar with a cap stamped per section E. below. The Municipal Surveyor's Office may approve monuments other than as required by this section.

D. A stamping of a typical cap shall be shown on the plat and identified as such.

E. Stamping on set primary monument caps shall meet the following requirements:

1. Surveyor and/or company.
2. The subdivision name or initials is on the cap.
3. The year the monument was set is on the cap.
4. The surveyor's license number is on the cap.
5. A punch mark representing the exact transit point is identified on the cap.

F. Stamping on secondary monument caps shall meet the following requirements:

1. Surveyor and/or company name.
2. The surveyor's license number is on the cap.
3. A punch mark representing the exact transit point is identified on the cap.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XIV. MONUMENTATION

A. All monumentation used for determining the boundary shall be shown with measured bearings and distances ties to the boundary of the subdivision.

B. Monuments shall exist at the time of filing the plat.

C. Plat requirements:

1. The markings on all monument caps are shown.

2. The diameter of each cap is stated.

3. State height of the monument cap above or below the surrounding surface within 0.1 feet. This also applies to monuments that are in cases. Monuments shall be set flush or within 0.1 feet of the surface.

4. Describe all accessories set to perpetuate a position.

5. This item is covered by showing record information along centerline and boundary lines.

D. Monument reset by ties:

1. If a position was reestablished by ties, it shall be stated on the plat.

2. List the source of tie information used to reestablish the position, by citing:

a. The surveyor who established the ties.

b. The specific field book number and page it is recorded in.

c. The plat and district recorder's file number it is shown on.

E. Monument in traveled way:

When a boundary corner or position falls in an unimproved right-of-way or traveled way, to meet the minimum monumentation requirements, the following is required:

1. Two reference monuments shall be set to identify the position.

2. The monuments shall be equidistant to the position.

3. The monuments shall be set 90 degrees or 180 degrees to each other.

4. The caps shall be stamped with the corner information and identified as reference monuments with a distance to the true point.

5. The reference monuments shall be set flush with the ground.

6. When two monuments are set to reference a position, the referenced position may be monumented by a 5/8-inch by 30-inch rebar with monument cap per section XIII.E.

F. Minimum two primary monuments on or within subdivision boundary.

G. A plat that is a part of a previously recorded plat that has existing monuments on or within its boundary and the monuments meet primary monument specifications will not be required to set additional primary monuments. Field-measured bearings and distances from the existing monuments to the plat's boundary shall be shown on the plat.

H. The surveyor of a plat that is resubdividing lots zoned and used for single-family dwellings, has the option of setting, delineating and describing secondary monumentation per section XIII at all exterior points of the current resubdivision. This is in lieu of setting two required primary monuments

on or within the resubdivision, however, the original subdivision shall still have existing required primary monuments and they shall be tied to the current subdivision.

I. A plat of commercial, industrial or multifamily use zoning requires as a minimum setting two primary monuments on the boundary.

J. Monumentation requirements:

1. Unobstructed line of sight while desirable is not an absolute requirement. If both monuments are visible from an offset point, the monumentation is acceptable.

2. Monuments shall be tied by bearings and distances to the other boundary points.

3 The distance between the required primary monuments on the same line shall not exceed 1,320 feet.

4. No lot corner within the subdivision or position on the boundary shall exceed 1,320 feet from a primary monument.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XV. MUNICIPAL COMPUTATIONS

A. The plat computations are checked for accuracy and completeness by the municipal surveyor's office; the plat review checklist (contained within this specification) is completed for each plat.

B. The allowable error of closure for established boundary of any and all parcels within the platted area shall not exceed one foot in ten thousand feet (1 part in 10,000).

C. The total acreage of plat is checked against that shown in the plat's title block. Generally, acreage shown in title block does not include area that is in dedicated rights-of-way.

D. Centerline right-of-way data is checked for errors and omission of data.

E. Block boundary is checked for closure using data from the individual lots within each block.

F. The sum of the individual distances between two points on a line should be within 0.01 feet of the total distance shown between the same two points.

G. When a position is shown as being determined by proportional methods, that proportion is checked for mathematical accuracy using the record and proportional measurements shown.

H. Easements that do not parallel a property line are checked mathematical closure.

I. Curve data is checked for computational accuracy and that there is no conflict among the four required curve data elements:

1. When a side lot property line intersects a curve and it is not readily apparent, a check is made to determine if that line is radial to the curve.

J. Lots are checked for:

1. Closure error meets the requirements of this policy as cited in part B. above.

2. Area is computed in square feet and compared with value shown on plat.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XVI. REVIEW COMMENTS

Municipal review comments are submitted to the surveyor after evaluation of the final plat submittal. Upon completion of all required edits based upon the municipal review comments and with acceptance by the municipal surveyor, the final mylar shall be submitted to the municipal surveyor for recordation.

(AR No. 92-227; AO 2015-94, 9-15-15)

SECTION XVII. CERTIFICATES

The following certificates will be on the submitted plat (as appropriate):

A. Surveyor's Certificate

1. The surveyor's professional seal with signature and date in black ink shall be placed on the plat. When a plat requires more than one sheet, the surveyor's professional seal with signature will be placed on the first sheet only.

2. The plat to be filed shall contain a certificate of the land surveyor who prepared the plat in the language which follows:

   I, _____, professional land surveyor, do hereby certify that the plat of _____is a true and correct representation of lands actually surveyed and that the distances and bearings are shown correctly and that all permanent exterior control monuments, all other monuments, and lot corners have been set and staked, or if final completion is assured by subdivision agreement, they will be set as specified in said subdivision agreement. Lot corners to be set by [date]. Monuments to be set by [date].

3. In cases where a waiver of field survey was granted, the plat to be filed shall contain a certificate of the land surveyor who prepared the plat containing language which follows:

   I, _____, professional land surveyor, do hereby certify that this is a true and correct representation of lands according to the record plat, filed [date] under recorder's plat number _____. No field survey was conducted for this plat.

B. Certificate of Ownership and Dedication

1. The owner's signature and date with notary signature and date shall be placed on the plat.

2. The certificate of ownership and dedication must be signed by all record owners, including all parties holding any recorded equitable or beneficial interest in the land being platted or dedicated; the certificate shall be signed before the municipal clerk or a notary public. Proof that all parties of real interest are included shall be established by either an abstract of title prepared by an attorney, certified to the date of filing, or by a certificate to plat prepared by a title insurance company authorized under the laws of the state.

3. Where a dedication of land to the public is proposed in the plat, the final plat shall bear a statement of ownership and dedication as follows:

   I (we), hereby certify that I (we) hold the herein specified property interest in the property described hereon. I (we) hereby dedicate to the municipality all areas depicted for use as public utility easements, streets, alleys, thoroughfares, parks, and other public areas shown hereon. There shall be reserved adjacent to the dedicated streets shown hereon a slope reservation easement sufficient to contain cut and fill slopes of 1.5 feet horizontal for each one foot vertical (1.5 to 1) of cut or fill for the purpose of providing and maintaining the lateral support of the constructed streets. There is reserved to the grantors, their heirs, successors and assigns, the right to use such areas at any time upon providing and maintaining other adequate lateral support, as approved by the municipality.

I (we) hereby agree to this plat, and to any restriction or covenant appearing hereon and any such restriction or covenant shall be binding and enforceable against present and successive owners of this subdivided property.

4. Where no dedication of land is proposed, the following is used in lieu of the previous statement:

   I (we) hereby certify that I (we) hold the herein specified property interest in the property shown and described hereon. There shall be reserved adjacent to the dedicated streets shown hereon a slope reservation easement sufficient to contain cut and fill slopes of 1.5 feet horizontal for each one foot vertical (1.5 to 1) of cut or fill for the purpose of providing and maintaining the lateral support of the constructed streets. There is reserved to the grantors, their heirs, successors and assigns, the right to use such areas at any time upon providing and maintaining other adequate lateral support, as approved by the municipality.

   I (we) hereby agree to this plat, and to any restriction or covenant appearing hereon and any such restriction or covenant shall be binding and enforceable against present and successive owners of this subdivided property.

5. In some cases, it may be desirable that access from certain lots or parcels be denied to certain roads or other rights-of-way. In such cases, the statements outlined above shall be followed by one which reads substantially as follows:

   Said dedication to the public shall in no way be construed as a permit for access to _____ street(s) from lot(s) _____.

C. Acceptance and Dedication by Municipality of Anchorage

The municipal clerk and mayor's signature and date shall be placed on the plat, along with the following:

The Municipality of Anchorage hereby accepts for public uses and for public purposes the real property dedicated on this plat including, but not limited to easements, rights-of-way, alleys, roadways, thoroughfares, and parks shown hereon.

D. Tax Certification

The authorized official signature and date shall be placed on the plat, along with the following:

All real property taxes levied by the Municipality of Anchorage on the area shown on this plat have been paid in full, and if approval is sought between January 1 and the tax due date, there is on deposit with the chief fiscal officer an amount sufficient to pay estimated real property tax for the current year.

E. Plat Approval

1. Platting officer signature and date shall be placed on the plat.
2. Municipal surveyor signature and date shall be placed on the plat.
3. On-site services signature and date shall be placed on the plat.

F. Notary Signature

All owners and any party holding any recorded or equitable or beneficial interest in the land being platted or dedicated shall have their signature notarized on the plat.

G. Commercial Tract – Fragment Lots

The plat to be filed shall contain an owner's certificate and a certificate of the land surveyor who prepared the plat containing language which follows:

Certificate of Ownership:

I (we) hereby certify that I (we) hold the herein specified property interest in the property described hereon. I (we) hereby agree to this site plan and to any restrictions or covenant appearing hereon and any such restrictions or covenants shall be binding and enforceable against present and successive owners or this property.

Surveyor's Certificate:

I, _____, professional land surveyor, do hereby certify that this fragment lot site plan shows a true and correct representation of record boundary of _____[record subdivision name] per record plat number _____.

(AO 2015-94, 9-15-15)

Regulation 21.20 – Regulations Governing Land Use Fees

21.20.001 - Schedule of fees—Land use permits.

A. The determination of value or valuation under any provisions of title 21 of the Anchorage Municipal Code shall be computed per the definition of valuation in AMC 23.10.

B. A land use permit for a building covered by the International Building Code shall not be issued without prior payment of the applicable fee set out below (see paragraph E below for fees for land use permits for buildings covered by the International Residential Code):

Total Valuation	Fee
$101.00 to $500.00	$25.00
$501.00 to $2,000.00	$26.00 for the first $500.00 plus $3.00 for each additional $100.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$60.00 for the first $2,000.00, plus $12.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$333.00 for the first $25,000.00, plus $11.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$600.00 for the first $50,000.00, plus $9.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,010.00 for the first $100,000.00 plus $6.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00

$500,001.00 and up	$3,140 for the first $500,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof
Expedited plan review	30% surcharge added to the land use permit fee
The fees assessed in this table include the $175.00 per hour fee under Section 21.20.001G. for an inspection within normal business hours, if a zoning inspection is required. The fees assessed in this table do not include other fees under subsection 21.20.001G. that apply to re-inspections, inspections conducted outside normal business hours, and inspections conducted on Sundays or holidays.	

C. A land use permit fee of $0.25 per square foot for mobile homes and for single family homes, duplexes or townhouses and their related accessory structures covered by the International Residential Code shall be paid at the time of application.

D. As used in this section, each basement or cellar shall be considered to be one story and occupancy designations are defined in the building code adopted in title 23 of the Anchorage Municipal Code.

E. A land use permit for grading, excavation or fill may not be issued without prior payment of the applicable fees set out below:

1.	1 to 50 cubic yards	No permit required (AMC 21.03.100B.e. and f.)
2.	51 to 5,000 cubic yards	$625.00
3.	5,000 to 100,000 cubic yards	$1,140.00
4.	Over 100,00 cubic yards	$2,100.00

F. Inspection fees shall be paid as described below:

1.	Inspections, Including a first re-inspection, within normal business hours	$175.00 per inspection
2.	Second and subsequent re-inspection of same code violation issue.	$350.00 per inspection
3.	Inspections outside of normal business hours	$350.00 per hour
4.	Re-inspections during normal business hours which are necessary because at the time of the previous, required inspection:	$265.00 per inspection
	a. The work to be inspected was not completed;	
	b. The approved work plans were not readily available to the inspector;	
	c. Access to the work site was denied; or	
	d. The work deviated from the approved plans.	

4.	Inspection for which no fee is specifically indicated.	$175.00 per inspection
5.	Inspection on Sundays and holidays, per inspector, per hour, two-hour minimum	$400.00

G. If partial municipal fee relief has been granted for land use fees by assembly action under AMC chapter 12.35, payment of any amount not waived shall be in accordance with this section.

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2003-152S, § 19, 1-1-04; AO No. 2004-151, § 12, 1-1-05; AO No. 2009-74(S-1), § 5, 2-16-10; AO No. 2013-100, § 10, 1-1-14; AO 2015-111(S-1), 1-1-16; AO 2018-100(S), 1-1-2019; AO 2019-116(S), 1-1-2020)

Authority—Anchorage Municipal Code § 3.40, § 21.10.040.

21.20.002 - Schedule of fees—Zoning.

The following fees shall be paid for the services described:

1.	Pre-application meeting for any land use entitlement application, including but not limited to, rezoning, platting, conditional use, and major site plan review applications	$130.00
2.	a. Rezoning contiguous parcels or any single parcel with a gross site area greater than 1.75 acres.	Base fee of $9,960.00 plus $1,130.00 per acre for over 5 acres, with total charges not to exceed $33,960.00
	b. Rezoning any single parcel with a gross site area of 1.75 acres or less.	$2,830.00
	c. Rezoning of parcels with rural designations per subsection 21.85.020 C. and comprised of less than 5 acres.	$2,830.00
3.	Area master plan, development master plan, conditional use or major amendments to conditional use where the gross site area is:	
	a. Less than 1.75 acres	$4,720.00
	b. 1.76 to 5.00 acres	$7,080.00
	c. 5.01 to 40.00 acres	$10,385.00
	d. 40.01 acres or more	$16,520.00
	e. For a single residentially zoned parcel with a gross site area of less than 1.75 acres, a rezone from one residential classification to another residential classification.	$1,770.00

	f. Special land use permit involving sale of alcoholic beverages, other than restaurant or eating place alcoholic beverage license use:	Base fee of $1,180.00 for each application, plus the following amount per square foot (sf) not to exceed $4,720.00, inclusive of applicable endorsements:
	i. Beverage dispensary, outdoor recreational lodge, destination resort, or beverage dispensary tourism license.	$3.00/sf
	ii. Modifications to Special Land Use Permit for Alcohol considered by the director.	$425.00
	iii. Modifications to Special Land Use Permit for Alcohol considered by the assembly.	$850.00
	iv. Modification to an approved Special Land Use Permit for Alcohol, considered by the assembly after denial by the planning director.	$425.00
	v. Club license	$1.40/sf
	vi. Package store license	$1.80/sf
	vii. Sporting activity or event, pub, or fair license	$0.95/sf
	viii. Brewery manufacturer/retail, winery manufacturer/retail, distillery or manufacturer/retail license	$0.60/sf
	g. For a golf course license or license with a golf course endorsement, without regard to gross site area or square footage	$3,540 flat fee
4.	Applications for a public hearing before the assembly on a rezoning with an unfavorable recommendation of the planning and zoning commission.	$1,130.00
5.	Appeal or change of land use heard by the zoning board of examiners and appeals.	$1,130.00
6.	Applications for variances:	
	a. Administrative variance (minor dimensional variance)	$710.00
	b. Single family style residential development	$710.00
	c. Sign permit variance	$1,370.00

	d. Parking space variance	$1,370.00
	e. Fence variance	$1,260.00
	f. All other types of variances	$3,965.00
7.	Minor amendments to previously approved conditional uses, area master plans, development master plans, variances, and site plans, including time extensions changes. If the applicable board or commission determines that an issue is a major amendment, this fee shall be applied toward the higher application fee required for a major amendment.	$1,130.00
8.	Any other matter requiring a public hearing before the planning and zoning commission	$3,965.00
9.	Site plan review (other than administrative):	
	a. Mailed notice and hearing required	$5,665.00
	b. Mailed notice only required	$4,530.00
	c. Mailed notice not required	$3,965.00
10.	Fire department site plan review for emergency access and water supply. See AMC 23.45.503 fire apparatus access roads and AMC 23.45.90.3.5 water supplies for site plan requirements.	$175.00 for up to 12 contiguous lots plus $87.50 per additional block of contiguous lots (up to 6 lots) (i.e. 17 contiguous lots would be $175.00 + $87.50 = $262.50 while 21 lots would be $175.00 + ($87.50 x 2) = $350.00
11.	Administrative site plan reviews	
	a. Notice not required	$1,850.00
	b. All other administrative site plan reviews	$3,965.00
12.	Appeal to the planning and zoning commission from a bed and breakfast administrative site plan review, a church administrative site plan review, or an antenna tower site plan review.	$1,415.00
13.	Appeal to the planning and zoning commission sitting as the board of adjustment.	$1,415.00

14.	Certificate of nonconforming encroachment	$415.00
15.	Registration of nonconforming lots of record	$415.00
16.	Restaurant or eating place alcoholic beverage license use—Administrative site plan review	$1,180.00 plus $0.70/sf, not to exceed $4,720.00 total
17.	Administrative variance from occupancy limits for residential care/assisted living facilities	No fee
18.	Conditional use for a habilitative care facility for up to 8 residents	Notwithstanding 3. above, no fee
19.	Special Land Use Permit for Marijuana (all license types)	$1,700.00
20.	Modification to an approved Special Land Use Permit for Marijuana, considered by the assembly in accordance with AMC (new code) subsection 21.03.105C.9.a. or AMC (old code) subsection 21.15.030G.4.	$850.00
21.	Modification to an approved Special Land Use Permit for Marijuana, considered by the planning director in accordance with AMC (new code) subsection 21.03.105C.9.b. or AMC (old code) subsection 21.15.030G.4.	$425.00
22.	Modification to an approved Special Land Use Permit for Marijuana, considered by the assembly after denial by the planning director	$425.00
23.	Initial inspection of the licensed premises following the approval of a Special Land Use Permit for Marijuana (all types) conducted during normal business hours	No fee
24.	Inspection of the licensed premises following a modification to a previously approved Special Land Use Permit for Marijuana (all types), including a first re-inspection, conducted during normal business hours.	$175.00 per inspection
25.	Second and subsequent re-inspection of same code violations issue.	$350.00 per inspection
26.	Re-inspections conducted during normal business hours which are necessary because at the time of the previous required inspection:	$265.00 per inspection
	a. The work to be inspected was not completed;	
	b. Access to the licensed premises was denied; or	

	c. The work deviated from the approved plans.	

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AR No. 86-99; AR No. 86-263; AR No. 90-151; AO No. 2001-116, § 1, 7-10-01; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2003-152S, § 20, 1-1-04; AO No. 2004-23, § 1, 1-1-04; AO No. 2004-151, § 13, 1-1-05; AO No. 2005-18, § 1, 2-15-05; AO No. 2006-35, § 2, 3-14-06; AR. No. 2006-112, § 1, 5-16-06; AO No. 2007-119, § 1, 11-13-07; AO No. 2007-121(S-1), § 16, 10-23-07; AR No. 2008-134, § 1, 7-29-08; AO No. 2010-81(S-1), § 40, 12-7-10, eff. 1-1-11; AO No. 2013-100, § 11, 1-1-14; AO 2015-45, §1, 5-14-15; AO No. 2016-25, 3-8-16; AO; AO No.2016-161, 1-10-17; AO 2017-175(S), 2-13-18; AO 2018-100(S), 12-4-18; AO 2019-116(S), 10-22-19; AO 2023-25(S), 3-6-23; AO 2023-102. 11-7-23)

Authority—Anchorage Municipal Code 3.40, 21.20.050; AO 77-407.

Editor's note— Section 54 of AO No. 2010-81(S-1), adopted December 7, 2010, states section 21.20.002 shall become effective upon approval without modification by the Planning and Zoning Commission pursuant to AMC section 21.10.015, but in any event shall not become effective earlier than January 1, 2011. Should the Planning and Zoning Commission modify any of the proposed amendments in the aforementioned section, the modifications shall be submitted to the Assembly for approval by separate ordinance.

21.20.003 - Schedule of fees—Platting.

The following fees shall be paid for the services described:

A.	Preliminary plat:	
	1. Abbreviated plat (short plat)	$2,830.00
	2. Abbreviated plat that only eliminates an interior lot line.	$1,415.00
	3. All other preliminary plats except those with commercial fragmented lots.	$4,530.00 plus $165.00 per lot or tract
	4. Preliminary plats with commercial fragmented lots.	$4,530.00 plus $905.00 per commercial fragmented lot.
B.	Vacation:	
	1. With preliminary plat	$945.00
	2. Without preliminary plat	$4,155.00
	3. Vacation fees are applicable whether a project requires one or multiple vacations. For example, a preliminary plat with two vacations is charged the same fee as a preliminary plat with one vacation.	
C.	Variance:	

	1. With preliminary plat	$945.00
	2. Without preliminary plat	$2,830.00
	3. Variance fees are applicable whether a project requires one or multiple variances. For example, a preliminary plat with two variances is charged the same fee as a preliminary plat with one variance.	
D.	Final plat:	
	1. Administrative—All final plats except an abbreviated plat that only eliminates an interior lot line.	$2,645.00
	2. An abbreviated plat that only eliminates an interior lot line.	$755.00
	3. Re-filing previously recorded final plan.	$590.00
	4. Plat checking—No subdivision agreement:	
	a. Abbreviated plat with survey waiver	$415.00
	b. Abbreviated plat with survey	$710.00
	c. Record of survey	$415.00
	d. Commercial tract	$710.00
	e. Other plats	$710.00
E.	Modification or removal of plat note	$1,415.00
F.	Minor amendments to previously approved preliminary plats, including time extensions. If found to be a major amendment by the platting board, the fee will be applied toward the applicable preliminary plat fee as provided in this section.	$945.00
G.	Appeal of abbreviated plat to the platting board.	$1,130.00
H.	Any other matter requiring a public hearing before the Platting Board.	$3,965.00

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AR No. 91-64; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2003-152S, § 21, 1-1-04; AO No. 2004-151, § 14, 1-1-05; AO No. 2010-81(S-1), § 41, 12-7-10, eff. 1-1-11; AO No. 2013-100, § 12, 1-1-14; AO 2018-100(S), 12-4-18)

Authority—Anchorage Municipal Code 3.40, 21.20.050; AO 77-407.

Editor's note— Section 54 of AO No. 2010-81(S-1), adopted December 7, 2010, states section 21.20.003 shall become effective upon approval without modification by the Planning and Zoning

Commission pursuant to AMC section 21.10.015, but in any event shall not become effective earlier than January 1, 2011. Should the Planning and Zoning Commission modify any of the proposed amendments in the aforementioned section, the modifications shall be submitted to the Assembly for approval by separate ordinance.

21.20.004 - Schedule of fees—Board of adjustment.

An appeal to the board of adjustment shall require payment of the following fees:

A.	Notice of appeal	$1,130.00
B.	Preparation of record, supporting documents	$1.80/page

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AR No. 91-64; AO No. 2003-152S, § 22, 1-1-04; AO No. 2013-100, § 13, 1-1-14; 2018-100(S), 12-4-18)

Authority—Anchorage Municipal Code 3.40, 21.20.050; AO 77-407.

21.20.005 - Schedule of fees—Hillside District Plan amendments.

The following fees shall be paid in conjunction with amendments to the Hillside District Plan:

Gross Site Area	Fee
Less than 1.76 acres	$4,720.00
1.76 to 5.00 acres	$7,080.00
5.01 to 40.00 acres	$10,385.00
40.00 acres or more	$16,520.00

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2003-152S, § 23, 1-1-04; AR No. 2008-134, § 2, 7-29-08; AO No. 2013-100, § 14, 1-1-14; AO 2018-100(S), 12-4-18)

Authority—Anchorage Municipal Code 3.40, 21.20.050; AO 77-407.

21.20.006 - Schedule of fees—Wetlands Plan amendments.

The following fees shall be paid in conjunction with amendments to the Wetlands Plan:

Gross Site Area	Fee
Less than 1.76 acres	$4,720.00
1.76 to 5.00 acres	$7,080.00
5.01 to 40.00 acres	$10,385.00
40.01 acres or more	$16,520.00

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2003-152S, § 24, 1-1-04; AR No. 2008-134, § 3, 7-29-08; AO No. 2013-100, § 15, 1-1-14; AO 2018-100(S), 12-4-18)

Authority—Anchorage Municipal Code 3.40, 21.20.050; AO 77-407.

21.20.007 - Schedule of fees—Miscellaneous fees.

The following fees shall be paid for the services described:

A.	Rescheduling of a public hearing at the request of the petitioner	$885.00
B.	Certified zoning map verifying zoning status of a particular property parcel. See AMCR 3.90.002 for fee schedule for regular, non-certified map copies.	$90.00/sheet
C.	Assignment of a street address	$90.00/address
D.	Application for a street name change	$945.00
E.	Wetlands permit:	
	1. For an area 16,500 square feet or less	$180.00
	2. For an area greater than 16,500 square fee	$560.00
F.	Central business district bonus point calculations	$415.00
G.	Site landscaping review	$135.00/hour
H.	New and revised parking layouts:	
	1. Site plan review only	$415.00
	2. Complete site plan review:	
	a. 0—10 spaces	$415.00 plus $16.50 per space
	b. 11—50 spaces	$515.00 plus $12.50 per space
	c. 51—200 spaces	$620.00 plus $8.25 per space
	d. 201—1,000 spaces	$1,035.00 plus $2.05 per space
	e. 1,001 + spaces	$1,240.00 plus $1.05 per space

I.	Agreements with the Municipality	
	Parking or access agreement	$235.00 per agreement
J.	Sign permits:	
	1. Zoning plan review.	$87.50
	2. Sign permit zoning inspection, fee per inspection	$175.00
K.	Private enforcement fee (reimbursable if complaint is sustained)	$145.00
L.	Land use administrative permits:	
	1. Permit for premises where minors are not allowed	$1,180.00
	2. Snow disposal site	$1,180.00
	3. Antenna attachments to a tower (per antenna attachment)	$280.00
	4. Unlicensed nightclub	$590.00
	5. Bed and breakfast permit, biennial	$290.00
	6. Rooming house permit, biennial	$290.00
	7. Certification of zoning status, including nonconforming rights (grandfather rights), per hour, one-hour minimum	$135.00
	8. Underground utility variance application:	
	a. Temporary	$1,980.00
	b. Permanent	$3,965.00
	9. Miscellaneous planning publications	Per copy cost
	10. Accessory dwelling unit processing fee	$120.00

(GAAB 21.05.090; AO No. 77-407; AR No. 78-12; AR No. 79-55; AO No. 82-49; AR No. 83-96; AR No. 83-289(S); AR No. 86-63; AR No. 86-263; AR No. 87-315; AO No. 87-154(S); AR No. 90-151; AR No. 93-327(S), § 1, 2-22-94; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2003-97, § 3, 9-30-03; AO No. 2003-152S, § 25, 1-1-04; AO No. 2004-1, § 4, 1-1-03; AR No. 2006-137, § 1, 6-6-06; AR No. 2008-134, § 4, 7-29-08; AO No. 2013-100, § 16, 1-1-14; AO 2018-100(S), 12-4-18; AO 2019-116(S), 10-22-2019; AO 2021-89(S), 2-15-22; 2022-80(S), 11-22-22)

Authority—Anchorage Municipal Code 3.40, 21.20.050; AO No. 77-407.

21.20.008 - Fine for failure to comply with an enforcement order.

A. When a written enforcement order has become final, as specified in subsection 21.25.030B. of the Anchorage Municipal Code, the administrative official may assess a fine of not more than $355.00.

B. If the violation continues an additional fine of not more than $295.00 per day may be assessed.

C. The administrative official shall forward a bill for collection of this fine to the violator named in the enforcement order along with a copy of that order.

D. The municipality shall have the right to bring suit for the collection of this fine plus costs and attorney's fees against any or all the parties responsible for payment.

(AR No. 90-266; AO No. 2001-145(S-1), § 23, 12-11-01; AO No. 2013-100, § 17, 1-1-14; AO 2018(S), 12-4-18)

Regulation 21.40 – Land Uses Permitted by Regulation

21.40.001 - Land uses permitted by regulation. (Repealed)

(AR No. 87-82; AR No. 92-243; AR No. 2013-137, § 1, 7-9-13; AO 2020-93, 10-1-20)

Regulation 21.60 - REGULATIONS GOVERNING FLOOD HAZARD PERMIT FEES

21.60.001 - Fee schedule.

A fee schedule, as follows, is hereby established for flood hazard permits issued under the authority of Anchorage Municipal Code Title 21. The fees shall be paid upon application for issuance of flood hazard reviews, permits, and inspections.

FEES FOR FLOOD HAZARD REVIEWS, PERMITS, AND INSPECTIONS

Type of Development or Administrative Action Requested	Permit or Administrative Fee
Structure (including all required utility service connects):	
Addition	$200.00
Alteration	200.00
New residential	200.00
New commercial	200.00
Watercourse alteration or obstruction	600.00*

Utility mainline (Each occurrence except when constructed under subdivision agreement. Fee includes service connections installed at the time of mainline construction.)	200.00*
Utility service connect (Applicable where a mainline extension is not involved)	60.00
Grading/excavation and fill	200.00
New subdivision (Plus $200.00 per lot within the floodplain, each phase being a separate submittal if the entire plat is not filed simultaneously. The fee covers all construction within the subdivision except watercourse alterations.)	600.00
Mobile home:	
Private lot	100.00
Mobile home park (Plus $50.00 per mobile home space within the floodplain, each phase being a separate submittal if the entire mobile home park is not filed simultaneously. The fee covers all construction within the park except watercourse alteration.)	200.00
Street/road construction (Except when constructed under subdivision agreement. The fee covers all construction of streets/roads except watercourse alteration.)	400.00*
Bridges	100.00 per hour
Storage of material and equipment	90.00
Bank/slope restoration	200.00
Other (Any work for which a permit is issued, but which is not addressed elsewhere in this section.)	50.00
Flood plain plan review	$45.00
Letter of map amendment administrative fee/single lot/single structure	100.00
Letter of map administrative fee/single lot/multi-structure	0.00
Letter of map revision	100.00 per hour

Inspections (Per hour; includes any inspection resulting from a complaint associated with a permitted development project located in a flood zone.)	$100.00
Variances and Appeals (Per hour; includes any work resulting from a flood hazard variance request or approval.)	$100.00

*If issuance of a permit for one of these types of development is, after review, refused by the municipality, one-half of the permit fee deposited will be returned to the applicant.

(AR No. 84-316; AO No. 90-142; AO No. 91-77; AO No. 2001-145(S-1), § 24, 12-11-01; AO No. 2003-152S, § 26, 1-1-04; AO No. 2010-81(S-1), § 42, 12-7-10, eff. 1-1-11)

Authority—Anchorage Municipal Code 3.40, 21.20.050.

Editor's note— Section 54 of AO No. 2010-81(S-1), adopted December 7, 2010, states section 21.60.001 shall become effective upon approval without modification by the Planning and Zoning Commission pursuant to AMC section 21.10.015, but in any event shall not become effective earlier than January 1, 2011. Should the Planning and Zoning Commission modify any of the proposed amendments in the aforementioned section, the modifications shall be submitted to the Assembly for approval by separate ordinance.

Regulation 21.67 – Regulations Governing Stormwater Plan Review Fees

FOOTNOTE(S):

--- (**1**) ---

Editor's note—AR No. 99-344, § 1, adopted Jan. 11, 2000, amended the Code by adding provisions designated as a new Ch. 21.67, §§ 21.67.001—21.67.003, to read as herein set out. Prior to inclusion of said ordinance, Ch. 21.67, § 21.67.010, pertained to stormwater discharge. AR No. 99-344 has been included herein as superseding former Ch. 21.67 at the discretion of the editor.

21.67.001 - Fee schedule. (Repealed)

(AR No. 99-344, § 1, 1-11-00; AO No. 2002-117, § 10, 1-28-03)

Editor's note— AO. No. 2002-117, § 10, effective Jan. 28, 2002, repealed § 21.67.001. See also the Code Comparative Table.

21.67.002 - Fees for stormwater plan review.

A. A fee schedule, as follows, is hereby established for site and stormwater plan reviews and inspections. A municipal building, land use permit, or storm water permit will not be issued without prior payment of the fees set out below. Inspections shall not be deemed completed until the fees for such inspections have been paid.

B. Fees for site and stormwater plan review and inspections. The site, inspection and stormwater plan review fee for buildings, structures, snow disposal sites, snow melters, utilities, fill, excavation, clearing and grubbing, or grading shall be:

1. For commercial buildings and structures:

Area of Land Disturbance	Plan Review Fee
Less than 500 square feet	No fee
Greater than or equal to 500 square feet	$650.00

2. For Single Family/Duplex Dwellings:

Area of Land Disturbance	Plan Review Fee
Less than 500 square feet	No fee
Greater than or equal to 500 square feet	$100.00

3. For fill, excavation, land clearing or grading:

Area of Land Disturbance	Plan Review Fee
Less than 500 square feet	No fee
Greater than or equal to 500 square feet	$550.00

4. Inspection fees:

Commercial permits	
Commercial permits	$600.00
Commercial permit, construction sites disturbing 10,000 square feet or more, or which are part of a larger common plan of development and are not greater than 5 acres, and are not a significant threat to water quality	$600.00 per year
Commercial permit, construction site disturbing 10,000 square feet or more or are part of a larger common plan of development, and are determined to be a significant threat to water quality	$1600.00 per year
Commercial permit, construction sites disturbing 5 acres or more	$1600.00 per year
Single family/duplex permits	
Single family/duplex	$200.00
Single family/duplex, construction sites disturbing 10,000 square feet or more or which are part of a larger common plan of development and are not greater than 5 acres, and are not a significant threat to water quality	$200.00 per year
Single family/duplex, construction sites disturbing 10,000 square feet or more or are part of a larger common plan of development, and are determined to be a significant threat to water quality	$800.00 per year
Single family/duplex, construction sites, 5 acres or larger of disturbance	$1,600.00 per year
Re-inspection	$175.00

5. Snow disposal site review:

Snow disposal site plan review	$500.00/site

6. Water Body Delineation Fee:

0 to 2 acres	$150.00/permit
2 to 5 acres	$300.00/permit
5 to 20 acres	$500.00/permit
More than 20 acres	$1,000.00/permit
Verification of private party mapping	50% of the prescribed mapping fee by acreage
Re-verification of private party mapping	$100.00 per hour, ½ hour minimum charge.

7. Snow melter permit fees and site review:

PERMIT APPLICATION FEES	
New permit application:	
Application review	$250.00 per permit
Drainage system operator review	$50.00 per site
Site Field inspection	$250.00 per site
Equipment review	$250.00 per each new equipment review
Permit renewal/amendment:	
Application review	$250.00 per permit
Drainage system operator review	$50.00 per site
Renewed site field inspection	$50.00 per site
New site field inspection	$250.00 per site
Equipment review	$250.00 per each new equipment review
PERMIT OPERATIONS FEES	
Permit compliance oversight:	
Department compliance oversight	$350.00 per permit
Operations inspections:	
Site w/good operational detail	$100.00 annually per site
Site w/limited operational detail	$500.00 annually per site
Site w/no operational detail	$1,000.00 annually per site

8. Utilities:

Plan review fees:	
Utility, less than 500 square feet of disturbance but more than 5 feet in depth	$100.00/permit
Utility, 500 to 9,999 square feet of disturbance	$200.00/permit
Utility, 10,000 square feet or greater of disturbance	$400.00/permit
Inspection fees:	
Utility, all sites less than 10,000 square feet	$100.00/permit

Utility, sites disturbing 10,000 square feet or more or which are part of a larger common plan of development and are not greater than 5 acres, and are not a significant threat to water quality	$600.00 per year
Utility, sites disturbing 10,000 square feet or more or are part of a larger common plan of development, and are determined to be a significant threat to water quality	$1,600.00 per year
Utility, 5 acres or larger of disturbance	$1600.00 per year

9. Other fees:

a. Additional storm water treatment plan review required for changes, additions, or revisions to approved plans:	$100.00 per hour with one-half hour minimum charge.
b. Storm water treatment plan site investigations or inspections:	$100.00 per hour with one-hour minimum charge
c. Code compliance inspection	$100.00 per hour per inspector with one-hour minimum charge
d. Requested code compliance inspections outside normal business hours:	$100.00 per hour with two-hour minimum charge.
e. Requested code compliance inspections on Sundays and holidays:	$150.00 per hour with two-hour minimum charge.
f. Storm water permit (non-specific)	$200.00/permit

C. The director may authorize refunding of a fee paid hereunder, which was erroneously paid or collected, or refunding not more than 80 percent of the fee paid when an application for a permit is withdrawn or canceled before any examination time has been expended.

D. The director shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 360 days after the date of fee payment.

(AR No. 99-344, § 1, 1-11-00; AO 2003-152S, 11-18-03; AO 2010-81(S-1), 12-7-10)

21.67.003 - Exceptions. (Repealed)

(AR No. 99-344, § 1, 1-11-00; AO No. 2002-117, § 10, 1-28-03)

Editor's note— AO. No. 2002-117, § 10, effective Jan. 28, 2002, repealed § 21.67.003 See also the Code Comparative Table.

Regulation 21.70 - REGULATIONS GOVERNING MOBILE HOME PARK ANNUAL PERMITS (REPEALED)

21.70.001 - Mobile home park annual permit (Repealed).

(AR No. 93-327(S), § 2, 2-22-94; AO No. 2004-1, § 3, 1-1-03)

Regulation 21.80 – Regulations Governing Uniform Street Designations

21.80.001 - Uniform street designations.

Roadways within Anchorage shall be officially named in accordance with the following definitions:

A. Avenue means any roadway running in an east-west direction for a distance of 1,000 feet or more.

B. Circle means any roadway which includes a cul-de-sac.

C. Court means any roadway running in an east-west direction for a distance less than 1,000 feet.

D. Drive means any curvilinear roadway.

E. E or east shall be included as the first word in the name of every roadway located east of A Street.

F. Lane means any roadway running in a northeast-southwest direction for a distance of less than 1,000 feet.

G. Loop means a curvilinear roadway to which access is limited to a single roadway.

H. Parkway means a major north-south arterial roadway.

I. Place means any roadway running in a north-south direction for a distance of less than 1,000 feet.

J. Road shall be used in a name of a roadway only when another designation is inappropriate or the roadway has been traditionally so designated.

K. Street means any roadway running in a north-south direction for a distance of 1,000 feet or more.

L. W or west shall be included as the first word in the name of every roadway located west of A Street.

M. Way means any roadway running in a northwest-southeast direction for a distance less than 1,000 feet.

(AO No. 80-79)

Authority—Anchorage Municipal Code 3.40, 21.80.260.

Regulation 21.81 – Regulations Governing Uniform Street Numbering

21.81.001 - Definitions.

In this regulation, definitions stated in Anchorage Municipal Code title 21 and regulation 21.80 of this Code of Regulations shall apply. The following definitions shall also apply to this regulation:

A. As-built survey means an official surveyed plan that delineates the exact location of a building or buildings on the property.

B. Base maps means the standard Anchorage one inch equals 100 feet (quarter section) scale right-of-way maps.

C. Street means any dedicated right-of-way.

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.002 - Uniform grid system.

Street addresses within Anchorage shall be assigned in accordance with a standard grid system, whereby the following rules apply:

A. The grid system shall be based upon equidistant perpendicular and parallel lines, with A Street designated as the east-west axis and First Avenue designated as the north-south axis (see figure 1).

B. No more than 100 addresses shall be assigned per each standard 350-foot "block interval" of street frontage.

C. All official addresses shall be indicated in ink on the addressing base maps located in the planning department.

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.003 - Standard street numbering.

A. All numbers will increase heading outwards from the intersection of A Street and First Avenue (see figure 2).

B. The north and east sides of perpendicular and parallel streets shall be assigned odd numbers, and the south and west sides shall be assigned even numbers (see figure 3).

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.004 - Numbering of nonstandard streets.

A. Diagonal streets. Addresses on a diagonal street shall be assigned on the north-south or east-west axis according to the predominant direction of the street from the grid baseline. A perfect diagonal street shall be arbitrarily assigned on either axis (see figure 4).

B. Curvilinear streets. Numbers on a curvilinear street shall be assigned from the axis that is most nearly at a right angle to the predominant direction of the thoroughfare (see figure 5).

C. Cul-de-sac/circles. Numbers shall be assigned odd or even on either side of an imaginary line bisecting the cul-de-sac/circle (see figure 6).

D. Loops. Addresses shall be assigned on the north-south side or east-west axis, according to the predominant direction from the grid baseline (see figure 7).

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.005 - Numbering by building types.

A. Buildings shall be addressed off the street the main front entrance faces, with the following exceptions:

    1. A building shall be assigned an address off the street it accesses from if the building front does not face, or is not in close proximity to, a dedicated right-of-way.

    2. Corner lot buildings. Corner lots having dual entrances shall be assigned an address based upon the general site layout.

B. Unless otherwise stated in these regulations, all buildings or groups of buildings or dwelling units containing more than one business or dwelling unit shall be assigned a single address per building.

Each property owner shall be responsible for assigning individual address suffixes (alphabetical or alphanumeric unit numbers) to the business establishments or dwelling units within the building.

C. Residential buildings.

1. Single-family dwellings shall be assigned one address number.

2. Duplexes, condominiums, townhouses and multifamily dwellings shall be assigned one number per building unless each dwelling unit in the building has a separate outside, street-level entrance fronting on the street, in which case the dwelling units may be assigned individual addresses.

3. Mobile home parks. Each space within a mobile home park shall be assigned a single address.

D. Business/industrial buildings.

1. Buildings adjoining each other and having separate entrances facing the street shall be assigned an individual address per building.

2. Individual buildings containing more than one outside entrance facing the street may be assigned one address per entrance at the discretion of the planning department, in the following situations:

a. The entrance serves a single business which cannot be accessed from the other businesses or other street fronting entrances in the building.

b. The entrance serves several suites of businesses which cannot be accessed from other street-fronting entrances in the building.

3. Auxiliary buildings or commercial and industrial facilities shall not be assigned a separate address, but the main building (where mail is received and business is transacted) would receive a building number.

4. Business parks. Individual buildings in a business park shall be assigned separate addresses for each business located within that building provided that each business has a separate, unique outside entrance.

5. Shopping centers/malls. Detached shopping centers/malls situated on the same property and having internal access to all businesses shall be assigned a single address.

6. Business condominiums shall be assigned a single address per building.

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.006 - Posting of assigned street addresses.

Premises identification.

A. It is the responsibility of property owners to affix approved numbers on all their buildings in such a position as to be plainly visible and legible from the street fronting or orienting the property. Said numbers shall contrast with their background.

B. On a corner lot, the business or dwelling number shall face the street named in the address.

C. Businesses or dwellings situated a considerable distance from their street frontage or obscured by trees, shrubs, etc., shall have the structure number posted on a plainly visible manmade or natural feature within at least 50 feet of the street named in the address.

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.007 - Address changes.

A. An assigned address may be changed by the department of public works if unusual circumstances warrant such a change. Situations which may contribute toward the determination that a change is needed include:

1. Assigned number is in conflict with standard grid system (i.e., number(s) out of sequence, odd or even numbers on wrong side of street, etc.).

2. Street designation has been changed.

3. Duplicate street names exist.

4. Street alignment has been changed.

5. Principal entrance does not face the street named in the address.

B. Notification of any address change shall be made, by letter, to the property owner, with copies to the post office, utilities and public safety agencies servicing that property.

(AR No. 81-284; AR No. 84-280)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.008 - Methods of assigning new street addresses.

A. Preliminary addresses shall be assigned by the department of public works to all parcels within the municipality not later than December 31, 1983. These addresses will be systematically assigned in accordance with these regulations in the following phased sequence: (1) Anchorage Bowl area; (2) Eagle River-Chugiak-Eklutna; (3) Turnagain Arm. Preliminary addresses are primarily for internal municipal use, may be changed when permanent addresses are assigned, and should not be used on official documents. Preliminary addresses will not be assigned upon request and will not be made public until each geographical phase is totally completed.

B. Permanent street addresses shall be assigned in writing by the department of public works only to officially subdivided parcels, which access dedicated rights-of-way. Assignment of addresses shall be made in the following situations and timeframes:

1. At the department of public works' discretion, after the recording of a final plat, with written notification of assigned addresses to be sent to the property owner as soon as possible.

2. Residential street addresses shall normally be assigned, and written notification postmarked, within two working days of a request by the property owner.

3. Addresses for a subdivision containing ten or more lots, and addresses for condominiums, townhouses, apartment buildings, and planned unit developments shall be assigned and written notification postmarked within five working days of the owner's request and receipt of an as-built survey of the property.

4. All business addresses shall be assigned, and written notification postmarked within five working days of receipt by the department of public works of the as-built survey of the property.

(AR No. 81-284; AR No. 84-280)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

21.81.009 - Enforcement.

Any violation of this regulation may be remedied in the manner provided by Anchorage Municipal Code 21.25.030 and other provisions of law.

(AR No. 81-284)

Authority—Anchorage Municipal Code 3.40, 21.80.270.

ADD FIGURE page 21.81-6

Regulation 21.90 – Multiple Dwelling Unit Residential Development on a Single Lot or Tract

21.90.001 – Applicability

Applicability: the standards of this regulation shall apply to all residential developments with:

A. Multiple dwelling units on a single lot, or multiple dwelling units which are part of a common development on multiple lots, consisting of more than three structures, or more than twelve dwelling units, or

B. Developments with multiple dwelling units on a single lot, or multiple dwelling units which are part of a common development on multiple lots, with more than one parking facility separated by a "trunk" or "spine" vehicular access.

Exemptions to A or B:

1. Developments with vehicle access limited to one or more direct connections between a single parking facility and the right-of-way. These developments shall construct access in accordance with Municipal Driveway Standards, AMC 21.07, and the International Fire Code (IFC) as applicable.

2. Developments with access connected exclusively to a public alley. These developments shall construct access in accordance with Municipal Driveway Standards, AMC 21.07, and the International Fire Code (IFC) as applicable.

21.90.002 Decision Tree and Construction Examples

The decision to build a private street or driveway will be factored by the number of structures or the number of dwelling units to be constructed. This section provides a Decision Tree (Illustration #1) with an accompanying table (Table 21.90.002-1), and construction examples (Illustrations #2-5).

The construction examples in Illustrations #2 and 3 depict typical private street access. Typical driveway access is depicted in Illustrations #4 and 5.

Illustration #1 – AMCR 21.90 Decision Tree

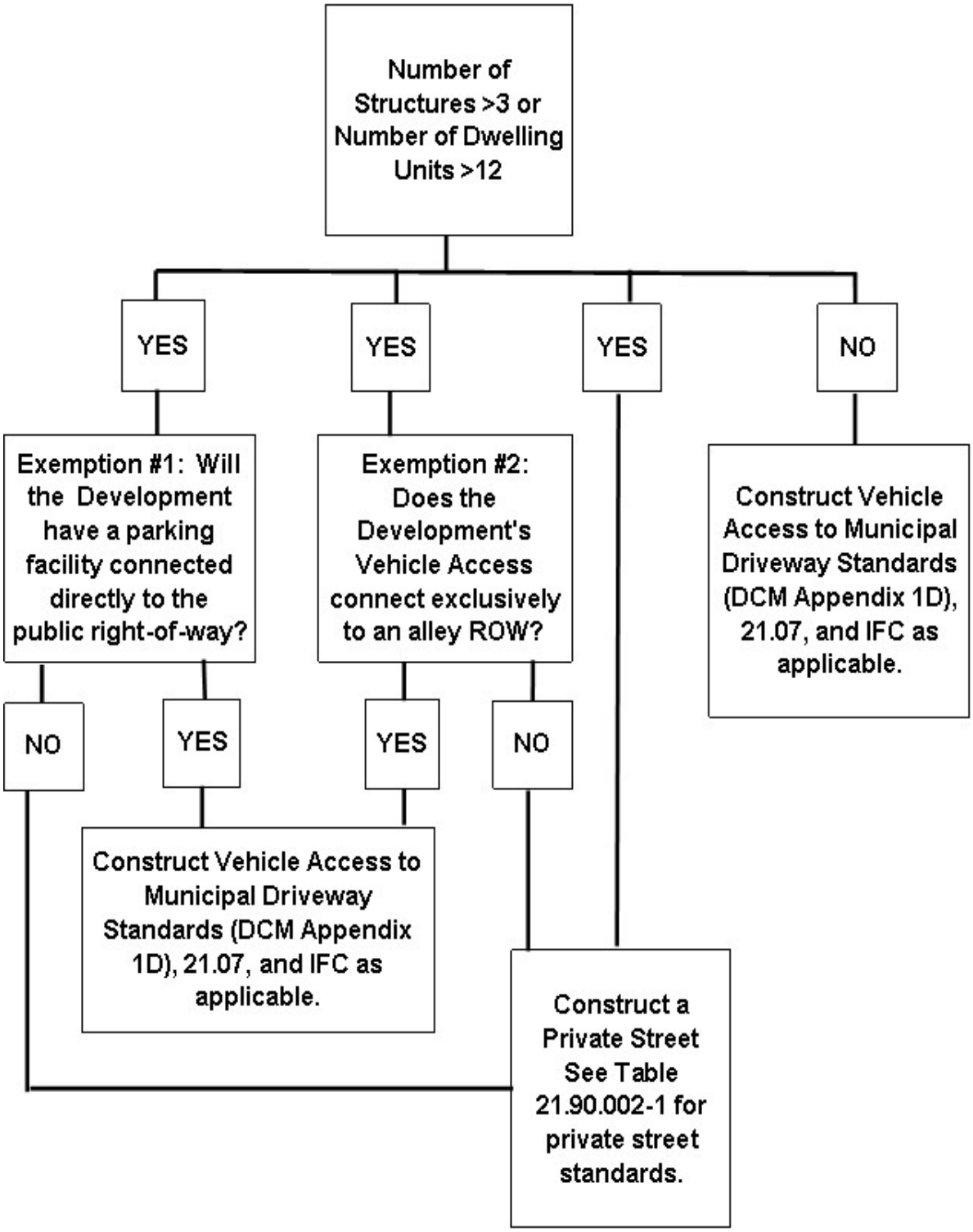


TABLE 21.90.002-1: Private Street - Minimum Standards							
Number of Dwelling Units	Street Section [1,2] (feet)		Number of Lanes		Design Speed	Managed Guest Parking[3] Required	Sidewalk
	Standard	Optional[5]	Moving	Parking	(mph)		
4-12	31		2	1	20	No	None
		24	2	0	20	Yes	
13-19	31		2	1	20	No	One Side or Woonerf[4]
		24	2	0	20	Yes	
20-34	33		2	1	25	No	One Side or Woonerf[4]
		24	2	0	25	Yes	
35-49	33		2	1	25	No	Both Sides
		24	2	0	25	Yes	
50-79	33		2	1	25	No	Both Sides
		28	2	0	25	Yes	
80-200	38		2	1	25	No	Both Sides
		N/A					

[1]Street dimensions are from back of curb.

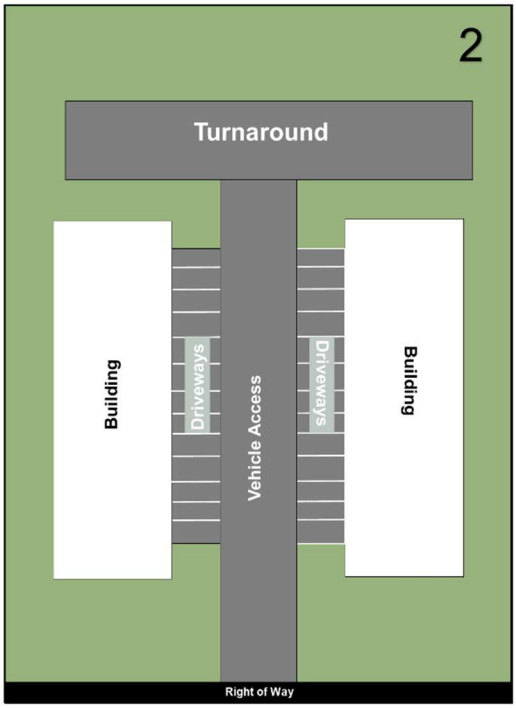
[2] The width of a private street may be reduced where it enters the public right-of-way upon approval by the Municipal Traffic Engineer.

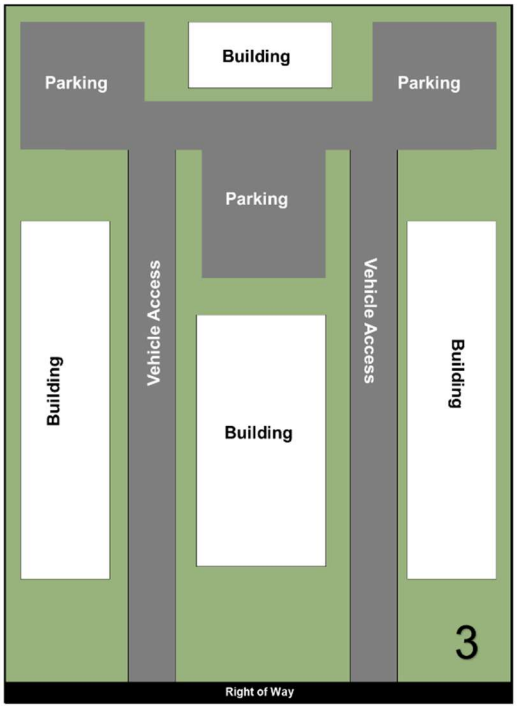
[3]Managed Guest Parking may not be provided in driveways of individual units.

[4]See AMCR 21.90.003.F.1.ff for Woonerf Street requirements.

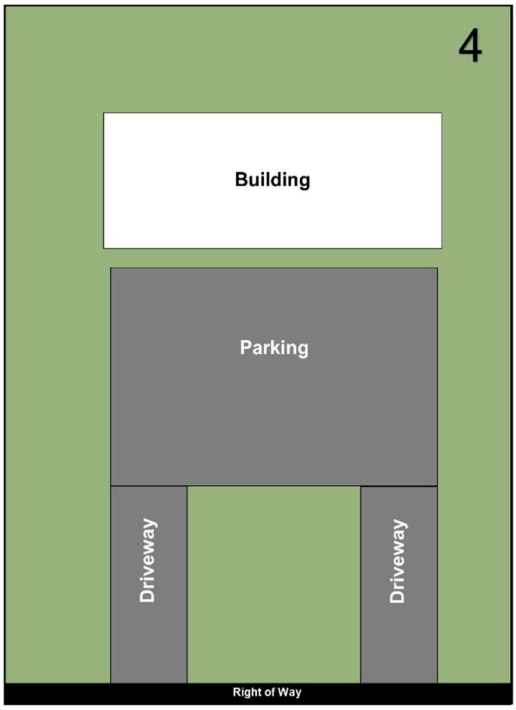
[5]Use of "Optional" street section where building height is 30 feet or greater requires a minimum unobstructed width of 26 feet for the private street.

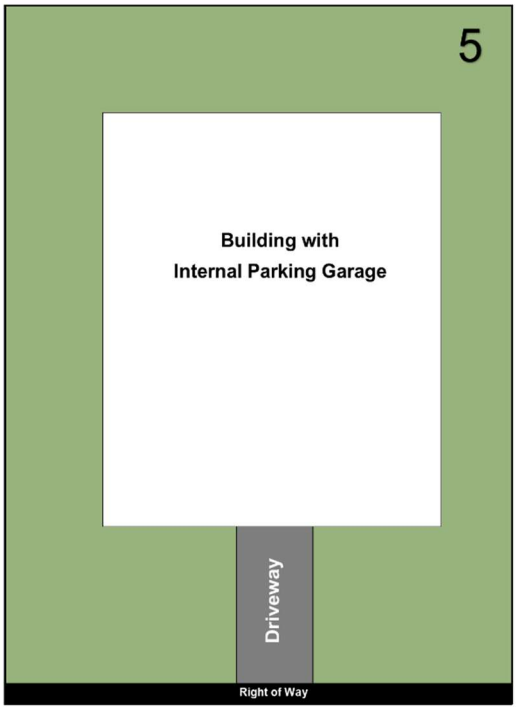
Illustrations #2-3: Private Street Design Examples:





Illustrations #4-5: Driveway Design Examples:





21.90.003 - Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

AASHTO shall mean American Association of State Highway and Transportation Officials.

AMC shall mean Anchorage Municipal Code.

BMP shall mean Best Management Procedures.

Contractor shall mean the party to whom a municipal building permit, land use permit, or right-of-way permit is issued, and who is responsible for the installation of all public and/or private streets, parking areas, pedestrian amenities, drainage features and utilities, and other associated site improvements required by the permit.

Curb and Gutter shall be defined as raised strips of concrete combined with a depressed concrete channel along the edges of streets or parking lots. Curbs provide structural support to the edge of pavement, provide a durable surface for snowplow blades, define borders between traveled and untraveled surfaces, and help contain low speed traffic within the edges of the pavement. When combined with gutters, curbs collect and convey storm-water runoff to point of collection and improve the efficiency of street sweepers by concentrating debris for easy mechanical clean-up.

DCM shall mean the Municipal Design Criteria Manual.

Developer shall mean the party obligated under a subdivision agreement, development agreement, right-of-way permit, building permit, or land use permit, for all required street improvements, parking areas, pedestrian amenities, drainage features, utilities and other improvements required by the agreements or permits. This definition is specific to AMCR 21.90.

Development shall mean a residential development ultimately consisting of more than two dwelling units per lot or tract. This definition is specific to AMCR 21.90.

Driveway: See 21.15.040 for definition.

FTD shall mean field density test(s).

IFC shall mean International Fire Code, as adopted in AMC Chapters 23.45 and 23.55.

Managed Guest Parking shall mean parking managed under a parking agreement between the Municipality of Anchorage and the developer/property owner(s).

MASS shall mean the abbreviation for the “Municipality of Anchorage Standard Specifications”, which is a manual that identifies the approved common construction practices associated with subdivision development and public works projects.

MUTCD shall mean Manual on Uniform Traffic Control Devices.

Parking Facility: Refer to 21.15.040 for definition.

Parking Space: Refer to 21.15.040 for definition.

Parking Space, Guest: Refer to 21.15.040 for definition.

Pedestrian Connection: Refer to 21.15.040 for definition.

Plan shall mean a document, prepared by a professional engineer licensed in the State of Alaska, showing all applicable items as listed below in subsection 21.90.003E.1. Refer to 21.15.040 for additional information on different types of plans, as defined by Title 21.

Private Street: Refer to 21.15.040 for definition.

Public Street: Refer to 21.15.040 for definition.

PUE shall mean public use easement(s).

Sidewalk: Refer to 21.15.040 for definition.

Woonerf Street shall mean a street designed for vehicular travel, pedestrian travel, social gathering and recreation. Pedestrians and cyclists take precedence in the use of the street. The access for all modes is accommodated on the same surface and is not differentiated by grade separation or other barriers. Woonerf Streets include traffic calming measures to ensure safe coexistence of all users. Traffic calming measures may include landscaping features, patterned paving, planters, trees, benches, or bollards. These features are intended to enhance user safety and use.

(AR 2004-108(S-2), § 1, 6-8-04; AO 2019-132, 12-3-19)

21.90.004 - General duties of developer.

A. The developer shall be responsible for planning, designing, and constructing all elements of private streets within a development to meet or exceed municipal private street standards. Approval of an engineered street construction plan, quality control plan, and verification the developer has retained the services of a professional engineer, licensed in the State of Alaska, for inspection of the private street construction shall be required prior to obtaining building or land use permits from building safety. Certified as-built/record drawings and a compilation of weekly inspection and test reports for all private street construction shall be submitted to building safety prior to issuance of any certificates of occupancy for the development.

(AR 2004-108(S-2), § 1, 6-8-04; AO 2019-132, 12-3-19)

21.90.005 - Responsibilities of developer, contractor, and municipality.

A. Developer responsibilities.

1. The developer shall submit engineered plans for the construction of all private streets and other facilities required to serve a development as part of the submittal package for a building or land use permit.

2. The developer shall provide adequate public use easement dedication when required by the municipal traffic engineer for improved connectivity, circulation and/or public safety as set out in AMC Section 21.03.100.

3. The developer shall enter into a subdivision agreement, development agreement, or right-of-way permit for construction of all streets and other facilities within dedicated public use easements or right-of-way.

4. The developer shall ensure that subsequent builders or owners performing work on-site or in the adjacent right(s)-of-way are supplied with a copy of the approved site plans.

5. The developer shall be responsible for all work on-site or in adjacent right(s)-of-way until the development is issued final certificates of occupancy. The developer shall not be responsible for the actions of a third party performing work outside of the developer's subdivision agreement, right-of-way permit, building permit, or land use permit.

6. The developer shall retain the services of a professional engineer, registered in the State of Alaska, for inspection of all private street, drainage and utility construction to ensure all improvements are in compliance with applicable municipal standards.

7. The developer shall work with the contractor to ensure daily and weekly inspection and test reports are prepared and submitted in accordance with the requirements set out in subsection E.2. below; and that certified as-built drawings are prepared for all private road and drainage construction and submitted to the municipal building safety department.

8. The developer shall be responsible for identifying all permits required for a development (including, but not limited to, right-of-way permit, flood hazard permit, wetlands fill permit,

Corps of Engineers 404 Permit, Title 16 Fish Habitat Permit) and for working with all concerned regulatory agencies to obtain required permits prior to the commencement of work.

9. Prior to issuance of individual building permits, the developer shall be responsible for the preparation of a hydrogeologic report to provide accurate assessments of seasonal high groundwater table elevations for the purpose of maximum foundation depth determination, and to resolve the need for footing and foundation drains. The report shall be based on analysis of groundwater table tests conducted in accordance with the procedures specified in subsection E.6. below, and shall bear the signature and stamp of the responsible engineer or hydrogeologist. The report shall contain recommendations for the mitigation of groundwater penetration into crawlspaces and/or basements.

B. Contractor responsibilities.

1. The contractor shall construct all improvements associated with a development in accordance with the approved plans, issued permits and in compliance with all applicable municipal standards.

2. The contractor and all subcontractors shall perform all site work such that it will not cause adverse pedestrian and vehicle safety impacts to the development, adjoining developments, or adjoining right-of-way.

3. Prior to obtaining a building or land use permit, the contractor shall submit verification that the services of a licensed professional engineer have been retained for construction inspection of all private street improvements as well as an approved quality control plan and construction schedule for those improvements to be approved by the building official.

4. The contractor shall be responsible for compiling daily and weekly inspection reports for submittal as set out in subsection E.2. below.

5. The contractor shall be responsible for repairing or replacing any improvements found to be insufficient or damaged due to materials, workmanship or the actions of the contractor or subcontractors.

C. Building official and municipal engineer responsibilities.

1. The building official shall review and approve or disapprove all plans for all developments.

2. The building official shall determine to what standards any required improvements are to be constructed. The construction standards may not exceed the applicable standards of AMC Title 21.

3. The municipal engineer and/or building official or their designee may periodically inspect construction of the required development improvements for conformance with the approved plan.

4. The municipal engineer shall review and approve or disapprove all design or construction waivers from the standards in this regulation.

5. The building official shall review the as-builts and inspection reports for consistency with these regulations and the approved plans.

D. Municipal traffic engineer responsibilities.

1. The municipal traffic engineer shall review and approve or disapprove proposed plans to ensure all vehicle and pedestrian safety standards as well as parking and maneuverability standards have been met.

2. The municipal traffic engineer shall review proposed plans to determine if plans comply with the municipal driveway standards.

3. The municipal traffic engineer shall review and approve or disapprove all waivers from the applicable standards in this regulation.

E. Procedures. The developer shall adhere to the procedural matters as outlined in this section to provide consistent plan submittals and standardized field inspection and testing. All procedures detailed shall not exceed those required under a subdivision agreement.

1. Plan preparation: Construction plans shall include the following information:

a. Scaled drawing; minimum scale one-inch equals 50 feet zero inches;

b. Dimensions of all proposed streets, driveways, primary pedestrian connections, parking, resident parking spaces, guest parking spaces and adjacent right-of-way;

c. Existing and proposed property lines;

d. Adjoining right-of-way;

e. Existing and proposed drainage facilities on property and in the right-of-way;

f. Existing and proposed topography extending a minimum 25 feet beyond all property boundaries;

g. Proposed post-development drainage patterns including grade breaks, grade break elevations and drainage arrows;

h. Easements dedicated by plat or recorded by book and page;

i. Development setbacks;

j. Wetland boundaries;

k. Stream protection setbacks;

l. Relevant cross sections of parking areas, sidewalks, curbs, loading bays, ramps, and all other features of the parking area where cross sections will clarify grade breaks and elevations;

m. Construction details and standard cross sections of all proposed streets, public and private, showing street width, limits of excavation, frost classification of subgrade material, depth of classified fill, pavement thickness, curbs, gutters, shoulders, deep utilities, storm drain;

n. Elevation profiles of all proposed streets, public and private;

o. All street geometrics including curb return radii;

p. Water plans and elevation profiles;

q. Sewer plans and elevation profiles;

r. Building footprint(s) and driveway location(s);

s. Finished floor elevations and/or finished garage floor elevations;

t. All proposed landscaping;

u. Locations of all proposed erosion and sediment control BMPs;

v. All proposed points of ingress/egress and AASHTO sight distance triangles at those proposed points shall be identified;

w. Parking calculations;

x. Illumination plans with certified lighting and glare statement;

y. Certified site lighting analysis and glare statement for parking lot lighting where an independent lighting system is provided for parking lots exceeding 20 parking spaces;

z. Clearing limits;

aa. Storm drain plans and elevation profiles; and

bb. Applicable manhole details, pavement cut, and replacement details in conformance with MASS.

2. Daily and weekly inspection reports shall be compiled by the engineer of record and submitted to building safety by close of business, Monday following the reporting period. Failure to comply with this requirement may subject the contractor to issuance of a stop work order until compliance and/or additional fees. The certificates of occupancy shall not be issued until all inspection reports have been received and approved by the building official. At a minimum, the inspection reports shall contain the following information:

a. Date the work was observed;

b. Project name;

c. Scope of work;

d. Weather conditions and temperature while work was observed;

e. Depth of excavation;

f. Sieve analysis and classification of structural fill material placed within the street prism or utility trenches;

g. Verification that all organics have been properly removed from the subgrade;

h. Sieve analysis and classification of structural fill material placed in the private street, storm drain trench and/or utility trench;

i. Source and method of backfill;

j. Results of field density testing as set out in subsection E.3. (below), for all street and trench backfill;

k. Compaction methods;

l. Any ground water encountered or dewatering performed;

m. Asphalt pavement thicknesses observed from core samples;

n. Status and effectiveness of erosion and sediment control BMPs; and

o. Engineer's or representative's signature.

3. Guidelines for quality control plan submittal:

a. Identify all haul routes, material sources, and disposal sites, including frequency and types of proposed maintenance of haul routes, and emergency telephone

number and contact person. List the days and hours of haul route use, and submit a traffic control plan, if required;

b. List the source and types of soils to be used, including provisions to ensure quality control of all native soils anticipated for use in construction of the development;

c. Identify the types and frequency of all testing in accordance with subsection E.4. below; and

d. Provide procedures for reporting quality control activities, including discoveries of deficiencies in the work, and methods to correct, repair, and retest deficiencies.

4. Quality control testing standards:

a. All FDTs shall include the following information:

i. Project name;

ii. Test number;

iii. Date;

iv. Field technician's name;

v. Location by station (from approved plans) and offset distance;

vi. Elevation (from approved plans);

vii. Description (sidewalk subgrade, street fill by type, water, trench backfill, pavement, etc.);

viii. Nuclear gauge make, model, and number;

ix. Calibration date;

x. Probe depth;

xi. Soil type and proctor curve number;

xii. Wet density (pcf);

xiii. Moisture content (percentage);

xiv. Dry density (pcf);

xv. Maximum dry density (pcf — from proctor);

xvi. Marshall density (pcf);

xvii. Percent compaction;

xviii. Remarks; and

xix. All failing FDT's shall be retested until they pass, and the contractor's method of improving the compaction shall be noted on the test form.

b. Minimum frequency of quality control testing. These are minimum frequencies; additional testing may be necessary, depending on circumstances and failure rate:

i. Mechanical analysis on imported material:

(A) Classified backfill, all types — one per 2,000 tons;

(B) Bedding, all types — one per 500 L.F.;

(C) Leveling course — one per 1,000 tons;

(D) Seal coat aggregate — one per 1,000 tons.

ii. Density testing for street construction: One test per 400 L.F. on each lift of classified fill and backfill, and one test per 400 L.F. on completed subgrade prior to placement of leveling course.

iii. Density testing for trench backfill: One test per 300 L.F. of trench at spring line, mid-trench and surface.

iv. A.C. pavement: One truck sample of each day's run for marshal series, and one core sample correlated to truck sample for density and thickness.

5. Inspection and as-built standards:

a. Provide a qualified representative at the site to inspect the work on a daily basis. The engineer shall provide written daily reports in conformance with subsection E.2. above.

b. The engineer's representative shall be responsible for compilation of as-built information, and preparation of as-built drawings and utility service connection records. The minimum requirements and standards for as-builts is set out in MASS 1994, Section 65.00.

c. The engineer shall notify the building safety department if employment is terminated or is reduced to the point that the engineer can no longer perform the services described.

6. Groundwater table elevation testing.

a. The bottom of the test hole shall be at least six feet below the bottom of the anticipated foundation depth, or a minimum of ten feet deep.

b. A perforated plastic pipe, or similar device, shall be installed to the bottom of the test hole, and the test hole shall be backfilled and mounded to slope away from the pipe.

c. The water level in the pipe shall be measured a minimum of seven days after installation to determine water table depth below the surface.

d. Test hole density:

i. Developments one acre or less in size shall install a minimum of three monitoring wells, evenly distributed throughout the property with respect to horizontal and vertical topography;

ii. Developments between one and five acres in size shall install a minimum of two monitoring wells per acre, evenly distributed throughout the property with respect to horizontal and vertical topography; or

iii. Developments greater than five acres in size shall install a minimum of one and one-half test wells per acre, evenly distributed throughout the property with respect to horizontal and vertical topography.

F. Design.

1. Private street design criteria:

a. All private streets shall be constructed in accordance with Table 21.90.002-1 and the criteria found in this section.

b. All private streets shall be crowned with minimum two percent cross slopes; alternative sections may be approved by the municipal engineer.

c. All private streets shall have a minimum longitudinal grade of one percent and a maximum grade of ten percent unless otherwise approved by the municipal engineer.

d. At intersections with peripheral right-of-way, private street grades shall not exceed four percent within a minimum distance of 30 feet from back of curb or edge of shoulder of the peripheral street.

e. The minimum grade of an asphalt swale or "valley gutter" at private street intersections without catchment facilities immediately upgrade shall be one percent.

f. Vertical curves shall be used for transition between intersecting grades of streets when the change exceeds one percent.

g. At intersections with arterial or collector streets, private streets shall have a minimum curb return radius of 30 feet. At intersections with all other streets, private streets shall have a minimum curb return radius of 20 feet.

h. All horizontal curve radii shall conform to the requirements for a secondary street identified in the DCM Chapter 1 – Section 1.9 Street Design Criteria.

i. All private streets within developments shall be designed for a preferred design speed of 25 miles per hour or a design speed of 20 miles per hour upon approval of the municipal traffic engineer.

j. Clear vision areas and clear vision triangles for private streets shall be in compliance with AMC Chapter 24.70, DCM Chapter 1: - Section 1.9 Street Design Criteria and AASHTO Sight Distance Triangle (see Municipal Driveway Standards).

k. Any dead end private street with a length in excess of 150 feet (measured from the face of curb, or nearest edge of the traveled way for uncurbed streets, of the intersecting street to the end of the private street) shall be provided with turnaround provisions meeting the requirements of MOA Handout F.02, Recommended Dead-End Fire Lane Turnarounds.

l. Use of the optional private street section requires a recorded parking agreement between the Municipality of Anchorage and the developer(s)/property owner(s). The agreement shall include the following:

    i. The minimum number of managed guest parking stalls is the number of guest parking stalls required by Table 21.07-4

    ii. Managed guest parking stalls shall be individually signed to indicate that vehicles parked for more than the designated time period, not to exceed 24 hours, will be towed at the vehicle owner's expense.

    iii. The developer/property owner shall maintain a contract with a towing company for the immediate removal of any vehicles parked along the private street and any vehicles parked in managed guest parking for a period of time in excess of the designated time period not to exceed 24 hours.

    iv. The developer/property owner shall post the name and phone number of the towing contractor at all locations posted as "no parking" and at managed guest parking stalls.

v. Optional private streets shall be signed as “No Parking Fire Lane.”

m. Sidewalks shall be constructed of Portland Cement Concrete with a minimum thickness of 4 inches and a minimum width of 5 feet.

n. An 8-foot wide separated asphalt pathway may be substituted for a sidewalk when constructed in accordance with details in MASS Division 20 – Earthwork.

o. When a development includes multiple parking facilities the preference is to consolidate access between separate parking facilities with a private street. Using the private street for turning and maneuvering should be avoided.

p. All pre-design subsurface investigations shall be in accordance with the soil investigation standards given in DCM Chapter 1: Section 1.7 – Soil Investigation Standards.

q. All organics shall be removed from the streets subgrade unless otherwise approved by the municipal engineer.

r. The thickness of structural fill for private streets shall be designed using the limited subgrade frost penetration method as described in DCM Chapter 1: Section 1.7 – Soil Investigation Standards. All substitute design methods shall have prior approval by the municipal engineer.

s. Geotextile fabric shall be installed at the bottom of excavations when existing soils classified as F3 or F4 are present as indicated in the DCM Chapter 1: Section 1.10 – Road Structural Fill Design.

t. All structural fill used in construction of private streets shall comply with MASS Division 20 – Earthwork and shall be installed in accordance with the guidelines established in DCM Chapter 1: Section 1.10 – Road Structural Fill Design.

u. All structural fill material for private streets shall be placed in lifts no greater than 12 inches thick and compacted to 95 percent maximum density at optimum moisture content.

v. The top six inches of the structural fill for private streets shall be Type II-A classified fill material only, as set out in MASS Division 20 - Earthwork.

w. Leveling course and pavement thickness shall be in accordance with MASS.

x. All private streets shall be designed with adequate catchment of surface water runoff and meet the requirements of DCM Chapter 2: Drainage Volume 1.

y. All manholes, inlets and storm drain lines shall be designed and constructed to municipal standards as defined in MASS Division 55 – Storm Drain Systems.

z. Names for private streets will be submitted to the municipal addressing department for review and approval prior to having the site plan approved.

aa. All private streets will be signed according to MUTCD Standards with a "private" designation on the street sign. A certificate of occupancy will not be issued until the street signs are installed and inspected. See traffic department for design of sign specified as a D3-101PVT.

bb. Private streets shall have "No Parking, Fire Lane" signage on the side of the street where parking is prohibited.

cc. Covenants, where applicable, shall provide for the association and/or management company to be able to tow vehicles parked illegally and covenants shall state parking is prohibited on one side of the street.

dd. Covenants, where applicable, shall require the association to maintain signage and enforce no-parking areas.

ee. Each street shall be named, and each building address shall be based on the access street. (For example, no C Street address if the building does not access off of C Street.)

ff. A Woonerf Street shall include the following design elements:

i. A width of 24 feet and must not exceed 500 feet in length.

ii. Have a clear and distinct entrance with a sign indicating the Woonerf status.

iii. Incorporate different colors and textures in pavement material.

iv. Use traffic calming measures such as chicanes. Traffic calming measures must be placed at maximum intervals of 160 feet. Use of vertical traffic calming measures to be approved by the Fire and Traffic Engineering Departments.

gg. A Woonerf Street may also include the following additional design elements:

i. Eliminate the continuous curb.

ii. Incorporate outdoor furnishings, landscaping and lighting.

hh. Approval by the Municipal Traffic engineer and the planning director is required for Woonerf Streets.

ii. Woonerf Streets are considered optional private streets and are required to provide managed guest parking.

jj. Woonerf Street design elements must not interfere in emergency vehicle access.

kk. AMC 21.07 will require the Woonerf Street design to address runoff and snow storage or removal.

2. Public Streets constructed in Public Use Easements (PUE).

a. Streets determined by the traffic engineer to require a PUE dedication for purposes of access and/or connectivity shall be constructed to the standards identified in AMC Title 21 for public roads; and

b. PUEs shall be 50 feet wide to accommodate the street section and the snow storage area. Additional dedication shall be required in the event that pedestrian facilities are needed, as determined by the area wide trails plan, determined by a traffic impact analysis, or the street volumes are expected to exceed the requirements in AMC Title 21 for pedestrian facilities.

3. Emergency response.

a. Streets with hydrants on them shall have continuity and not be dead ends, unless located on cul-de-sacs approved by the traffic engineer and the fire department. Hydrants shall be accessible from two directions.

b. Residential developments with 30 or more dwelling units shall be provided with separate and approved access roads, meeting the remote requirements of IFC D104.3., as adopted under AMC Title 23.

c. The number of dwelling units on a single fire apparatus road shall not be increased unless fire apparatus access roads will connect with future developments as

determined by the fire code official. No new structures shall be constructed on a fire apparatus access road unless approved by fire code official.

d. To prevent conflagration, one or two family residential developments shall have a clear space of at least ten feet between exterior walls (not including area under the eaves), unless each structure has an approved automatic sprinkler system.

e. Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall meet requirements of IFC D105, as adopted under AMC Title 23.

4. Plan review and approval. Plans providing all of the required components shall be submitted with the "master" building permit application. The appropriate review agencies shall provide comment to the building official. The building permit shall not be issued until all appropriate departments have provided approval.

5. Noncompliance.

a. Failure of the developer or builder to obtain appropriate permits shall result in investigation fees as set out in AMC Chapter 23.10.

b. Failure to provide all inspection reports and as-built drawings of all private road construction, certified by a professional engineer registered in the State of Alaska shall result in non-issuance of all certificates of occupancy for the development.

c. Failure to comply with the approved plans, permits, and construction inspection requirements herein may result in issuance of a stop work order until such compliance.

(AR 2004-108(S-2), § 1, 6-8-04; AO 2019-132, 12-3-19)