

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 permits can be issued. Anchorage Pointe – contact Mark Eve at 245-2045; Towner Place – contact Dean Holland at 254-2860; Stonebridge – contact Mark Kovatch at 253-0408; Springhill Gardens – contact Paul Casi at 254-1875; Homewood – contact Ken Purnell at 244-3566, Forest School Estates – contact Trip Pottinger at 376-9182; and Anchorage Woods – contact Jerry Johnston at 244-0461.
2. Contact City Hall at 245-4654 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 current zoning regulations. Needed for approval of new homes and structures is a plot plan drawn by the builder or a registered surveyor. Appointments are scheduled for Tuesday mornings with the City Zoning Officer. No fees are required.
3. If the property is located in the Historic District, the second step is to contact City Hall at 245-4654 to obtain the information needed for a Certificate of Appropriateness. A list of building materials, photos, and drawings are necessary for approval. The Historic Preservation Commission meets at 6:00 p.m. on the third Tuesday of the month. No fees are required.
4. The next step is securing a forestry permit. Contact City Hall at 245-4654 for details needed to submit a Tree Preservation Plan. Appointments are scheduled on Monday mornings. No fees are required.
5. If a septic system is required for new construction, homeowners must secure approval from the Board of Health (574-6650). Get two stamped copies. Approval is not needed if sewers service the building.
6. The final step is to obtain a Zoning Compliance Certificate from the City Zoning Officer, and for a flood safety inspection from the City Engineer (flood safety inspection is not required if property is located within Anchorage Woods, Merriday Hills, Stonebridge, Oak Meadows, Anchorage Pointe, or Springhill Gardens). Contact City Hall at 245-4654 to schedule the appointment. Needed for approval is the final site plan, drawn by a registered surveyor, showing the specific location of the residence, all accessory buildings and structures, the location of lateral fields if existing, and new additions. Distances between property lines must be indicated. One set of building plans to be left at City Hall. All zoning compliance fees are paid at this time. A cash bond must be posted for all construction, reconstruction, or alteration of a structure which total 1,500 square feet or more.
7. After approval of the Anchorage Zoning Compliance Certificate, a building permit must be obtained from Louisville/Jefferson County Metro Government Department of Inspection, Permits, and Licenses (444 South Fifth Street) at 574-3321. Please bring a copy of this permit to City Hall. All construction permits must be obtained and on file before work can begin.
8. Once the foundation is formed or poured, notify the City Zoning Officer 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.