



Municipality of Anchorage



Handout AG.08

Land Use Permit Requirements

If your property is located within the boundaries of the Municipality of Anchorage, but outside the Building Safety Service Area, which covers the major part of the Anchorage Bowl, you are in a Land Use area and *land use permit* requirements apply. The building codes adopted by the Municipality of Anchorage under AMC Title 23 apply in land use areas; however, *building permits*, and inspections, are not required. A zoning plan reviewer can verify whether you are inside or outside of a land use area.

Property in the land use area is zoned, and the Anchorage Municipal Land Use Regulations [Title 21], Anchorage Municipal Code (AMC)] are in effect area wide throughout the Municipality from the Knik River boundary on the north, to the boundary with the Kenai Borough, near the end of Turnagain Arm on the south. This encompasses areas such as Eagle River, Peters Creek, Girdwood, Portage, etc.

Land use permits are required in land use areas, while building permits are required within the Building Safety Service Area. Section 21.03.100, AMC, requires a land use permit for the following:

1. Construction of any building whose floor area is 150 square feet or greater, which includes exterior remodeling and additions;
2. Placement or relocation of structure on a lot;
3. To change the principal use of a building;
4. To change the number of dwelling units on a lot;
5. For excavation of 50 cubic yards or more;
6. Fill or grading of 50 cubic yards or more;
7. Mechanical land clearing of vegetation on more than one contiguous acre (chainsaws excluded).

The following are the Building Safety Division's submittal requirements to apply for a Land Use Permit. If you have any questions, please request the assistance of a zoning plan reviewer.

- A. Know the legal description of your property, as this will be required on your application.
- B. If your lot is not served by public water and public sewer, a permit for private systems is required. If your project involves the construction or addition of any bedrooms to a single-family residence or duplex, you will need to submit a copy of the "on-site well and septic permit" for the appropriate number of bedrooms. This permit is issued by the On-Site Water and Wastewater program at the Development Services Department. Commercial well and septic approvals, including multi-family residential, are issued by the State Department of Environmental Conservation (DEC), Anchorage Western District, at 555 Cordova St., 269-7500. The document required by the Development Services Department with the permit application is the "Approval to Construct" the well and septic system.
- C. Submit two (2) copies of a plot plan (lot survey) of existing and proposed construction. This plot plan must be certified with the signature and seal of a professional land surveyor registered in the State of Alaska, and must include the following details:
 1. Be drawn to scale (1" = 30', 1" = 20', etc.) and show north arrow.
 2. Show the dimensions of the lot.
 3. Show all easements and abutting rights-of-way (streets, roads, and alleys); give width; show street names
 4. Show perimeter and dimensions of both existing and proposed structures on the property, including projections. (NOTE: Cantilevers, overhangs, decks, porches, landings, stairs, etc., must also be shown and labeled and the dimensions given, existing and proposed fences should also be shown.)
 5. Show site drainage including any creeks, rivers, lakes or other watercourses on or adjacent to the property; add storm drain inlets or drainage ditches.
 6. Indicate the distance between structures and the distance between structures and property lines.

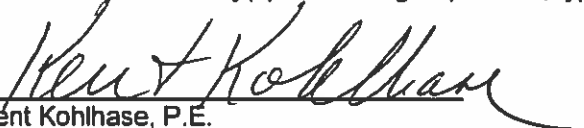
7. Show north direction.
 8. Delineate the location and dimensions of existing and proposed off-street parking spaces and loading berths on the property. Driveways should also be shown as well as limits of paving. Specify type of surface material for driveways and parking areas.
 9. Show building corner and lot corner elevations as required per AMC 21.06.030.D.3-D.6 (ref: MOA policy Z-16-01).
- D. Submit two (2) sets of floor plans, elevations, and cross section drawings, drawn to scale and sufficiently detailed to show whether the building conforms to Title 21.
- E. In addition to the above, other applicable information may be required when necessary, for example:
1. Seating plans for assembly occupancies to determine parking.
 2. Landscape and refuse screening plans (3 copies).
 3. Highway screening plans.
 4. Planning and Zoning Commission or Urban Design Commission resolution with Planning staff sign-off on conditions or approval for conditional uses, site plan approvals, etc.
 5. Flood hazard permit and related requirements.
 6. Wetlands permit.
 7. Health Department approval for food service areas, childcare and similar facilities, swimming pools, etc.
 8. Square footage and uses of existing buildings to calculate parking.
 9. Parking and/or access agreements.
 10. Parking lot lighting plan and engineer's certification.
 11. Driveway permits/approvals.
 12. Encroachment permits.
- F. Submit three (3) signed copies of Handout AG.21, Stormwater Treatment Plan Review, Stormwater Site Plan Review Checklist for Simple Projects. One copy is to be attached to inspector's plans, one copy is provided for the project file, and one copy is for the contractor/job site.
- G. The Assembly has adopted a traffic plan review fee and landscape review fee that are separate from the land use permit fee. These fees are calculated during the zoning review and must be paid prior to issuance of the land use permit. (Applies to tri-plex and greater and all commercial, industrial, and institutional uses involving site plan or parking layout review).
- H. It is the policy of the Development Services Department, in conjunction with the Building and Zoning Boards, that land use permits are issued with the condition that an as-built survey is required to be submitted to the Development Services Department and approved by a zoning reviewer prior to occupancy of the structure. This policy became effective June 15, 1985.
- I. Right-of-Way Requirements (residential and commercial):

Insure the Land Use permit application states on-site well and septic, or show on the plot plan as existing or proposed connection to municipal utilities.

Show all civil design items on and adjacent to the lot, such as existing and proposed water, sewer, storm drainage, and existing and proposed service connection lines.

Show existing and proposed roads, type of road (strip paved, gravel, etc.), presence and type of curb and gutter, sidewalks, trails, and other improvements in the right(s)-of-way.

Show the driveway(s) as existing or planned, type of road being joined into, and presence and type of curb and gutter.



Kent Kohlhase, P.E.

Building Official

Effective date: August 12, 2016

(Ref. 03-97, 11-97, 00-03, 01-03, 02-05; 03-08; 04-09; 06-02; 02-09)