



# MATANUSKA-SUSITNA BOROUGH

350 East Dahlia Avenue, Palmer, AK 99645

## NEW AND EXPANDING BUSINESS INCENTIVES SUMMARY OF APPLICATION PROCESS

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This document describes the general steps used in reviewing applications for new or expanding business incentives.

1. Letter of Intent or Request for New and Expanding Business Incentives is filed with the Borough Manager's Office.
2. Pre-application conference.
  - a. After receipt of the Letter of Intent or Request, a pre-application conference is scheduled to discuss the following:
    - i. Review pre-qualification requirements and standards;
    - ii. Review application requirements and standards;
    - iii. Review Title 26 of the Borough Code; and
    - iv. Review Chapter 1.50 of the Borough Code.
3. Application filed with the Matanuska-Susitna Borough, Department of Finance.
  - a. Application is reviewed for completeness.
    - i. If the application is incomplete, a "shortage" letter is sent to the applicant describing the items necessary to complete the application.
    - ii. If the application is complete, the formal review process is initiated.
4. Formal application review initiated.
  - a. An assessment report is completed by the Borough Manager within 120 days of receipt of the completed application.
  - b. An eligibility report is completed by the Director of Finance within 120 days of receipt of the completed application.
5. Assembly consideration.
  - a. The Borough Manager submits the Administration's recommendation on the application to the Borough Assembly within 30 days of receipt of the eligibility report.
  - b. A public hearing is scheduled for the application.
  - c. After the public hearing the Assembly may:
    - i. Request additional information;
    - ii. Extend the public hearing; or
    - iii. Make a decision.