



Public Notice Information Sheet

When the Anchorage Health Department determines that an application is accepted, it will provide for mailed, posted, published, and community council notice in the manner required by AMC 21.03.020H.

No action by shelters is required for community, published, or mailed notice.

Shelters are required to follow the procedures for public notice:

1. AHD will contact shelters upon receipt of a completed application. A shelter staff member will come to *825 L Street, Suite 508, Anchorage AK 99501* to pick up public notice signs.
 - a. A security guard at the main entrance will show the shelter staff member up to Suite 508.
 - b. Public notice signs must be picked up and posted in the appropriate locations (see number 4 below) within 10 working days of submitting a complete application.
2. Shelters are encouraged, but not required, to submit background check fingerprint envelopes when they pick up public notice signs.
 - a. See the 'Background Check Information Sheet' posted to the Shelter Licensing webpage for more information.
3. Per AMC 21.03.020H.5, shelter staff must post signs on the facility property, visible from each developed right-of-way adjacent to the property, for at least 21 days.
 - a. The day of posting is not counted when calculating the time period.
 - b. If no part of the property is visible from the public right-of-way, the notice must be posted along the nearest street in the public right-of-way.
4. After the signs have been posted for 21 days, the shelter will submit an affidavit to the Anchorage Health Department, signed by the person who did the posting or caused the posting to be done, that notice was posted as required by Title 21.

5. The affidavit must be sent to *Housing and Homeless Services Program, 825 L Street, Suite 508, Anchorage AK 99501* or scanned and emailed to housingandhomelesservices@anchorageak.gov within 10 working days after the period of posting ends.
6. Signs must be removed by shelter staff within 30 calendar days after the public notice period has ended.