

Anchorage Water and Wastewater Utility Encroachment(s) to Right-of-way and/or Easement(s) Information

What is an encroachment?

Anchorage Municipal Code 24.90.010 defines an encroachment as “any object above ground or below belonging to a private owner other than the municipality which has been caused to be constructed or located within streets, public rights-of-way or other property dedicated to a public use.”

Location of encroachment:	What is needed:	Apply to:
public right-of-way	Encroachment permit Letter of non-objection	DPW
water or sanitary sewer easement	Letter of non-objection	AWWU
utility easement	Letter of non-objection	AWWU and all other utilities

AWWU needs the following information in order to evaluate a request for a letter stating AWWU’s position on an encroachment:

1. A completed AWWU Encroachment Application.
2. An attached certified as-built, site survey, or plot plan indicating the existing and/or proposed encroachment(s) and the easement(s) and right-of-way.
3. Title search of property indicating existing easement(s) dedicated by document.

Please mail or drop-off your completed form at the following location:	
FAX 562-0824 Attention: Planning Supervisor	Planning Counter - AWWU Headquarters 3000 Arctic Boulevard Anchorage, Alaska 99503 Counter Hours are 7:30 am to 5:30 pm

THE FOLLOWING IS FOR AWWU OFFICE USE ONLY:		
Encroachment request received by _____ Date _____		
Review:		
<input type="checkbox"/> 500 scale counter maps	<input type="checkbox"/> 100 scale map	<input type="checkbox"/> HWMP Map
<input type="checkbox"/> Record drawings	<input type="checkbox"/> CAMA	<input type="checkbox"/> Certificated Area Maps
<input type="checkbox"/> Plat	<input type="checkbox"/> Grid File	<input type="checkbox"/> Easement by Document
Significant findings: (Private System, Private Development, Projects, Correspondence)		

AWWU water mainline (type/size/location): _____		
AWWU sanitary sewer mainline (type/size/location): _____		
Easement(s) (type/dimensions): _____		
Right-of-way (dimensions): _____		
Letter of non-objection issued: <input type="checkbox"/> yes <input type="checkbox"/> no, (reason): _____		

Date of issue: _____		Issued by: _____
Distribution method: <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> out-basket <input type="checkbox"/> cc. to whom _____		
Letter recorded: <input type="checkbox"/> yes <input type="checkbox"/> no Date _____ Book _____ Page _____		
<input type="checkbox"/> Copy to Field Services <input type="checkbox"/> Packet to Planning Grid File		

Anchorage Water and Wastewater Utility Encroachment(s) to Right-of-way and/or Easement(s) Application

This application is to request a letter stating AWWU's position on an encroachment(s) into the right-of-way, and/or water, sanitary sewer, and utility easement(s). This encroachment application will be processed when all the information and attachments detailed below are provided.

Grid Number _____

Property Owner(s)

Name (print): _____

Mailing address: _____

City: _____

State: _____ Zip: _____

Phone # _____

Fax # _____

Email _____

Date: _____

Signature(s): _____

Owner's Representative/Agent (If applicable)

Name and Company (print): _____

Mailing address: _____

City: _____

State: _____ Zip: _____

Phone # _____

Fax # _____

Email _____

Date: _____

Signature: _____

Parcel ID # _____

Legal description of property:

Subdivision _____ Block _____ Lot _____

Physical address of property: _____

Check the boxes that apply:

- The encroachment is: Existing Proposed
The encroachment is in the: Right-of-way Easement
Type of easement: Water Sanitary sewer Water & sanitary sewer
 Utility Other _____

Provide a detailed description of the encroachment(s) here. Include dimensions (length, width, depth, height), information about the foundation and materials encroaching. _____

Make sure the following items are attached to your application:

- A certified property as-built, plot plan, or site survey showing the encroachments, easements, and right-of-way with legend (if symbols are used). Include documented easements.