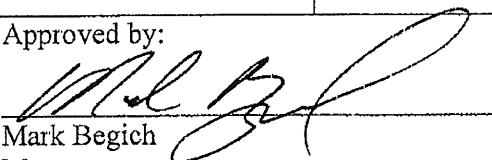





MUNICIPALITY OF ANCHORAGE  
PROJECT MANAGEMENT and ENGINEERING  
DEPARTMENT



**OPERATING POLICY & PROCEDURE**

Title: Stream Mapping	P & P No.: 8	Effective Date: <i>MAY 7, 2007</i>
Prepared by: Kristi Bischofberger Watershed Program Administrator Scott Wheaton Watershed Scientist Steven Ellis Stormwater Plan Reviewer	Supersedes No. NEW	Dated: March 12, 2007
Approved by:		
 Mark Begich Mayor		
 Howard C. Holtan, P.E., Director		

**I. PURPOSE**

Watershed Management Services (WMS) developed this policy and procedure to effect the implementation of Municipal Operating Policy and Procedure (P&P) dated *MAY 8*, 2007 relating to the processing of Planning Department and Development Services submittals, permit applications and/or approvals. This policy designates WMS as the agency to ensure the mapping is completed in order to ensure location and protection of creeks, water bodies and drainageways on relevant application packets.

**II. POLICY**

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

**III. ORGANIZATIONS AFFECTED**

Departments of Planning, Development Services, and Project Management and Engineering  
Department - Watershed Management Services

#### **IV. 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

#### **V. MAPPING CRITERIA**

WMS shall develop and periodically update criteria and standards for use in mapping watercourse features that are in conformance with Municipal Code, state and federal law and current professional practice.

All watercourse identification and mapping shall be performed in the field in conformance with WMS mapping standards and criteria as stated in Municipal Stream Classification: Anchorage Alaska, Document No.: WMP APg04001, and Municipality of Anchorage Stream Mapping Standards, Ver 1.04 Document No: APg1001as periodically updated.

#### **VI. RESPONSIBILITIES**

WMS Points of Contact:

- The Watershed Scientist will be the point of contact for the following customers: Army Corps of Engineers, Alaska Department of Environmental Conservation, United States Fish and Wildlife, Planning Department - Physical Planning Division/Wetlands Management.
- The WMS Plan Reviewer will be the point of contact for the following customers: applicants for Plats, Building Permits, Conditional Use Approvals, and Site Plan Approvals, Project Management and Engineering Private Development Division, and the Development Services, Land Use Enforcement Division.

Services Provided to the Customer:

- WMS will inspect parcels for presence and location of watercourses, streams and major drainageways and prepare a written report stating what was found during the inspection and survey of the property.

Reports shall include:

- Map grade Global Positioning Satellite (GPS) data with latitude and longitude coordinates;
- A map of drainageways and water features showing relative positions of watercourses to the parcel boundaries.

In addition, on special request, WMS will flag streams.

Staff Responsibilities:

The Watershed Scientist will:

- Set mapping standards and ensure that only adequately trained mapping staff are assigned mapping tasks. Field mappers will obtain assignments from and report results directly to the Watershed Scientist. The Watershed Scientist will be responsible for review and quality control of all field mapping. The Watershed Scientist will also be responsible for mapping equipment, software, post-processing, preparation, distribution, and archiving of all field mapping data and reports.
- At a minimum, twice annually forward the processed data for inclusion into the formal GIS coverage for the Municipality.
- Periodically provide the WMS Supervisor with a summary of the scheduled mapping workload and proposed assignments. If WMS resources will not allow the mapping to take place as scheduled, the WMS Supervisor will assist in either providing additional resources or adjusting and prioritizing the mapping schedule.
- Keep and maintain a digital schedule of all WMS mapping activity and coordinate on-going changes to the mapping priorities with the mapping schedules.

The WMS Plan Reviewer will schedule the semiannual mapping meeting and will publish the mapping priority list

The WMS Plan Reviewer will provide formal comments to the Planning Department for all platting actions, site plan reviews and conditional use reviews.

## VII. PROCEDURE

### Mapping Requests:

Mapping requests must be submitted on an approved WMS form. Two copies of the form and associated documents must be provided to WMS.

### Scheduling:

Stream mapping surveys may only take place when snow is off the ground and ice is out of the stream channels. Mapping will start approximately April 15<sup>th</sup> and will end approximately September 30<sup>th</sup> as weather allows. Mapping will normally be scheduled on a first-come, first-served basis.

WMS will publish a priority list two times per year. This list will be created in coordination with Community Planning. The priority lists will be published the end of March and September every year.

### Fees:

Currently we do not charge for these mapping services.

**VIII. ANNUAL REVIEW**

WMS will review this document for revisions once per year or as needed. The Planning Department and Development Services shall be consulted and included during this review

**IX. ATTACHMENTS**

Municipal Operating Policy and Procedure dated May 8, 2007

WMS Mapping Request Form

WMS mapping standards and criteria, Municipal Stream Classification: Anchorage Alaska, Document No.: WMP APg04001 and Municipality of Anchorage Stream Mapping Standards, Ver. 1.04 Document No : APg1001 as periodically updated.