



MATANUSKA-SUSITNA BOROUGH PERMIT CENTER

350 East Dahlia Avenue • Palmer, AK 99645
(907) 861-7822 • Fax (907) 861-8407

www.matsugov.us

MANDATORY LAND USE PERMIT APPLICATION INFORMATION

A Mandatory Land Use Permit is required for the following:

- The construction or placement of any building within 75 feet of any watercourse or waterbody.

Specially Designated Flood Hazard Areas

Check with the Permit Center (907-861-7822) to see if a Flood Hazard Permit is required. Please note, this is a separate permit with its own review process and additional regulations apply.

Fees

All Land Use Permit application fees are **non-refundable** regardless of the decision rendered and must be paid at the time of application submittal. Fees are based on the proposed use, and type of structure, or activity in accordance with the fee schedule adopted by the MSB Assembly.

Application Review Timelines

Once it has been determined by staff that your application is complete, MSB staff will review the site plan and property information submitted with the application. Pursuant to MSB 17.02, staff has up to **ten working days to review an application requiring a certified site plan**, and up to **twenty working days for applications not requiring a certified site plan**.

When staff reviews your application, the following items will be considered:

1. Do all structures on the property meet minimum MSB setback requirements from adjacent Rights-of-Way, property lines and water bodies?
2. Is any portion of your property located within a Special Land Use District, a Flood Hazard Zone, or The Core Area?
3. Have applications been submitted for Driveway, Floodplain Development or Core Area uses?

Letter of Authorization and Proof of Purchase

A letter of authorization is necessary for applicants that do not own the subject property of the Land Use Application. For example; if you are a builder or real estate agent filing on behalf of your client, you will need a letter of authorization. A letter template has been included with this packet. In addition, if you have recently purchased property and our records do not show you or your company as the owner, please include documentation proving ownership. The reason for requesting this information is to ensure that staff is issuing the Land Use Permit to either a property owner or authorized agent.

APPLICATION CHECKLIST
(Include with application packet)

Failure to provided ALL the components of the site plan and application material will result in a returned application.

All Land Use Permit applications shall include the following information:

- ___ 1) A complete Mandatory Land Use Permit Application form (including this checklist)
- ___ 2) A vicinity Map;
- ___ 2) Letter of authorization, (required if not current recorded owner);
- ___ 3) Proof of Purchase, (required if purchased within last 60 days);
- ___ 4) One (1) copy of a noncertified site plan with all components identified in the check list below;
- ___ 5) Appropriate filing fee (listed below).
- ___ 6) Drawings or photos (*optional*)

Site Plan *For reference only, see attached example site plan*

All site plans shall:

- ___ 1) Be drawn **TO SCALE** using **standard engineering** intervals such as 1" = 30', 1" = 50' or similar as required by project size. Show the scale on site plan;
- ___ 2) Display a North arrow;
- ___ 3) Clearly identify boundaries of parcel;
- ___ 4) Indicate size, location, setback dimensions and separation of any existing and proposed structures (including accessory structures and garages) with distances from property lines noted.
- ___ 5) Indicate the date of preparation or date of the latest amendment since original submittal;
- ___ 6) Include names of adjacent roadways and existing or proposed means of legal access (including private access drives).
- ___ 7) Display location and name of adjacent water bodies;
- ___ 7) Indicate intended use of proposed structures;

AGENCIES INVOLVED IN THE REVIEW OF DEVELOPMENT PROPOSALS

You may want to contact these departments/agencies to determine if they have any additional requirements.

State Fire Marshal

Anchorage Office
5700 E. Tudor Road
Anchorage, Alaska 99507-1225
<http://www.dps.state.ak.us/fire/>

Palmer Office
645 Cope Industrial Way
Palmer, AK 99645

Please contact the State Fire Marshal at (907) 269-5604 for information related to state fire and building codes.

Central Mat-Su Fire Code Office (Applicable within boundaries)

101 W. Swanson Avenue
Wasilla, Alaska 99654
<http://www.matsugov.us/PublicSafety/CMSFD.cfm>

Please contact Jake or Richard Boothby at (907) 373-8832 for information related to fire, building, and life safety codes.

Matanuska-Susitna Borough Public Works Department

350 E. Dahlia Avenue
Palmer, AK 99645
<http://www.matsugov.us/PublicWorks/>

Please call (907) 745-4801 for information related to driveway permits and public utilities.

State of Alaska, Department of Transportation & Public Facilities

Central Region
DOT&PF Right-of-Way
P.O. Box 196900
Anchorage, AK 99519-6900
<http://www.dot.state.ak.us/>

Please call (907) 269-0700 or 1-800-770-5263 for information regarding driveway permits located on the state road system.

State of Alaska, Department of Environmental Conservation

Anchorage Office
555 Cordova Street
Anchorage, AK 99501-2617
(907) 269-7500
<http://www.dec.state.ak.us/>

Wasilla Office
1700 E. Bogard Road, Bldg B Suite 103
Wasilla, AK 99654
(907) 376-1850

Please contact Alaska DEC for information related to sewage disposal systems and to determine if DEC Certification is required for your project.

Alaska Department of Natural Resources

Anchorage Office
550 West 7th Avenue, Suite 1020
Anchorage, AK 99501-3562
www.dnr.state.ak.us

Please call (907) 269-8600 for information related to wells and determine if an application to obtain water rights is necessary for your proposal.

Additional Information

- By completing this application for a Mandatory Land Use Permit (MSB 17.02), the owner grants permission for borough staff member(s) to enter onto the property for the purpose of processing the application and monitoring compliance with code and permit requirements.
- It is recommended for that a survey be completed before beginning this process. A survey will ensure accurate information for the application.
- It is the responsibility of the owner and/or applicant to identify and comply with all applicable private restrictions such as covenants, and plat notes, as well as all local, state and federal regulations applicable to a proposed development and to obtain all necessary authorizations and permits.
- Permits MUST be posted in a location visible from the road in which you access your property.
- Any commercial use requires state and borough business licenses. A city business licenses may also be required.
- ONE site plan should be submitted containing all of the required information.
- The site plan and application checklists need to be included with the application at the time of submittal. Without the checklist(s) the application will be considered incomplete.
- MSB Code 11.20.060 requires the owner of any lot with a building assigned a street number to post the assigned street address number on or in front of the addressed building or lot in a location where it is visible from the street

MANDATORY LAND USE PERMIT FEE SCHEDULE

<u>TITLE</u>	<u>FEE</u>
Residential Permit	
Non-habitable accessory building/Cabin (*Cabin is less than 800 sq. ft.)	\$25
Additions to any residential building	\$50
Construction or placement of any residential building, more than 480 sq ft, or up to four dwelling units.	\$50
Commercial/Industrial Permit	
New construction or placement of any commercial or industrial building	
• Less than 5,000 square feet	\$150
• Between 5,000 and 10,000 square feet	\$150
• Each additional 5,000 square feet Beyond 10,000 square feet	\$150
• Non-habitable accessory building	\$150
<u>Copies</u>	<u>Price</u>
Photocopies	\$0.20/page
Microprints	\$0.25/image
Audio/video/CD/DVD	\$10.00 – \$75.00
Maps	\$5.00 and up



MATANUSKA-SUSITNA BOROUGH
PERMIT CENTER
Letter of Authorization

DATE: _____

TO WHOM IT MAY CONCERN:

This letter will serve as authorization for _____, to act as an
(name, title, corporation)
agent on behalf of _____, including power
(property owner, corporation)
of attorney, for the purpose of obtaining a _____, for _____
(type of request) *(type of use)*
_____ in cooperation with the Matanuska-Susitna Borough Planning and Land
Use Department.

Located on MSB Tax ID Number: _____

Landowner Signature: _____ Date: _____