



**Matanuska Susitna Borough**  
**Community Development Department**  
**Land and Resource Management Division**  
**350 East Dahlia Street, Palmer, Alaska 99645**

Telephone 907-861-7869  
 Facsimile 907-861-8635  
 E-mail [lmb@matsugov.us](mailto:lmb@matsugov.us)

## COMMERCIAL LEASE APPLICATION

MSB#

### Business Contact Information

Applicant's name:		
Company name:		
Phone:	Fax:	E-mail:
Company address:		
City:	State:	Zip Code:
Date business commenced:		

### Registered Agent Information (Corporation, Partnership, LLC)

Registered agent's name:
Registered agent's address:

### Business Type

Sole proprietorship: <input type="checkbox"/>	Partnership: <input type="checkbox"/>	Corporation: <input type="checkbox"/>	LLC: <input type="checkbox"/>
	What type?		

Corporation or LLC organized under Laws of what State:
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### Business Information

If partnership, names and addresses of all partners				
Name:	Address:	City:	State:	Zip:

If corporation, names and addresses of all authorized representatives				
Name:	Address:	City:	State:	Zip:

If Limited Liability Company (LLC), list all members				
Name:	Address:	City:	State:	Zip:

Is LLC managed by members or manager?
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If manager, list manager name and address:
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**BUSINESS/TRADE REFERENCES**

Company name:			
Address:			
City:		State:	Zip Code:
Phone:	Fax:	E-mail:	
Type of account:			
Company name:			
Address:			
City:		State:	Zip Code:
Phone:	Fax:	E-mail:	
Type of account:			
Company name:			
Address:			
City:		State:	Zip Code:
Phone:	Fax:	E-mail:	
Type of account:			

**REQUESTED USE AND APPLICATION LEGAL DESCRIPTION**

T	R	Section	Meridian:	Tract/Lot/Block:
Plat #:	No. of acres:	Recording District:		
Other description:				
Tax #:		MSB Map #:		

Use requested:

Please attach a brief description/business plan to expand upon the requested use.

**YOU WILL BE REQUIRED TO SPEND FUNDS FOR THE FOLLOWING AS APPLICABLE**

<input type="checkbox"/>	Performance bond, if applicable
<input type="checkbox"/>	Damage deposit, if applicable
<input type="checkbox"/>	General liability insurance
<input type="checkbox"/>	Worker's compensation insurance, if applicable
<input type="checkbox"/>	Environmental pollution/remediation insurance, if applicable
<input type="checkbox"/>	Builder's risk insurance, if applicable
<input type="checkbox"/>	United States Longshoreman and Harborworkers Maritime insurance, if applicable
<input type="checkbox"/>	Site inspection costs
<input type="checkbox"/>	Any federal, state, and local permits required
<input type="checkbox"/>	Maintenance costs (present or future)
<input type="checkbox"/>	MSB business license
<input type="checkbox"/>	State of Alaska business license
<input type="checkbox"/>	Other, specify:

**OTHER INFORMATION**

Has the applicant ever filed a petition for bankruptcy, been adjusted bankrupt, or made an assignment for the benefit of creditors?  Yes  No

If yes, explain, including dates:

Is applicant, or affiliated entity, now in default on any obligation to, or subject to any unsatisfied judgment or lien?

Yes  No

If yes, explain, including dates:

Has applicant previously had a borough permit or lease?  Yes  No

If yes, status:

Applicant acknowledges having received a copy of the Matanuska-Susitna Borough Privacy Policy Notice required by Title V of the Gramm-Leach-Bliley Act.

Yes  No

**A NON-REFUNDABLE APPLICATION AND PROCESSING FEE OF \$500.00 IS DUE UPON SUBMISSION OF APPLICATION.**

Applicant qualification statement:

I do hereby swear and affirm, as the applicant or representative for the noted organization, that:

The applicant is legally competent under the laws of Alaska; and

has not failed to pay a deposit or payment due the Borough in relation to borough-owned real property in the previous five (5) years; and

is currently not in breach or default on any contract or lease for real property transactions in which the Borough has an interest; and

has not failed to perform under a contract or lease involving borough-owned property in the previous five (5) years and the borough has not acted to terminate the contract or lease or to initiate legal action; and

has not failed to perform under or is not in default of a contract with the Borough; and is not delinquent in any tax payment to the Borough

**I HEREBY CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE TO MY KNOWLEDGE**

\_\_\_\_\_  
Name

Title:

Date:

\_\_\_\_\_  
Name

Title:

Date:

MSB Acceptance of application and date:

**MATANUSKA-SUSITNA BOROUGH**  
**Privacy Policy Notice**

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with the GLBA, the borough is providing you with this document which notifies you of the privacy policies and practices of Matanuska-Susitna Borough, a municipal corporation, organized and existing under the laws of the state of Alaska.

The borough may collect nonpublic personal information about you from the following sources when processing a request to purchase, lease or otherwise contract to use borough-owned land and resources:

Information it receives from you such as completed applications; income-expense, asset-liability and operating statements; income tax returns; rental and leasing agreements; contracts related to your income and expenses; and employment information and verification.

Information about your transactions with the borough that it secures from its own files, including any department or division of the borough.

Information it receives from credit or consumer reporting agency.

Information it receives from others involved with you or your transaction, such as partners, business associates, title company and escrow company representatives, real estate agents, surveyors, appraisers, contract collection agents, or lenders.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic personal information will be collected about you.

The borough, as a governmental entity, is required by law to meet certain public information statutes. The borough does not disclose any nonpublic personal information about you with anyone for any purpose that is not specifically permitted or required to by law. The Matanuska-Susitna Borough code provides the following:

MSB 1.50.030(B) in part states that "information shall be released, providing its release does not conflict with the privacy rights of ordinary citizens."

MSB 1.50.040(A) in part states that "This chapter shall not be construed to require disclosure of: ... (2) personnel, payroll or medical files, or other files which reveal the financial or medical status of any specific individual, the release of which would constitute an unwarranted invasion of privacy.... (7) proprietary information which a manufacturer, consultant or provider reasonably requires to be kept privileged or confidential to protect the property interest or persons or entities providing the information or data; (10) personal information other than name and address given to the borough with the legitimate expectation of privacy in conjunction with licenses, permits, or other borough services."

The borough restricts access to nonpublic personal information about you to those employees who need to know that information to process your requests and provide you with associated services. The borough maintains physical, electronic, and procedural safeguards to guard your nonpublic personal information.

## SITE PLAN SPECIFICATIONS

This memorandum will discuss the requirement for site plans, availability to the public, purpose of site plans and contents. Although site plans are generally more detailed than concept development plans or development plans, for the purposes of this memorandum and applications to lease borough property they are to be considered the same and are conceptual in form. In general, detailed and specific soils information, contour data, well data, etc., is not required to be provided at the time of application; although, an engineered site plan prepared by a registered surveyor, engineer, or architect will be a requirement prior to commencement of any lease site development.

**Site Plan Requirement.** Site plans are a required component of any application to lease borough land. Site plans will be submitted after the preliminary application and before the initiation of the application's public notice and agency/inter-departmental review.

**Availability to the Public.** Site plans, upon submittal to the Department, are available for public review upon request. If the applicant considers any portion of the site plan as confidential and/or proprietary, the request for such must be made at the time of submission.

**Review.** Copies of the site plan will be provided to the affected community council(s), agencies, and other borough departments as part of the application's review process.

**Purpose.** Site plans are used to obtain an understanding of an applicant's proposal and any potential impacts to the borough parcel, adjacent property, community, and immediate environment. The site plan will also be used:

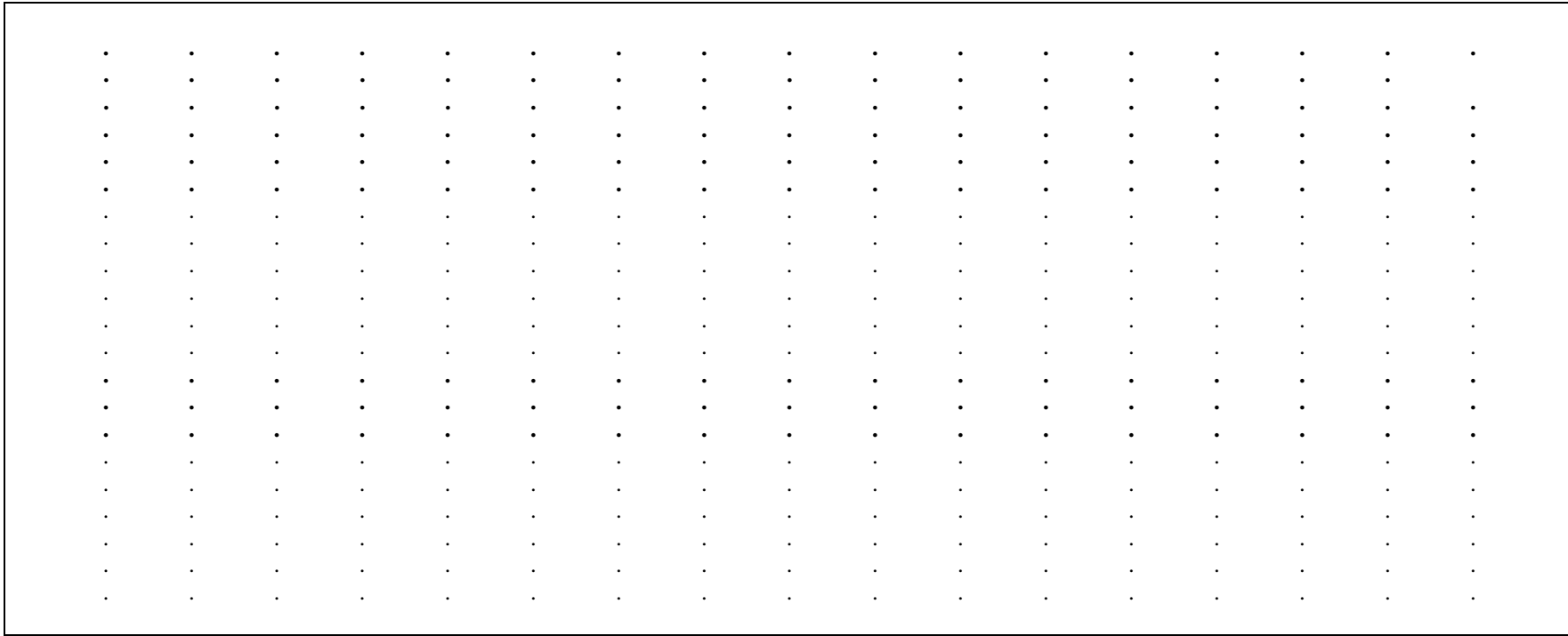
- to help determine the appropriate classification,
- as a basis for creating a development plan and performance standards for inclusion in a proposed lease,
- to determine economic impact and feasibility, positive/negative impact,
- to determine whether or not the proposal is in the best interest of the borough,
- to help identify potential problems with a proposal prior to implementation, e.g., inability to obtain a driveway permit or lack of access.

The relevance of a site plan may change after final consideration and approval depending upon the purpose of the application. The site plan remains relevant for leases after final consideration and approval because the borough maintains an interest in the property and because the ensuing development may be contingent upon what was represented on the site plan.

### **Site plan contents for proposed commercial/industrial use.**

- A "North" arrow,
- Principal point(s) of access to the nearest public road(s),
- A location map,
- Proposed location of structures and other physical changes to the parcel, e.g., driveway construction,
- All easements, rights-of-way, and trails,
- Approximate measurements for all relevant dimensions, e.g., parcel size, length of a proposed driveway/road, building size, etc.,
- Internal circulation system (both vehicular and pedestrian),
- Location of parking areas,
- Location of open space, wetlands, flood plains and streams, if any,
- If a phased development is proposed, the site plan should show the completed development and indicate the various phases,
- Identification of the drawing's scale,
- Narrative discussions of the following:
  - o The functional relationship among the facilities proposed throughout the project,
  - o The utilization or impact on private lands in the project's vicinity,
  - o The impact on any existing trails or other recreational facilities within the project area,
  - o The project's impact on any open space, wetlands, flood plains and streams, if any,
  - o The project's impacts on existing public facilities in the area, including roads, and public facility needs, e.g., fire protection.
- Site plans will be produced in black and white and in a format that may be easily photocopied.

# SITE PLAN



Please read instructions carefully and include the following information:

Scale:  $\frac{1}{2}'$   $\frac{1}{1}'$   North Arrow  
 1' = \_\_\_\_\_ feet

**LOCATIONS & DIMENSIONS OF ALL:**

- structures: (including signs and decks)  lot lines
- parking areas  all water bodies (show names)
- driveways  roads and rights of way (show names)
- well  easements (utility, public access, etc.)
- septic system  areas of excavation/fill
- distances between: structures, structures & water bodies (at closest points)
- other development

**PLEASE NOTE:**

Text must be large enough to show all needed details (use entire sketch area). Please show which items are proposed and which already exist. Identify the use of each structure. This form is not required if you are submitting a certified site plan with all required information.

Location: M \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
 Tax ID \_\_\_\_\_ Tax Map \_\_\_\_\_ File # \_\_\_\_\_

I attest this site plan is accurate:

\_\_\_\_\_

Applicant's or authorized agent's signature      Date