

# MUNICIPALITY OF ANCHORAGE



Development Services Department  
Land Use Permitting & Enforcement Division  
Right of Way Enforcement

Phone: 907-343-8240

*Mayor Dave Bronson*

August 23, 2021

RE: Right of Way Permitting & Enforcement Transition to Electronic Processes

Dear Right of Way Customers:

In recognition of our customer's requests to facilitate development, improve workflow processes and minimize paper based functions, the Right of Way (ROW) Enforcement Section is transitioning to electronic processes immediately. This includes permit application, documentation and issuance. Hard copy (paper) applications are discouraged and will only be accepted as an exception.

This is a collaborative transition that requires change by Municipality of Anchorage (MOA) staff, permit applicants, contractors, utility companies and design & engineering firms. We thank you in advance for your understanding and assistance and are confident our collaborative efforts will be successful.

Completeness of a permit application or documentation is critical to success. If there is missing or incorrect application information the project will be delayed, and the application may be rejected or returned for additional information. We share the same goals of "complete, accurate and concise!"

## **Changes in processes include:**

- Change from paper, to electronic copies of ROW permit and Traffic Control Plans (TCP).
- All TCP's require a legend with required information from the applicant/traffic control contractor. The required elements are:
  - Date
  - Permittee/contractor/and subcontractor's name.
  - Address of the project **with** the nearest cross street.
  - ROW permit number, work order or project number.
- Establishing a naming protocol for the permit application e-mail subject line, as follows:
  - Permittee
  - Location
  - Type of Work
  - Date

**As an example, a subject line title for installation of 200 feet a 2" gas distribution line at 3601 E. 36<sup>th</sup> Avenue, by ENSTAR, submitted August 9, 2021, is:**

**"ENSTAR, 3601 E. 36<sup>th</sup> Avenue, 2" gas distribution line, August 9, 2021"**

**Mike's Dirt Works, making a sewer connection at 11901 Business Boulevard, submitted August 18, 2021, is:**

**“Mike's Dirt Works, 11901 Business Boulevard, Sewer Connection, August 18, 2021”**

**Permit Activation E-mail: Mike's Dirt Works, Permit activation for R21XXXX, August 23, 2021**

**AWWU Change Order to ROW Permit R21XXX submitted August 23, 2021, is:**

**“AWWU, Change Order to ROW Permit R21XXX, August 23, 2021”**

Thank you again for your understanding and assistance. These changes will improve processes for both applicants and staff.

If you have any questions regarding these changes please contact us at 907.343.8240.

Regards,

*Jack*

Jack L. Frost  
Chief, Code Enforcement

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