

**CITY OF ANCHORAGE
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS
APPLICATION CHECKLIST
FOR NEW CONSTRUCTION, ADDITIONS, OR ALTERATIONS**

- Application and approved site plan **MUST** be turned in to City Hall eleven (11) days prior to HPC meeting date.
- Completed packet **MUST** be turned in to City Hall on the following Tuesday seven (7) days prior to HPC meeting date.
- Application must be signed by property owner.

COMPLETED PACKET CHECKLIST:

Building Materials:

Required Submitted

_____ _____ Materials description (exterior only).
_____ _____ Manufacturers' photos, brochures.
_____ _____ Samples.

Scaled Drawings (prepared on 24" X 36" layout):

_____ _____ Elevations of all sides of construction/alterations.
_____ _____ Scale on the drawings.
_____ _____ Height dimension lines out to side of elements.
_____ _____ All measurements of elements: height, width, depth.
_____ _____ Roof/gables: pitch, height, and width.
_____ _____ Columns/fencing: height and width.
_____ _____ Chimneys: height (must be code compliant).

Site Plan:

_____ _____ On a plat plan drawn and stamped by a registered, licensed surveyor: setbacks drawn in, location of structure on plan. Measurements from new structure sides to property lines. Approved by City of Anchorage Zoning Officer.
_____ _____ Note if foundation is elevated from street elevation and in relation to streetscape.

Photos:

_____ _____ Of subject property, labeled with address. Several views of existing structure including front of home and/or location of project on property. Photos of surrounding properties taken from subject property.
_____ _____ Of adjacent and surrounding homes, labeled with addresses. Photos taken from front of homes.

NOTE: Property owner, contractor, or architect must be present at time of HPC meeting to answer any questions the Commission might have regarding project.

