



MATANUSKA-SUSITNA BOROUGH
Development Services Division
Permitting Services

350 East Dahlia Avenue • Palmer, AK 99645
 Phone (907) 745-9822 • Fax (907) 746-7407
 www.matsugov.us

ENCROACHMENT PERMIT APPLICATION

Permit Fee: \$150.00

Applicant: _____ Date: _____

(Please Print Clearly)

Address: _____ Telephone: _____

_____ Email: _____

Office Use Only	Tax Map: _____
TRS: _____	Permit No: _____
	Inspection: _____

1. Describe location of encroachment (i.e. legal description, street name(s), and adjacent property description); provide copy of dedication documents creating right-of-way. Include a vicinity map with project location clearly marked.

2. Proposed start date: _____
 Expected completion date: _____

3. Use desired of such public place (i.e. business sign, utility installation, culvert, building material storage, encroachment, other)

4. Plans, specifications, description of work, estimated cost of construction, limits of work, methods to be employed and other information necessary to evaluate the design. (The location of all aerial, surface or underground facilities shall be shown on the plans)

Signature: _____ Date: _____



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MSB 11.10: ENCROACHMENT PERMITS

ENCROACHMENT:

(1) any structure, object, material or physical disturbance of materials, including but not limited to, driveways, culverts, road repairs, wells, septic systems, drainage, and all types of structural improvements within, extending over or under the borough's public right-of-way; a public easement; property dedicated to a public use which is operated or maintained by the borough; or land owned by the borough.

(2) any snow storage, soil removal, debris or any other obstruction, any road, ditch, drain, gutter, or culvert which hinders or restricts: public traffic; maintenance or the flow of water in or along any public right-of-way; public easement; public dedication; or borough land.

ENCROACHMENT PERMITS.

(A) Any person desiring to construct or cause an encroachment shall apply for an encroachment permit to the public works director.

(B) A public utility or person who is issued a permit for utility facilities under MSB [11.30](#) is not required to apply for an encroachment permit.

UNAUTHORIZED ENCROACHMENTS.

(A) Unauthorized encroachments shall be subject to immediate removal by the borough, at the owner's expense.

(B) At the borough's option, the borough may require the person causing the encroachment or the owner of the underlying property upon which the encroachment lies to remove the unauthorized encroachment. The removal of the encroachment shall be done at the expense of the underlying property owner or the person causing the encroachment. Notice shall be given to the underlying property owner or the person causing the encroachment, that the encroachment must be removed at the expense of the underlying property owner or the person causing the encroachment. Notice shall consist of a written letter, sent by certified mail, return receipt requested, or personally delivered, explaining the violation and stating the time period in which the encroachment must be removed. If the person receiving notice does not remove the encroachment, the borough may remove the encroachment and the person receiving notice shall be liable to the borough for all costs incurred in removing the encroachment and attempting to have the encroachment removed.

(C) Unauthorized encroachments shall be deemed a public nuisance and are subject to all legal proceedings authorized by law.

MSB Title 11 is available in its entirety at
<http://www.codepublishing.com/AK/matanuskasusitnaborough/>



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The Permittee certifies that he/she is the (circle one) **owner, lessee, or authorized agent** of the property, that the conditions, restrictions and regulations of the Borough will be complied with and that he/she has read and agrees to provisions on the reverse side of this permit application form.

Instructions and Check List

Please provide the following documentation or annotate the documents with the additional information.

- One copy of the Application for Encroachment with all the information filled out.
- One copy of the most recent as-built survey, plot plan, or plat.
- Show the location of the encroachment (wall, fence, well, shed, etc.) on the as-built, plot plan, or plat.
- Show the dimensions from the object to the property line accurately and how far it projects into and along the rights of way or easements. Also show the height above or below ground measuring from the existing grade to the furthest edge of object.
- Provide an accurate description of all the object(s) encroaching on the application that will remain at its current location.
- After notification by the ROW Coordinator that the request has been approved,** contact each utility that can place services in your area. Provide them with a copy of your as-built, plot plan, or plat showing the object and any other information that may help in identifying the object and location. You are required to get all utilities letter of non-objection even if utilities from that company are not present.
- Provide the ROW Coordinator one copy of each letter of non-objection from the utility companies listed below. You may submit all the letters individually or as a group. The letters must be addressed to you and fully address all the encroachments to be permitted as described on your application.

ENSTAR Natural Gas
P.O. Box 190288
Anchorage, AK 99519-0288
Contact Tom Arminski or Andrew Fraiser
Phone: 334-7753
Fax: 334-7798

Matanuska Electric Association, Inc.
P.O. Box 2929
Palmer, AK 99654
Contact Keith Quintavell
Phone: 745-3231
Fax: 761-9322

GCI
5151 Fairbanks Street
Anchorage, AK 99503
Contact Outside Plant Design
Fax: 868-8580

Matanuska Telephone Association
P.O. Box 3550
Palmer, AK 99645
Contact Bonnie Bailey
Phone: 1-800-746-9510
Fax: 761-2646