

## **INSTRUCTION SHEET**

1. Complete the top of the permit application listing the name, address, and phone number of both the property owner and the contractor.
2. Provide a detailed sketch as requested.
3. Permit meetings are conducted on site and are scheduled for Monday mornings. To make an appointment, contact City Hall (245-4654) no later than noon on the Friday preceding the Monday morning meeting. Keep in mind that during certain times of the year, appointments fill up quickly. The permit application must be returned to City Hall no later than 5:00 pm the Friday preceding the Monday morning meeting.
4. **For your protection, both the property owner and the contractor must be present at the meeting to sign the permit.**

# CITY OF ANCHORAGE

Permit # \_\_\_\_\_

\_\_\_\_\_  
Type of Permit (trenching, drainage, roadcut, etc.)

\_\_\_\_\_  
Type of Project to be Completed

\_\_\_\_\_  
Application Date

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Property Address of Proposed Work

\_\_\_\_\_  
Mailing Address of Property Owner (please include zip code)

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number or Email Address

Use the space below, or an attachment, to provide a detailed drawing of the proposed work. Both professional drawings or detailed sketches are accepted. Mark all trees within 75 feet of the proposed work.

**BOTH THE PROPERTY OWNER AND THE CONTRACTOR MUST BE PRESENT AT THE MEETING  
OR THE PERMIT WILL NOT BE ISSUED.**

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*To be completed at the on-site meeting:*

I agree to comply with the provisions as stated above and am aware that failure to do so can result in stop work orders and/or fines. Copies of ordinances are available at Anchorage City Hall, P. O. Box 23266, Anchorage, KY 40223, and are available online at [www.cityofanchorage.org](http://www.cityofanchorage.org). This permit is not valid until all required signatures are obtained and a permit number has been issued by the City.

\_\_\_\_\_  
Contractor/Builder

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
City Forester

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer or other City Official

\_\_\_\_\_  
Date

Any changes to an approved plan requires a new permit. Contact City Hall at 245-4654 to schedule an appointment.