



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department Development Services Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822 • Fax (907) 861-7876

Email: permitcenter@matsugov.us

APPLICATION FOR PORT MACKENZIE DEVELOPMENT PERMIT - MSB 17.23

Carefully read instructions and applicable borough code. Fill out forms completely. Attach information as needed. Incomplete applications will not be processed.

Application fee must be attached:

_____ \$500 for Development Permit

A pre-application meeting is required. For scheduling, call the Permit Center at 861-7822.

Pre-application meeting date: _____

Subject Property Township: _____, Range: _____, Section: _____, Meridian _____

MSB Tax Acct # _____

SUBDIVISION: _____ BLOCK(S): _____, LOT(S): _____

STREET ADDRESS: _____

(US Survey, Aliquot Part, Lat. /Long. etc) _____

WITHIN PORT DISTRICT: PID-I PID-II WDD CD PCD

Ownership A written authorization by the owner must be attached for an agent or contact person, if the owner is using one for the application. Is authorization attached? Yes No N/A

Name of Lease Holder

Name of Agent/ Contact for application

Address: _____

Address: _____

Phne: Hm _____ Fax _____

Phne: Hm _____ Fax _____

Wk _____ Cell _____

Wk _____ Cell _____

E-mail _____

E-mail _____

PROJECT DESCRIPTION

Type of Project(s): *Check all that apply*

| | |
|--|--|
| <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Utilities <input type="checkbox"/> Development <i>within</i> leased parcel <input type="checkbox"/> Development <i>outside</i> of leased parcel <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/remodel <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Temporary Housing <input type="checkbox"/> Building <input type="checkbox"/> Pads <input type="checkbox"/> Temporary Material/Commodity Staging <input type="checkbox"/> Other: | <input type="checkbox"/> Signs <input type="checkbox"/> Landscaping <input type="checkbox"/> Roads <input type="checkbox"/> Wells <input type="checkbox"/> Septic systems <input type="checkbox"/> Communication tower/antenna <input type="checkbox"/> Tanks <input type="checkbox"/> Pipeline <input type="checkbox"/> Other type of structure <input type="checkbox"/> Placement/use of hazardous material <input type="checkbox"/> Natural resource extraction Construction within: <input type="checkbox"/> Rights-of-way <input type="checkbox"/> Access easements <input type="checkbox"/> Utility Corridors <input type="checkbox"/> Buffer strips <input type="checkbox"/> Fill: _____cu.yds. <input type="checkbox"/> Excavation: _____cu. yds. |
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| TEXTUAL DESCRIPTIONS - Provide written detailed descriptions of the following information: | Attached |
|--|-----------------|
| 1. Proposed development explaining: <ul style="list-style-type: none"> • Materials • Use • Standards of Construction • Operations • Mitigation methods for negative impacts • Schedules • All other aspects of the proposal | |
| 2. Description of traffic generated by the proposed development and any traffic control measures proposed to mitigate negative traffic impacts on public rights-of-way. | |
| 3. Identification and explanation of type, quantity, use, and management of Hazardous Materials to be located on the site. | |
| 4. Other applicable laws, ordinances, permits, and authorizations with the proposal for meeting those requirements. | |
| 5. Written consent from the Borough Manager to place proposed improvements, including signs, on the premises, and refer to the authorization in the lease if applicable. | |
| 6. If construction or use standards are proposed to be different than those listed in MSB 17.23.190 (Road Standards), or other applicable code, a copy of the authorizing lease condition and properly completed authorization from the Borough Manager must be attached. | |
| 7. Written consent from the Borough Manager to place proposed Hazard Material on the premises. | |
| 8. A completed application for and Encroachment Permit with MSB right-of-way, if such development is proposed. | |
| 9. A completed application for General Construction Permit for development of roads or streets within a public right-of-way, if such | |

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| development is proposed. | |
| 10. A completed application to Construct and Maintain Driveway on public right-of-way, if such development is proposed. | |
| 11. A completed application for a Utility Permit within MSB right-of-way, if such development is proposed. | |
| 12. State Fire Marshall Approval of Plans, if Alaska law requires such review/approval. | |
| 13. Traffic Impact Analysis (TIA), if proposed development will generate more than 200 average daily traffic trips or more than 100 truck trips per day, based on the most current ITE Trip Generation Book. | |
| 14. Written authorization by lessee, for authorized representative to act on behalf of applicant. | |

| SITE PLAN - Attach a detailed site plan, drawn to scale, showing the following information: | Attached |
|--|-----------------|
| 1. Location | |
| 2. Setbacks | |
| 3. Area | |
| 4. Dimensions and identification of lot lines | |
| 5. Buildings | |
| 6. Processing Facilities | |
| 7. Waterbodies | |
| 8. Rights-of-Way | |
| 9. Easements | |
| 10. Buffers | |
| 11. Septic System | |
| 12. Well(s) | |
| 13. Signs | |
| 14. Lighting | |
| 15. Towers and Antennae | |
| 16. Utilities | |
| 17. Pipelines | |
| 18. Underground Tanks and Aboveground Tanks | |
| 19. Landscaping | |
| 20. Drainage | |
| 21. Paved Areas | |
| 22. Gravel Areas | |
| 23. Storage for product, equipment, material, fuel, waste, snow, hazardous material, etc.) | |
| 24. Pads | |
| 25. Roads | |
| 26. Parking and Loading Areas | |
| 27. Access Points | |
| 28. Traffic Patterns | |
| 29. Traffic Control Facilities | |
| 30. Other Improvements | |

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| 31. Plan must show adequate street capacity and stopping sight distance at intersections of rights-of-way (250' minimum, 580' preferred) | |
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| DIMENSIONAL DRAWING(S): Attach a dimensional drawing, drawn to scale, showing the following information: | Attached |
| 1. Design | |
| 2. Materials | |
| 3. Dimensions | |
| 4. Height | |
| 5. Bulk | |
| 6. Area | |
| 7. Floor Plans | |
| 8. Layout | |
| 9. Appearance | |
| 10. Demonstrating proposed street or road construction meets or exceeds the requirements of MSB 17.23.190 or MSB lease requirements. | |

| Water Supply | Yes | No |
|------------------------|------------|-----------|
| • None | | |
| • Existing | | |
| • Proposed | | |
| • Private well/cistern | | |
| • Public/Community | | |

| Sewage Disposal | Yes | No |
|------------------------|------------|-----------|
| • None | | |
| • Existing | | |
| • Proposed | | |
| • Pit Privy | | |
| • Holding Tank | | |
| • Septic Tank | | |
| • Public/ Community | | |
| • Other (specify) | | |

| Waterbodies | Yes | No | Attached |
|--|------------|-----------|-----------------|
| 1. Is construction proposed within 75 feet of a waterbody (creek, pond, lake, etc.)? | | | |
| 2. If yes, describe. | | | |

| Access/Driveway - Call the Permit Center at 861-7822 for information about road standards. | Yes | No | Attached |
|--|------------|-----------|-----------------|
| 1. This project will have access to what street(s)? | | | |
| 2. Is the street currently existing (built)? | | | |
| 3. Is the street maintained by the Borough or Lessee(s)? | | | |
| 4. Identify Lessee maintaining street(s). | | | |
| 5. Will this project require a new or modified driveway to a street or road? | | | |
| 6. Does this project have an existing driveway permit? | | | |
| 7. Provide copy of driveway permit | | | |
| 8. Is road construction proposed within the public right-of-way? If yes, then provide length (in feet) | | | |
| 9. Road will be built to MSB standards for 25 MPH standard or 35 MPH standard? | | | |
| 10. Road will be temporary and built per MSB authorization for less than 25 MPH standard. | | | |

| Traffic Generation | Attached |
|--|-----------------|
| 1. Probable types/size of vehicles to be used by the business. | |
| 2. Anticipated daily vehicular traffic trips generated to and from the site by the development (use average for busy season if use is seasonal). <ul style="list-style-type: none"> • Truck (any vehicle greater than 10,000 lbs. gross vehicle weight: _____) • Vehicles less than 10,000 lbs gross vehicle weight: _____ • Total anticipated average daily traffic trips: _____ | |
| 3. Vehicle generation rate based upon standard trip generation tables from current ITE Manual. | |
| 4. Year lessee predicts anticipated truck trips will exceed 100 per day. | |
| 5. Year lessee predicts anticipated total average daily traffic trips will exceed 200 per day. | |

LESSEE/APPLICANT STATEMENT: I am the Lessee or Lessee's Authorized Representative for the following property:

MSB Tax Parcel ID#(s) _____ and hereby apply for approval of a Port MacKenzie Development Permit on that property as described in this application.

I understand all activity must be conducted in compliance with all applicable standards of MSB 17.23 and with all other applicable borough, state or federal laws.

