

# Application for Parking Variance

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



Please fill in the information asked for below.

PETITIONER*		PETITIONER REPRESENTATIVE (IF ANY)	
Name (last name first)		Name (last name first)	
Mailing Address		Mailing Address	
Contact Phone: Day:	Night:	Contact Phone: Day:	Night:
FAX:		FAX:	
E-mail:		E-mail:	

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

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

I hereby certify that (I am)(I have been authorized to act for) owner of the property described above and that I am petitioning for variance in conformance with Title 21 of the Anchorage Municipal, Code of Ordinances. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the variance. I understand that the burden of evidence to show compliance with the administrative variance standards rests with me, the applicant. I also understand that assigned hearing dates are tentative and may have to be postponed by Planning Department staff or the Zoning Board of Examiners and Appeals for administrative reasons.

Date	Signature (Agents must provide written proof of authorization)

DOCUMENTATION (Any documents over 11x17 please provide 15 copies)	
Required:	<input type="checkbox"/> As-built survey, to scale <input type="checkbox"/> Proposed plot plan or site plan, to scale (new construction) <input type="checkbox"/> Inventory of principal uses <input type="checkbox"/> Parking calculations per zoning <input type="checkbox"/> Building floor plans to scale <input type="checkbox"/> Parking demand analysis (must be coordinated with Traffic Engineer)
Optional:	<input type="checkbox"/> Photographs <input type="checkbox"/> Building floor plans to scale <input type="checkbox"/> Building permit <input type="checkbox"/> Topography map of site

Accepted by:	Poster & Affidavit:	Fee	Case Number

<b>CODE CITATIONS</b>
AMC 21.
AMC 21.

<b>EXISTING SITUATION AND CONDITIONS</b>
Date discovered need for variance:
EXPLAIN:

<b>EFFECT OF GRANTING THE VARIANCE</b>
EXPLAIN:

<b>RECENT REGULATORY INFORMATION</b> (Events that have occurred in last 5 years for all or portion of site)
<input type="checkbox"/> Rezoning - Case Number:
<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat - Case Number(s):
<input type="checkbox"/> Conditional Use - Case Number(s):
<input type="checkbox"/> Zoning variance - Case Number(s):
<input type="checkbox"/> Land Use Enforcement Action for
<input type="checkbox"/> Building or Land Use Permit for
<input type="checkbox"/> Wetland permit: <input type="checkbox"/> Army Corp of Engineers <input type="checkbox"/> Municipality of Anchorage

<b>PENDING SALE OR PROPERTY TRANSFER</b>	
Applications for variances where the property is invoked in a pending sale or transfer requires that the Zoning Board of Examiners and Appeals be advised of the identity of the buyer and the buyer's lender. The buyer and buyer's lender will be advised of the Zoning Board of Examiners and Appeals' action on the variance.	
Buyer(s) of property that is to be conveyed to, or purchased by, more than one individual, such as co-owner, joint venture, partnership, corporation, company, or other similar form of ownership, are required to provide a full list of the name and address of each principal.	
<b>BUYER</b>	<b>BUYER'S LENDER</b> (IF ANY)
Name (last name first)	Name (last name first)
Mailing Address	Mailing Address
Contact Phone:	Contact Phone:
FAX:	FAX:
E-mail:	E-mail:

**VARIANCE STANDARDS**

The Zoning Board of Examiners and Appeals may only grant a variance if the Board finds that **each** of the following 2 standards are satisfied. Each standard must have a response in as much detail as it takes to explain how your property's condition satisfies the standard. The burden of proof rests with you. Use additional paper if needed.

**The demonstrated need for parking is met by the number of parking spaces existing or proposed by the petitioner.**

This is demonstrated by:

EXPLAIN:

**The existing or proposed parking is adequate to avoid spillover parking.**

EXPLAIN:

**PARKING VARIANCE INFORMATION AND CHECKLIST**

Please use this guide and checklist to help you complete your parking variance application. There are some attachments to this application which are extremely important and will insure the Zoning Board of Examiners and Appeals has all the data it needs before it to render a decision on your proposal.

At the subhead of DOCUMENTATION you will find a list of items that are mandatory to be included with your parking variance application. If any of these items are missing it is likely your variance will not be heard by the Board.

Documenting the number of parking spaces.

The as-built will provide this data provided it depicts the parking space arrangement, quantity, and dimensions of the spaces and aisles. In the case of new construction a proposed site plan must depict the same data as the as-built.

Parking calculations

Parking calculations per zoning and your parking demand analysis for the site should be verified with the Municipal Traffic Engineer's Office at Public Works, Permit Center , 4700 South Bragaw. 343-8410. Appointments are recommended.