

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:
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.

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Date

Signature (Agents must provide written proof of authorization)

APPLICATION REQUIREMENTS		
(One of each applicable item is required for initial submittal, additional copies are required after initial submittal)		
17 copies required:	<div><input type="checkbox"/> As-built survey, to scale</div> <div><input type="checkbox"/> Inventory of principal uses</div> <div><input type="checkbox"/> Building floor plans to scale</div> <div><input type="checkbox"/> Original Planning Department</div> <div><input type="checkbox"/> Photographs</div> <div><input type="checkbox"/> Building permit</div>	<div><input type="checkbox"/> Proposed plot plan or site plan, to scale (new construction)</div> <div><input type="checkbox"/> Parking calculations per zoning</div> <div><input type="checkbox"/> Parking demand analysis (must be coordinated with Traffic Engineer)</div> <div><input type="checkbox"/> Ownership and Beneficial Interest form (application)</div> <div><input type="checkbox"/> Building floor plans to scale</div> <div><input type="checkbox"/> Topography map of site</div>
Optional:		

Accepted by:	Poster & Affidavit:	Fee	Case Number	Meeting Date
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Application for Parking Variance continued

CODE CITATIONS

AMC 21.

AMC 21.

EXISTING SITUATION AND CONDITIONS

Date discovered need for variance:

EXPLAIN:

EFFECT OF GRANTING THE VARIANCE

EXPLAIN:

RECENT REGULATORY INFORMATION (Events that have occurred in last 5 years for all or portion of site)☐ Rezoning - Case Number:☐ Preliminary Plat ☐ Final Plat - Case Number(s):☐ Conditional Use - Case Number(s):☐ Zoning variance - Case Number(s):☐ Land Use Enforcement Action for☐ Building or Land Use Permit for☐ Wetland permit: ☐ Army Corps of Engineers ☐ Municipality of Anchorage**PENDING SALE OR PROPERTY TRANSFER**

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

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

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

Name (last name first)

Name (last name first)

Mailing Address

Mailing Address

Contact Phone:

Contact Phone:

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 ensure 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 APPLICATION REQUIREMENTS, 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.

PARKING VARIANCE INFORMATION AND CHECK LIST

The planning department has provided information and a checklist to help you to submit a complete Parking Variance application. Please read the information and use the checklist to ensure that your application will be accepted on the first submission.

There are several items that need to be submitted with your completed application in order for the planning department to process your parking variance without postponements.

- 1) On page 2, section C of your application, you will find a list of items to be submitted. The most important documents that you will need to submit with your application are:
 - a) An as-built or proposed site plan, to scale, showing the number, location and dimension of existing and or proposed parking facility. It will also be necessary to submit floor plans or seating plans in order to determine the required number of spaces for a site.
 - b) Parking calculations, analysis. This should be obtained from Traffic engineering at 4700 Elmore Road (Permit building/2nd floor). An appointment is necessary so please call: 343-8415. (IT MAY BE A GOOD IDEA TO TAKE A COPY OF THE OFF STREET PARKING REGULATIONS AND THE APPLICATION WITH YOU) .

Appointment date/time: _____ Appointment with _____

MEETING COMMENTS/ INFORMATION:

Once the above has been completed, you are ready to submit these documents along with your completed application and the fee of \$1370.00

IF YOU HAVE ANY QUESTIONS CALL: 343-7931