

STEPS FOR OBTAINING A ZONING COMPLIANCE CERTIFICATE

1. If the property is located in the following subdivisions, a letter of approval is required from the Homeowners Association before any other permits can be issued. Anchorage Pointe - contact Brad Farrar at 245-5378, Towner Place - contact Paul Wessel at 254-3682, Stonebridge - contact Doug Thoman at 254-2903, Springhill Gardens - contact Peter Foulds at 245-3259, and Anchorage Woods - contact Jerry Johnston at 244-0461.
2. The first step is to contact City Hall to schedule an appointment to obtain a Site Plan Review Checklist. The purpose of this step is to set the proposed construction on the site plan and make sure that it fits within the current zoning regulations. Appointments are generally scheduled for Tuesday mornings between 10 a.m. and noon with Zoning Officer Barb Sweet. No fees are required.
3. The second step is to contact City Hall at 245-4654 to obtain the information needed for a Certificate of Appropriateness if the property is located in the Historic District. Construction material and drawings are necessary for approval. No fees are required.
4. The third step is securing your forestry permit. Contact City Hall at 245-4654 for details. Appointments are scheduled on Monday mornings. No fees are required.
5. The fourth step is to secure approval from the Board of Health (574-6650) if the building is to be serviced by a septic tank. (Get two copies stamped.) Approval is not needed if sewers service the building.
6. The fifth step is to obtain a Zoning Compliance Certificate from the City Zoning Officer Barb Sweet at 245-4654, and for a flood safety inspection from the City Engineer Tony Hilinski at 245-8486 (flood safety inspection is not required if property is located within Anchorage Woods, Merriday Hills, Stonebridge, Oak Meadows, Anchorage Pointe, or Springhill Gardens). All zoning compliance fees are paid at this time. Needed for approval of new homes is a plot plan, drawn by a registered surveyor. One set of plans to be left at City Hall. Needed for approval of accessory buildings and structures is a plot plan, drawn by either the builder, homeowner or registered surveyor, showing the specific location of the residence (all accessory buildings and structures, the location of lateral fields (if existing), and new additions (if any). Distances between property lines must be indicated.
7. After approval of the Anchorage Zoning Compliance Certificate, a construction permit must be obtained from the Louisville/Jefferson County Metro Government - Department of Inspection, Permits, and Licenses (444 South Fifth Street) at 574-3321. All construction permits must be obtained before starting the foundation.
8. Once the foundation is formed or poured, notify City Zoning Officer Barb Sweet at 245-4654 for inspection within five (5) days. Failure to notify the City Zoning Officer will result in forfeiture of the cash bond.

SWIMMING POOL REQUIREMENTS

1. All applicable requirements from the list above.
2. The dimensions of the pool listed on the plot plan showing the distance from the property lines and home.
3. The description of the location for the required 42" minimum height childproof fence with self-latching gate.
4. A brochure or description of construction and construction material for the pool.

NOTE: ALL ABOVE GROUND POOLS ARE PROHIBITED BY ANCHORAGE ORDINANCE.

ZONING COMPLIANCE CERTIFICATE CITY OF ANCHORAGE

ZONING COMPLIANCE FEES

New Single Family Residence	50 cents per square foot - No Maximum
All Other New Buildings or Structures (Except as noted herein below)	75 cents per square foot - No Maximum
Addition to a Single Family Residence more than 500 square feet and buildings and structures associated with single-family residences that are not otherwise accessory buildings or structures	25 cents per square foot - No Maximum
Addition to a Single Family Residence less than 500 square feet	\$50.00
Demolition (other than interior)	20 cents per square foot - No Maximum
Swimming Pools (based on pool surface area only)	10 cents per square foot - No Maximum
Accessory Buildings and Structures *	Permit Required, No Fee

Accessory Buildings and Structures: buildings and structures associated with a single family residence but are not used for residential or commercial purposes, and that are not constructed on a permanent foundation, or if constructed on a permanent foundation, do not exceed 250 square feet of floor or ground space. Accessory buildings shall include, without limitation, decks, tennis courts and outbuildings.

CASH BOND

After the issuance of the Zoning Compliance Certificate for the construction, reconstruction, or alteration of a structure which totals 1,500 square feet or more, and prior to the delivery to the applicant, the applicant shall post with the City a cash bond (cash or cashier's check payable to the City of Anchorage) in the amount of \$1,500.00 for the purpose of insuring construction of the structure for which the certificate is sought in accordance with the site plan approved by the City Engineer/Zoning Officer and tree preservation plan approved by the City Forester.

The following is necessary for refund or release of the \$1,500.00 cash bond to the applicant:

- a. Construction and grading have been completed.
- b. Submission of a Certificate of Occupancy to the City Clerk.
- c. Verification by the City Clerk from the City Zoning Officer of compliance to the site plan of the footings and foundation.

Please note that unpaid fines and civil penalties for violation of ordinances shall be set off against the bond prior to refund or release.