



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822 • Fax (907) 861-8158

Email: permitcenter@matsugov.us

APPLICATION FOR A CORE AREA CONDITIONAL USE PERMIT – MSB 17.61

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:

_____ **\$1,500 for Core Area Conditional Use Permit**

*Prior to the public hearing, the applicant must also pay the mailing and advertising fees associated with the application. Applicants will be provided with a statement of advertising and mailing charges. Payment must be made **prior** to the application presentation before the Borough Planning Commission.*

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

MSB Tax Account # _____

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

STREET ADDRESS: _____

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

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 Property Owner

Name of Agent/ Contact for application

Address: _____

Address: _____

Phne: Hm _____ Fax _____

Phne: Hm _____ Fax _____

Wk _____ Cell _____

Wk _____ Cell _____

E-mail _____

E-mail _____

Required Application Information	Attached
1. Written detailed description of the proposed project	
2. Copy of the local covenants	
3. Copies of any current report on hazardous substances or hazardous waste prepared for submittal to state or federal agencies, and expected types and quantities of combustible fiber to be stored or combustible dust to be produced	

Nonconforming Uses and Structures	Yes	No	Attached
1. Is this an expansion of a pre-existing legal nonconforming use or structure?			
2. If yes, has the nonconforming use been discontinued for more than 12 consecutive months since January 1, 2003?			
3. Describe the proposed expansion/increase of the pre-existing legal nonconforming use.			
4. To establish pre-existing legal nonconforming rights for a use, complete this form (including attachments). Also include a copy of the 2003 Business Licenses for the use and evidence of the continued existence of the use at this site since January 1, 2003?			

SITE PLAN – Attach a detailed site plan, drawn to scale, showing the following information:	Attached
1. Setback distances of structure(s) from the lot lines, rights-of-way, and waterbodies.	
2. Adjacent streets, public easements and rights-of-way	
3. Existing and proposed buildings and structures (including tanks and chemical processing equipment)	
4. Access points	
5. Buffering – Visual and Sound	
6. Vehicular and pedestrian circulation patterns	
7. Location and dimensions of parking areas to be provided, including individual parking spaces	
8. Loading areas	
9. Storage and processing areas	
10. Lighting	
11. Topography	
12. Drainage management plan	
13. Sources of noise	
14. Fences	
15. Berms	
16. Landscaping	
17. Signage	
18. Scale and North Arrow	

DIMENSIONAL DRAWING(S) – Attach a dimensional drawing of the horizontal views of the structure(s), drawn to scale, showing the following information: (*If more than one structure is proposed, attach requested information about each.)	Attached
1. Dimensions of all structures	
2. Appearance	
3. Modifications	
4. Identification of use areas with locations and dimensions	
5. Delineate areas of expansion or change in use	
6. Other details sufficient to adjudicate the application	
7. Scale and North Arrow	

NOISE	Yes	No	Attached
1. Will the use generate noise beyond the project site lot lines exceeding Maximum Permissible sound levels shown in the Table below?			
2. Are any of the sounds exceeding permissible levels generated by source(s) that are exempt from regulations under MSB 17.61.080(C)? <i>If yes, attach a detailed description of source and levels and days and times of day the levels will be exceeded by exempt generators.</i>			
3. Are all of the sounds exceeding permissible levels generated by source(s) that are exempt from regulations under MSB 17.61.080(C)? <i>If no, attach a detailed description of source and levels and days and times of day the levels will be exceeded by regulated generators.</i>			

Maximum Permissible A-weighted Sound levels (MSB 17.61.080)

Land Use of Sound Source	Land Use of Adjacent Property				
	Residential			Commercial	Industrial
	Day	Night			
	Monday through Friday 7 a.m. to 10 p.m. or 9 a.m. to 10 p.m. on weekends	Monday through Friday 10 p.m. to 7 a.m.	Weekend 10 p.m. to 9 a.m.		
Commercial	60dB(A)	50dB(A)	50dB(A)	70dB(A)	75dB(A)
Industrial	60dB(A)	50dB(A)	50dB(A)	70dB(A)	80dB(A)

TRAFFIC GENERATION	Yes	No	Attached
1. Is the Traffic Impact Worksheet attached?			
2. Will the use generate traffic in excess of 100 vehicles during the morning or afternoon peak hour? <i>If yes, attach a detailed description of the type of vehicles and schedule.</i>			
3. Will the use generate a total of more than 750 vehicles per day (12 a.m. to 12 p.m.)? <i>If yes, attach a detailed description of the type of vehicles and schedule.</i>			
4. If the trip generation rates estimated on the Traffic Impact Worksheet exceed the volumes described in MSB 17.61.020(A)(2) a Traffic Impact Analysis (TIA) and management plan for traffic, parking, and loading, demonstrating compliance with MSB 17.61.090 must be attached with the application.			

HAZARDOUS MATERIAL	Yes	No	Attached
1. Will the use process, manufacture, or store hazardous substances over threshold established by federal or state community right-of-know laws and regulations (40 CFR 370; AS 29.35.500)?			
2. Will the use at any time generate combustible dust in sufficient quantity to produce an explosion or combustion hazard?			
3. Will the use store or handle combustible fiber in quantities greater than 100 cubic feet (2.8 m ³)?			
4. Will the use generate or manage more than 2,200 pounds of hazardous waste per month as defined by federal regulations (40 CFR 261, 262)? <i>If yes, attach a detailed description of the type, quantity, schedule, and use of the hazardous material demonstrating compliance with MSB 17.61.090.</i>			
5. Are any of the Hazardous Materials exceeding the regulated thresholds originating from use(s) that are exempt from regulations under MSB 17.61.100(B) and (C)? <i>If yes, attach a detailed description of the type, quantity, schedule, and use of the hazardous material, and the specific code that authorizes the exemption(s).</i>			
6. Are all of the Hazardous Materials exceeding the regulated thresholds originating from use(s) that are exempt from regulations under MSB 17.61.100(B) and (C)?			

DRAINAGE AND RUNOFF	Yes	No	Attached
Will the use generate contaminated water runoff or other discharges that are likely to violate state water quality standards or negatively impact groundwater or surface water quality beyond adjacent property lines? <i>If yes, attach a detailed description of type, quantity, source, and management plan to prevent violation of state water quality standards and negative impact to groundwater and surface water quality.</i>			

In order to grant a conditional use permit under MSB 17.61, the Planning Commission must find that each of the following requirements has been met. Explain the following:	Attached
1. Will the conditional use preserve and not detract from the value, character and integrity of the surrounding area?	
2. Will the granting of the conditional use permit be harmful to the health, safety, convenience or general welfare of the public?	
3. Are sufficient setbacks, lot area, buffers, or other safeguards being provided?	
4. Will the proposed use, even with mitigation, be incompatible with and adversely affect surrounding residential neighborhoods?	
5. Will the proposed use adversely affect property values of surrounding areas?	
6. Will the proposed use create unreasonable noise levels beyond the property lines of the proposed location?	
7. Will the proposed use adversely affect the safe and efficient flow of traffic on any highway, arterial, collector, or street from which access to and from the business occurs?	
8. Are there adequate off-street parking facilities to accommodate a reasonably expected increased demand for parking generated by the business?	
9. What measures are being proposed to reduce any negative effect upon adjacent properties by property line buffers and roadway buffers, berms, landscaping, clustering with other similar uses, and where the surrounding area is predominantly residential in character, whether the site and building design features contribute to the residential character of the surrounding development?	
10. Are the proposed site plans and plan of operations consistent with the purposes of MSB Chapter 17.61?	

OWNER'S STATEMENT: I am owner of the following property:

MSB Tax parcel ID #(s) _____ and,
I hereby apply for approval a Core Area conditional use permit on that property as described in this application.

I understand all activity must be conducted in compliance with all applicable standards of MSB 17.61 and with all other applicable borough, state or federal laws.

Revised 7/21/21 Permit# _____

I understand that other rules such as local, state and federal regulations, covenants, plat notes, and deed restrictions may be applicable and other permits or authorization may be required. I understand that the borough may also impose conditions and safeguards designed to protect the public's health, safety and welfare and ensure the compatibility of the use with other adjacent uses.

I understand that it is my responsibility to identify and comply with all applicable rules and conditions, covenants, plat notes, and deed restrictions, including changes that may occur in such requirements.

I understand that this permit and zoning status may transfer to subsequent owners of this land and that it is my responsibility to disclose the requirements of this status to the buyer when I sell the land.

I understand that changes from the approved conditional use permit may require further authorization by the Borough Planning Commission. I understand that failure to provide applicable documentation of compliance with approved requirements, or violation of such requirements will nullify legal status, and may result in penalties.

I grant permission for borough staff members to enter onto the property as needed to process this application and monitor compliance. Such access will at a minimum, be allowed when the activity is occurring and, with prior notice, at other times necessary to monitor compliance.

The information submitted in this application is accurate and complete to the best of my knowledge.

Signature: Property Owner

Printed Name

Date

Signature: Agent

Printed Name

Date