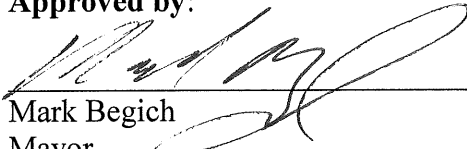

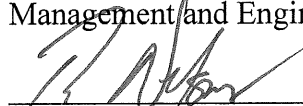
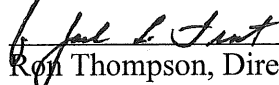




MUNICIPALITY OF ANCHORAGE

OPERATING POLICY & PROCEDURE

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| <p>Title: Creeks & Waterways Delineation</p> <p>Policy and Procedure for ensuring that creeks and waterbodies are accurately displayed on application packets and submittals for plats, site plan, conditional use reviews, building and land use permits and approvals.</p> | <p>P & P No.: /</p> | <p>Effective Date: Thirty days after approval date. June 18, 2007</p> |
| <p>Prepared by:</p> <p>Departments of Planning, Development Services, and Project Management and Engineering</p> | <p>Supersedes No. Not applicable</p> | <p>Dated: May <u>8</u>, 2007</p> |
| | <p>Approved by:</p> <p> Mark Begich Mayor</p> <p>Concurrence by:</p> <p> Howard C. Holtan, P.E., Director, Project Management and Engineering Department</p> <p> Tom Nelson, Director, Planning Department</p> <p> Ron Thompson, Director, Development Services Department</p> | |

1. BACKGROUND

Anchorage Municipal Code, Titles 21, 23 & 24 require that building and land use permits; and subdivision, site plan and conditional use application submittals show the presence and location of stream channels, drainageways, or other water bodies. Although the applicable codes require streams and/or wetlands to be identified, this is not being done consistently, or always at the beginning of the applicable planning and building permitting processes. Failure to properly determine streams and water bodies at the

beginning of relevant approval processes can result in the clearing and/or filling of channels, water bodies, and wetlands without the appropriate federal or local permits being secured. This results in potential enforcement actions resulting from the violation of various state and federal laws, including the Municipality's federal EPA-NPDES Permit. In addition, failure to identify streams and waterways at the beginning of relevant applications and submittals can result in stop work orders and other delays for important development projects - increasing costs for both developers, buyers, and the Municipality of Anchorage taxpayers.

This document establishes procedures for ensuring that streams and waterways are properly delineated prior to issuance of relevant municipal approvals and permits. Under a related Policy and Procedure, the Municipality's Watershed Management Services (WMS) shall assist applicants, free-of-charge, with the verification of streams and waterways. (See Project Management and Engineering Policy and Procedure NO. 8 – Stream Mapping).

2. ORGANIZATIONS AFFECTED

The Municipal Departments of Planning, Development Services, and Project Management and Engineering are the affected departments for the application of the policy and procedure described herein. The policy for processing plats, site plan, conditional use reviews, land clearing and other building permits will rely on direct communication with and verifications by the Project Management and Engineering-Watershed Management Services (WMS). WMS will provide assistance upon request to applicants to:

- ensure representative identification and location of streams, drainage ways and other hydrographic features are performed per the municipal Policy & Procedure;
- conduct a review of mapping performed by others or, on request, perform reconnaissance mapping of primary watercourse features; and
- provide mapping standard criteria for watercourse features and periodically update the Municipality's GIS stream layer data.

3. REFERENCES

Anchorage Municipal Code Title 21, Land Use Regulations
Anchorage Municipal Code Title 23, Building Code
Anchorage Municipal Code Title 24, Streets and Rights of Way

4. DEFINITIONS

Titles 21, 23 and 24 provide formal definitions for the terms stream and tributary. These codes also identify the kind of planning actions and development permits governed by this Policy and Procedure, including but not limited to: Building, Land Use, Land Clearing, Excavation and Fill permits; and Preliminary Plats, Short Plats, Conditional Uses, and Site Plans.

For purposes of this Policy and Procedure, the following additional definitions apply:

- A. **Drainageway** means a feature that conveys, or likely conveys, storm water runoff. Drainage ways are ephemeral, conveying water often in discrete topographic features for limited durations in direct response to storm water runoff or snow melt events. Drainageways may carry perennial flows as a result of additions from constructed subsurface or other human-induced drainage features (e.g., foundation drains, ditches, curtain drains that intercept groundwater).
- B. **Waterbody** means any perennial body of standing water (lakes/ponds) that is not actively maintained for, or constrained to, a single specific human use (e.g., wastewater treatment ponds or flood detention ponds).

5. POLICY AND PROCEDURE

A. **Applicability:**

- Planning Department application packets and submittals for all plats, site plan, and conditional use reviews.
- Development Services application packets for permits and approvals for building, land use or other relevant permits on parcels equal to or greater than one acre.

In order to ensure that all relevant Planning Department and Development Services application packets are complete with respect to the appropriate inclusion and documentation of the presence and locations of creeks or waterbodies, the following information must be included when an application is first submitted to the affected department:

1. Verified (by WMS) or surveyed locations of stream channels, drainageways, tributaries and/or waterbodies shall be shown on relevant application items. (See Project Management and Engineering Operating Policy and Procedure NO. 8 – Stream Mapping).
2. These locations shall be verified in writing by the Project Management and Engineering - Watershed Management Services. Written verification from WMS of either a waterbody(s) location or the lack thereof for a subject site must be included with the initial application submittal. If this verification is not included, the application packet shall be deemed incomplete and shall not be accepted until the verification is included. Formal application review shall not begin until this requirement is met. Where applicable, the appropriate application checklist(s) shall be modified to include this new action item.

3. Planning and Development Services shall include WMS as a reviewing agency and seek its formal comments during review of related applications and submittals.
4. For cases or situations that will not allow an applicant or WMS to properly locate, map, and/or verify the presence of a creek channel, an application can be submitted with annotation from WMS of this fact. In these cases, the final Planning Department approval and/or Development Services permit shall include final verification of the absence of or the presence and location of a stream channel. No site preparation or development may commence without formal verification by WMS.

6. ANNUAL REVIEW

The Departments of Planning, Development Services, and Project Management and Engineering shall review this Policy and Procedure once per year (or as needed) and make recommendations to the Mayor for any modifications.