

MUNICIPALITY OF ANCHORAGE

DEVELOPMENT SERVICES DEPARTMENT



Policy AG.44

Grading and Drainage Plan Requirements for Subdivision Construction, Improvement of Public Places, and Permits Issued by Building Safety

I. PURPOSE:

- A. To establish a policy and procedure for submittal of grading and drainage plans conforming to standard criteria.
- B. To recognize existing, and to establish permanent drainage patterns in new developments.
- C. To minimize or eliminate adverse drainage and erosion impacts of new development to adjacent and abutting properties, adjacent and abutting rights of way, and the environment.
- D. To define the responsibilities of all concerned parties to assure new developments comply with approved grading and drainage plans.
- E. To assign responsibility for the installation and maintenance of erosion and sediment control measures for new developments.

II. POLICY:

For a development, the Developer is responsible for planning, designing, and constructing all elements of a drainage system and for all associated costs. A grading and drainage plan shall be prepared and sealed by a civil engineer licensed in the State of Alaska which clearly identifies existing and post-development drainage patterns (any excavating or filling or combination thereof; ref AMC 23.105). The required drainage features needed to serve a development and prevent adverse drainage impacts to neighboring developments or water-quality sensitive areas. This plan is required as part of the work performed under a Subdivision Agreement, an Improvement of Public Place Agreement, or to obtain Municipality of Anchorage fill and grade permits as required by AMC 23.105.105.1.2.

Except in circumstances, conditions, and criteria immediately below, structure foundation construction shall include footing drains that are connected to the storm drain system or other suitable outfall. In subdivisions containing storm drains and a footing drain stub-out to the property, structure foundation construction shall include footing drains that are connected to the storm drain system. In subdivision(s) containing storm drains but no footing drain stub-out to the lot, structure foundation construction on an infill lot shall include footing drains that are connected to the storm drain system or other suitable outfall. An outfall shall be considered suitable when it can be reasonably demonstrated that the foundation drain discharge will not result in glaciation and/or flooding of adjacent properties or rights of way. Examples of suitable outfalls include but are not limited to: On-property outfalls on lots graded to direct the discharge away from adjacent properties. Outfalls into roadside ditches when topography allows for sufficient pipe slope and when ditches can be shown to have adequate capacity to accommodate anticipated flows or glaciation. Other engineered recommendations for suitable outfalls will be considered on a case by case basis.

Exceptions:

1. Observed soils types in the proposed foundation location and soil used for foundation backfill are well-drained, (See IRC R405.1 and IRC Table 405.1.) and groundwater hydrology analysis performed in accordance with DCM Section 1.7 does not support the need for footing drains.
2. Slab on grade foundations or foundations with crawl spaces in which interior fill levels are higher than the adjacent street.
3. Additions to structures that do not currently have footing drains.
4. Historical evidence will also be considered if it can be shown that existing structures adjacent to a proposed structure and with similar foundation elevations, have not experienced wet or flooded crawlspaces, or other adverse impacts due to shallow groundwater.

III. ORGANIZATIONS AFFECTED:

Development Services Department (DSD)

Watershed Management Services (WMS)

Private and Public Utilities

IV. REFERENCES:

- A. Anchorage Municipal Code (AMC) and Regulations (AMCR) Title 21 "Land Use Planning"
- B. Municipality of Anchorage (MOA) Standard Specifications (MASS)
- C. AMC Title 23
 - i. International Building Code "Building Codes" with local amendments
 - ii. International Residential Code with local amendments
 - iii. MOA Grading, Excavation, and Fill Code (AMC 23.105)
- D. Handouts
 - i. Building Safety Handout AG.06 – Building Permit Requirements for Commercial Buildings
 - ii. Building Safety Handout AG.08 – Land Use Permit Requirements
 - iii. Building Safety Handout AG.09 Land Clearing and Grading Permits
 - iv. Building Safety Handout AG.21 – Storm Water Treatment Plan Review
 - v. R.01 Application Requirements for Single-Family, Duplex and Mobile Homes
- F. MOA/PM&E Design Criteria Manual (DCM) Chapter 2, Anchorage Stormwater Manual (ASM), current edition
- G. The most current handouts in effect on the date application is received for a permit or development agreement.

V. DEFINITIONS:

- A. Developer: The party obligated under a development agreement or Municipal grading permit for all land improvements within a subdivision or commercial development including the installation of all roads, parking, drainage features and utilities.

- B. **Builder:** The recipient of a municipal land use, building or grading permit and the party responsible for the construction of any building and/or associated site improvements, (e.g., driveways, walkways, retaining walls, landscaping) within a development.
- C. **Commercial Development:** A development located within a downtown, commercial, business or industrial zoning district, or located within a residential zoning district but intended for commercial end-use, residential development ultimately consisting of more than two dwelling units per lot or tract, or a grading permit for a certain volume of earth moving that qualifies as a commercial permit
- D. **Non-Commercial Development:** A residential development consisting of one single family home, which may include an accessory dwelling unit, or duplex on one lot or tract.
- E. **Development Agreement:** A Subdivision Agreement or Improvement to Public Place Agreement made and entered into by and between the Developer and the Municipality that specifies the infrastructure improvements the Developer is obligated to construct to serve a subdivision or commercial development.
- F. **Subdivision:** A development for which the Developer is obligated to construct infrastructure improvements under a development agreement, or a Right-of-Way permit.
- G. **Grading and Drainage Plan:** A plan prepared and sealed by a civil engineer licensed in the State of Alaska, encompassing the entire subdivision or commercial development, and meeting all applicable requirements identified in section VII A herein and in Chapter 2 of the Design Criteria Manual.
- H. **Plot Plan:** A plan specific to an individual lot or building within a development, prepared, and sealed by a professional land surveyor licensed in the State of Alaska. Reference section VII B herein.
- I. **Erosion and sediment controls (ESC):** Soil stabilization practices and structural measures designed to minimize erosion and retain sediment on site.
- J. **Storm Water Treatment Plan (SWTP) –** A plan prepared by a developer or builder in compliance with the Anchorage Stormwater Manual (ASM) Volume 1 and approved by Watershed Management Section (WMS) within Project Management and Engineering (PM&E), encompassing all land disturbing activities and erosion and sediment controls conducted by or under the control of the Developer or Builder, as applicable.
- K. **Storm Water Pollution Prevention Plan (SWPPP) –** A site-specific document, written, and maintained in accordance with MASS 20.02, that identifies all activities and conditions at the construction site that could cause water pollution and that details the controls and management practices that will be implemented to mitigate or prevent the discharge of any unpermitted pollutant.
- L. **Certified Erosion and Sediment Control Lead (CESCL) –** an individual who has current certification through an approved erosion and sediment control training program that meets the minimum training standards established by the MOA.
- M. **Notice of Completion (NOC):** The written notice issued by the Municipality of Anchorage which signifies the Developer's fulfillment of agreement obligations.
- N. **Certificate of Occupancy (CO):** The written document issued by the Municipality of Anchorage after the work of a building permit has been completed and inspected indicating that the building is in a condition suitable for occupancy.
- O. **Certificate of Completion (CC):** The written document issued by the Municipality of Anchorage after the work of a building permit has been completed and inspected for other than a building after the work has been completed and inspected indicating that the condition of the completed work is consistent with the building or fill and grade code.

VI. RESPONSIBILITIES:**A. Developer shall:**

1. Submit engineered grading and drainage plans containing all applicable items listed in section VII A. as part of the construction plan submittal for a subdivision or commercial development.
2. Install erosion and sediment control (ESC) measures as required by the approved Storm Water Treatment Plan (SWTP) prepared for the site activities and inform WMS of the installation, prior to commencing removal or destruction of natural vegetation or topsoil. These measures must meet the requirements of AG-21 and the ASM.
3. Submit a geotechnical investigation with groundwater analysis in accordance with the requirements of Section 1.7 of the DCM.
4. The groundwater analysis performed in accordance with DCM 1.7 (see Item 3), shall determine the seasonal high groundwater table elevation to resolve the need for footing drains and footing drain stub-outs to the lots within the proposed subdivision. Where needed, the Developer shall provide footing drain stub-outs to the lots of the proposed subdivision. In accordance with AMC 21.08.050.L.6, footing drain stub-outs shall be provided for each lot where a storm drain system is available, unless waived by the Municipal Engineer.
5. Construct all drainage improvements and set all grades to the elevations shown on the approved grading and drainage plan.
6. Upon transfer of property ownership, provide a copy of the approved grading and drainage plan and a copy of the approved SWTP to the new owner. The responsibility for adherence to the approved plans on individual lots shall remain with the Developer until the approved plans have been provided to the new property owner.
7. Provide a copy of the approved grading and drainage plan and the approved SWTP to the builder(s) who are expected to work on private property or in the adjacent right(s) of way.
8. Provide a copy of the approved grading and drainage plan and the approved SWTP to all utility companies working on private property or in the adjacent right(s) of way.
9. Include a note on the plat of a new subdivision to read, "All lots within the subdivision shall conform to the elevations and drainage patterns shown on the approved grading and drainage plan."
10. When developing subdivisions under a development agreement, design, construct, inspect, and maintain drainage improvements, grading, and erosion and sediment control measures within the scope of the project, until such time that the improvements have been placed on warranty by Private Development. Prior to issuance of a NOC, the Developer shall correct any deficiencies with the erosion control, grading and/or drainage system observed during the warranty period.
11. When developing commercial developments and as primary permittees, maintain grading and drainage improvements within the bounds of the development, to include dedicated rights of way as well as regular inspection and maintenance of all erosion and sediment controls until all required improvements within the development have been completed. The developer will not be held responsible for the work performed by any subsequent party who has obtained a building permit or a grading permit for the development in question.
12. Maintain ESC measures and stabilize final graded surfaces in accordance with the approved SWPPP and SWTP. This shall occur as soon as practicable but in no case later than fourteen (14) days from final grading.

13. Identify the developer's Certified Erosion and Sediment Control Lead (CESCL) or qualified person in charge of erosion and sediment control.
14. Prior to the commencement of any land-clearing activities, the developer will have an approved SWTP in accordance with Municipal handout AG.21 and the ASM and will install ESC measures in compliance with that plan. Approved ESC's may be omitted in the field only if WMS agrees that the controls are not warranted due to site characteristics. At a minimum, controls must prevent the transport of sediment beyond property boundaries or into existing development setbacks and/or stream maintenance and protection setbacks. The Developer shall have all installed controls inspected and approved by a CESCEL or WMS prior to commencement of land clearing activities. The Developer shall provide WMS with 24-hour notice in advance of land clearing activities to allow for courtesy inspection of the installed controls. The SWTP will identify a qualified person responsible for ESC practices during construction. If construction is suspended, the developer must temporarily stabilize the site and maintain site inspections in accordance with the ASM Volume 2. When construction activity is completed and final site stabilization is achieved, temporary best management practices may be removed.
15. Maintain and inspect site-specific ESC's in accordance with the approved SWTP until the developer has permanently stabilized the site or transferred ESC responsibilities to the builder, owner, or another operator.

B. Builder shall:

1. When applying for a permit to construct improvements on a lot or tract within a subdivision, submit a plot plan containing all applicable items listed in section VII B. All lot corner elevations, garage finished floor elevations, grade break elevations and drainage patterns shall be clearly identified and shall match those shown on the approved grading and drainage plan for the subdivision. Proposed homes without garages shall show the lowest finished floor elevation and will be dealt with on a case-by-case basis. Bottom of footing elevation and elevation of footing drain stub-out invert at the property line shall also be shown where footing drains are required. The elevations shall allow for a minimum grade of 1% from the bottom of footing to the stub-out invert at property line. The stub-out invert elevation shall match what is shown on the approved grading plan.
2. Connect footing/foundation drains to footing drain stub-out when a stub-out is present.
3. Provide a copy of the approved plot plan to all applicable subcontractors.
4. Ensure that all site work performed by the builder or the builder's subcontractors is in conformance with the approved plot plan and will not cause adverse drainage impacts to adjacent properties or rights of way.
5. Prior to the commencement of any land-clearing activities, the builder shall have an approved SWTP in accordance with Municipal handout AG.21 and the ASM and will install erosion and sediment control measures in compliance with that plan. At a minimum, controls must prevent the transport of sediment beyond property boundaries or into existing development setbacks and/or stream maintenance and protection setbacks, if applicable. The installed controls will be inspected and approved by WMS or a CESCEL prior to commencement of any land clearing activities by the builder. The SWTP will identify a qualified person responsible for ESC practices during construction. If construction is suspended, the builder must temporarily stabilize the site and maintain site inspections in accordance with the ASM Volume 2. When construction activity has been completed and final site stabilization is achieved, temporary best management practices may be removed.

6. Maintain and inspect site-specific ESC's in accordance with the approved SWTP until the builder has permanently stabilized the site or transferred ESC responsibilities to the owner or another operator.
7. Repairing or replacing any improvements or ESC's installed by the developer should the improvements be damaged or otherwise altered by the actions of the builder or his/her subcontractors.
8. Leave all ESC's implemented by the developer in place until final site stabilization has been achieved, or as directed by MOA Street Maintenance. Maintain or replace in-place controls impacted by builder activities.
9. Provide certification from a licensed land surveyor that the finished floor and/or garage finished floor elevation of the new building is in conformance with the approved plot plan. See Section VIIB herein.

C. Property Owner shall:

1. Not raise, lower or re-grade the property in a manner that will alter the drainage patterns from those shown on the approved grading and drainage plan without prior approval from Building Safety.
2. Not obstruct or impede the approved drainage facilities (e.g., swales, ditches, curb and gutter) in any way that will adversely impact adjacent properties or rights of way.
3. Maintain permanent stormwater controls built as part of the approved building or land use plan or development agreement, as applicable.

D. Homeowner or Condominium Associations shall:

1. Maintain permanent stormwater controls as delegated to them by plat note or conditions of transferred permits (including U.S. Corps of Engineers permits).
2. Preserve approved or natural drainage patterns within common tracts owned by the condominium or homeowner's association unless alterations are approved by Private Development.

E. WMS and Right-of-Way (ROW) inspectors shall:

1. Inspect all erosion and sediment controls for adequacy, installation and maintenance, as resources allow.
2. Inspect final stabilization and permanent storm water controls for completion and acceptance.

F. Development Services Department will:

1. Review and approve or disapprove grading and drainage plans for new subdivisions and commercial developments for conformance with the intent of this policy.
2. Include the requirements for the construction of the grading and drainage plan within the subdivision agreement if applicable.
3. Inspect the construction of the required improvements in new subdivisions for conformance with the approved grading and drainage plan.
4. Inspect the on-site grading and drainage improvements in new commercial and residential developments for conformance to the plot plan and/or grading and drainage plan prior to issuance of a certificate of occupancy.
5. Review and approve or disapprove plot plans for consistency with approved grading and drainage plans.

6. Require surveyor certification that the finished floor elevation of the building is in conformance with the approved plan. See B.9 above.
7. Make approved drainage plans available to other MOA departments as necessary.
8. For proposed platting actions, require drainage notes to be placed on plats, including but not necessarily limited to, the following:
 - a. All lots within the subdivision shall conform to the elevations and drainage patterns shown on the grading and drainage plan approved by the Municipality of Anchorage, as applicable.
 - b. The property owner and utilities shall not raise, lower, or re-grade the property in a manner that will alter the drainage patterns from those shown on the approved grading and drainage plan without prior approval from Municipality of Anchorage Development Services Department.
 - c. Property owners and utilities shall not obstruct, impede or alter approved drainage facilities (e.g. swales, ditches) in any way that will adversely impact adjacent properties or rights of way.
 - d. (As applicable) All (or specific) structures within this subdivision are required to have footing drains connected to the drainage infrastructure.
 - e. Permanent stormwater controls built as part of the approved building or land use plan or development agreement, as applicable, shall be maintained by the property owner.

VII. PROCEDURES:

- A. Grading and drainage plan preparation: Grading and drainage plans shall conform to the ASM and shall include the following information:
 1. A plan scale of one-inch equals 50 feet (1":50'), a plan scale of 1":20' is acceptable where required for detail to clearly present the plan.
 - a. A north arrow (clearly displayed and oriented)
 - b. Graphic scale (2-inch bar scale)
 2. Existing and proposed property boundaries and property zoning.
 3. Lots, blocks, tracts, and parcel designations.
 4. Subdivision names.
 5. All easements, including platted and recorded easements, development and stream setbacks and section line, or ROW reserve easements.
 6. Flood hazard areas and wetland boundaries.
 7. Existing and proposed topography, with labeled contour lines at intervals of two feet (2') or less. Contour intervals may be four feet (4') in areas with a slope greater than 10%. Topographical information shall extend a minimum of 50 feet beyond the project boundary and shall include existing spot elevations at each property corner and the existing grade of all adjacent utility easements. Reference source of elevations (benchmarks) and level of field verification.
 8. Horizontal locations of survey monuments and benchmarks, including name (or number), elevations, etc. Vertical elevations are to be in feet above Mean Sea Level (MSL).
 9. Existing and proposed utilities.

10. Existing structures.
 11. Centerline stationing of proposed roads.
 12. Proposed finish grade, i.e. top of topsoil, including spot elevations for critical points
 13. Proposed grade breaks and grade break elevations.
 14. Proposed driveway slopes calculated from the difference between garage finished floor elevation and proposed back-of-curb or edge-of-asphalt elevation at driveway centerline.
 15. Relevant cross-sections (to include 50' periphery envelope) to demonstrate proposed cuts and fills.
 16. Existing and proposed roads, sidewalks, pathways, driveways, parking lots, and other surface changes with elevations and dimensions.
 17. Typical building footprints on each lot, or tract, with finished floor elevation.
 18. All proposed drainage improvements and existing drainage facilities on site, within 50 feet of the project boundaries and in adjacent rights of way, including but not limited to storm drains, inlets, manholes, culverts, ditches, retention/detention/infiltration features, drywells, outfalls, riprapped areas, energy dissipaters, and swales.
 19. Proposed footing drain stub-out locations at property line with stub-out invert elevation.
 20. Finish ground contours as follows:
 - a. 1-foot intervals, if average grade is less than 3%
 - b. 2-foot intervals, if average grade is between 3% and 10%
 - c. 4-foot intervals, if grade is over 10%
 21. Soils information including test pit, test hole, and boring locations, soil boring logs, water table elevation, infiltration rates for proposed infiltration facilities. Reference applicable soils or geotechnical report resulting from the investigation (title; author; organization; and, date).
 22. Necessary construction notes detailing earthwork.
 23. Top/toe of cut and fill slopes and setbacks from property line.
 24. Drainage arrows showing post development drainage patterns and drainage corridors for conveyance of surface runoff to a suitable point of treatment or outfall.
 25. Drainage patterns and ground contours between buildings.
 26. Total area of ground disturbance, clearing limits and areas of vegetation to remain undisturbed. In all cases, the plan shall specify the percentage of each building lot required to be retained in naturally vegetated landcover by individual builders.
 27. Required landscape buffer areas.
 28. Identify all water bodies, existing streams, drainageways and "Waters of the United States" as determined by the U.S. Army Corps of Engineers internal or adjacent to the project site.
 29. Erosion and sediment control measures.
 30. On-site septic systems located adjacent to proposed drainage structures, stormwater control facilities, or surface conveyances to which drainage is directed or discharged.
- B. Plot Plan Preparation: Plot plans shall be prepared at an appropriate scale, shall be in compliance with applicable master drainage plans, and shall include the following information:
1. Property boundaries and adjacent right(s) of way or private road(s).

2. Proposed building footprints with finished floor and/or finished garage floor elevation, or both (if different), and, where footing drains are required, bottom of footing elevation and elevation of footing drain stub-out invert at the property line. Elevations shall be consistent with the approved grading plan and shall be measured in feet above MSL. Elevation discrepancies between the plot plan and the approved grading plan must receive approval from Private Development.
3. All lot corner elevations.
4. Proposed driveways, parking, walkways, patios, and other impervious surfaces.
5. Drainage arrows showing proposed drainage patterns.
6. Existing and proposed drainage features on property and in the adjacent right(s) of way or private road(s).
7. All easements, development setbacks, wetland boundaries or streams on, and within 50 feet of the parcel.
8. Labeled topography contour lines on the parcel and extending a minimum 50 feet beyond the property lines.
9. Specific locations of erosion and sediment control measures to be implemented during construction, including clearing limits.
10. All proposed landscaping and any required stormwater controls intended to be permanent.

C. Plan Review and Approval:

1. The appropriate departments as identified by the DSD will review the grading and drainage plan or plot plan and furnish comments. When all comments have been satisfactorily addressed, the plan shall be approved. Permits shall not be issued without plan approval.
2. For new subdivision construction, issuance of a notice to proceed from Private Development (PD) shall be contingent upon approval of the grading and drainage plan, approval of the SWPPP and confirmation that the Notice of Intent (NOI) has been submitted to ADEC.
3. Grading and drainage plans shall not be approved unless all applicable items listed in the ASM are clearly shown.

D. Noncompliance:

1. Failure of the developer or builder to obtain appropriate permits will result in investigative fees as determined by DSD.
2. Failure to construct all grading and drainage improvements as shown on the approved grading and drainage plan shall prevent subdivisions from being placed on warranty.
3. Failure to construct all grading and drainage improvements as shown on the approved grading and drainage plan shall prevent commercial or non-commercial developments from being issued a certificate of completion or any building from being issued a certificate of occupancy.
4. Grading or excavation work, including land clearing activities, commencing without installation of approved erosion and sediment controls, shall be stopped until the erosion control measures are resolved. If the work results in contamination of water bodies, storm drain systems or adjacent properties, the developer or builder may be subject to fines as determined by Municipal, State and or Federal agencies.

VIII. DRAINAGE EASEMENTS & SETBACKS:

Grading and drainage plans and plot plans must show:

- A. All wetland boundaries and associated development setbacks in accordance with the Anchorage Wetlands Management Plan and MOA Wetlands Atlas Maps.
- B. Stream and drainageway maintenance and protection setbacks in accordance with AMC 21.07.020B, or the Anchorage Wetlands Management Plan if applicable.
- C. All existing and proposed drainage easements.

IX. WARRANTY, CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLETION:

- A. At the time of inspection, the developer and the developer's engineer shall submit a statement that based on the engineer's observations and consistent with the applicable professional standard of care, it is the engineer's professional opinion that the constructed grading and drainage improvements conform to the elevations represented on the approved grading and drainage plan. The tolerances for grading of ditches and swales shall be as follows:

1. ± 0.2 feet, if average grade is less than 1%
2. ± 0.5 feet, if average grade is 1% to 3%
3. ± 1.0 feet, if average grade is over 3%

- B. The tolerance for an attached garage slab determined at the garage overhead door opening shall be no more than 6 inches lower or 12 inches higher than the proposed elevation on the approved plot plan. The tolerance for top of foundation if there is not an attached garage shall be no more than 4 inches below or 16 inches above the proposed elevation on the approved plot plan.
- C. Submission of as-built drawings of all drainage facilities, including those intended for treatment, conveyance or retention of surface runoff, are required prior to issuance of a certificate of occupancy or certificate of completion or, regarding new subdivisions, prior to the project being placed under warranty. As-built drawings shall contain a printed name and signature from the contractor and engineer of record. The as-built drawing may be a redlined or final record drawing as further defined by MASS Division 10, Article 4.19 "Record Documents", in particular for storm water connections in order to maintain compliance with the MOAs Municipal Separate Storm Sewer System (MS4) permit. The suggested format is to include the following stamp / text within the title block or prior to handing in the as-built drawings:

RECORD DRAWING	
1. DATA PROVIDED	
BY: _____	
This will serve to certify that these Record Drawings are a true and accurate representation of the project as constructed.	
CONTRACTOR: <u>CONSTRUCTION CONTRACTOR</u>	
BY: _____	TITLE: _____
DATE: _____	
2. DATA TRANSFERRED	
BY: <u>TRANSFEROR'S NAME - PRINTED</u>	
COMPANY: <u>ENGINEER OR CONSULTANT COMPANY</u>	
DATE: <u>TRANSFER DATE</u>	
3. DATA TRANSFER CHECKED	
Based on periodic field observations by the Engineer (or an individual under his/her direct supervision), the Contractor-provided data appears to represent the project as constructed.	
BY: _____	
COMPANY: <u>ENGINEER OR CONSULTANT COMPANY</u>	
BY: _____	TITLE: _____
DATE: _____	

X. VARIANCE PROCEDURE:

Developers, builders, and their engineers shall adhere to the grading and drainage criteria established in this policy unless compliance with such will compromise the engineer's judgment as a professional engineer regarding safety, cost and/or practicality. In such cases, a written variance from the applicable criteria may be obtained from the Building Official. The developer or builder shall submit the variance request in writing with supporting technical justification to the Building Official for a determination. The Building Official will review the request in consultation

with the Municipal Engineer and respond in writing within ten business days, setting forth the reasons for granting or denying the variance request.



Robert Doehl, Building Official

July 26, 2021

(ref: P&P5)