



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

BASIC APPLICATION FOR A CONDITIONAL USE PERMIT

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 **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 _____

PROJECT DESCRIPTION & APPLICABLE CODE

1. The proposed development requires a conditional use permit under MSB Code Chapter _____.
2. Attach a written, detailed project description.

Access/Driveway	Yes	No	Attached
1. This project will have access to what street(s)?			
2. Is the street Borough maintained, State (ADOT/PF) maintained, or Private?			
3. Will this project require a new or modified driveway to a street or road?			
4. Does this project have an existing driveway permit?			
5. Provide copy of driveway permit			

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)		

Nonconforming Uses and Structures	Yes	No	Attached
1. Is this an expansion of a pre-existing legal nonconforming use or structure?			
2. If yes, this use has lawfully existed in this location since what date?			
3. If yes, has the nonconforming use been discontinued for more than 12 consecutive months since it began?			
4. If yes, list the date the used was discontinued and the date the use resumed.			
5. Describe the proposed expansion/increase of the pre-existing legal nonconforming use.			
6. To establish Grandfather Rights for a use, complete this form (including attachments), also include a copy of the earliest business license and other evidence of the continued existence of the use at this site since the date since the date the use became nonconforming.			

SITE PLAN – Attach a detailed site plan, drawn to scale, showing the following information: (<i>Some codes require site plans and drawings to be prepared by certified professionals</i>)	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: (<i>*If more than one structure is proposed, attach requested information about each.</i>)	Attached
1. Dimensions of all structures	
2. Modifications	
3. Identify use areas with locations and dimensions	
4. Delineate areas of expansion or change in use	
5. Other details sufficient to adjudicate the application	
6. Fill – Cubic Yards	
7. Excavation – Cubic Yards	
8. Scale and North Arrow	

