



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department Development Services Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822

Email: permitcenter@matsugov.us

MULTIFAMILY DEVELOPMENT APPLICATION – MSB 17.73

***NOTE:** Carefully read instructions and applicable borough code. Fill out forms completely. Attach information as needed. Borough staff will not process incomplete applications.*

Required Attachments:

- _____ \$500 application fee, plus \$25 for each additional unit beyond five
- _____ Certified Site Plan – as defined in MSB 17.125
(landscape and drainage plans may be included as part of the certified site plan)
- _____ Drainage Plan – as defined in MSB 17.125
- _____ Landscape Plan – MSB 17.73.190 and as defined in MSB 17.125
- _____ Nonstructural Fire and Life Safety Plan (applicable for 4-plex and above) – MSB 17.73.100
- _____ Driveway Permit – MSB 11.10.020 or AS 17 AAC 10

Subject Property:

MSB Tax Account ID#(s): _____

Street Address: _____

Name of Property Owner

Name of Agent / Contact for application

Mailing: _____

Mailing: _____

Phone: Hm _____ Fax _____

Phone: Hm _____ Fax _____

Work _____ Cell _____

Work _____ Cell _____

E-mail: _____

E-mail: _____

Is this property located within the Core Area? _____ Yes _____ No

This permit applies to:

- Residential development constructed at a density greater than two (2) dwelling units per 40,000 square feet of lot area.
- Substandard dwellings constructed at a density equal to or greater than one (1) dwelling per 40,000 square feet of lot area.
- Any development exceeding six (6) dwelling units, regardless of size.
- Substandard dwellings exceeding two (2) dwellings regardless of lot size.

Maximum Density Ceilings:

- **Core Area:** 18 units per 40,000 square feet
- **Non-Core Area:** 12 units per 40,000 square feet
- **Substandard Dwellings:** One (1) substandard dwelling per 40,000 square feet (Density calculated at 0.000025 multiplied by the lot area) or two (2) substandard dwellings, regardless of lot size.

Attach a Certified Site Plan in accordance with MSB 17.73.050, prepared and sealed by an architect, professional engineer, or land surveyor, and drawn to a scale of 1-inch equals 50 feet (or less), and showing the following information:	Attached
Dimensions and locations of all existing and proposed development on the site	
Setback distances from <u>all</u> property lines and rights-of-way to the structure and interior setback distances between structures	
Setback distance from nearest property line to service area	
Identify all multifamily buildings	
Paths/Walkways (including widths)	
Unattached accessory buildings	
Garages, attached or unattached	
Development access, primary and secondary (if applicable)	
Private access drives	
Parking	
Lighting	
Landscape plan	
Fencing/Walls	
Service areas	
Drainage	
Waterbodies	

STRUCTURES – MSB 17.73.040

Number of existing units: _____ Number of proposed units: _____ Total number of units: _____

Description of other non-habitable (existing and proposed) structures on the property:

DOMESTIC WASTEWATER SYSTEM PLAN – MSB 17.73.095(B)

Certification by a professional engineer, who is authorized to engage in that profession by the state of Alaska, must be submitted to the Planning and Land Use Department within 90 days of installation of the domestic wastewater system, certifying that the domestic wastewater system was installed in full compliance with all applicable Alaska State Department of Environmental Conservation regulations.

Initials

NONSTRUCTURAL FIRE AND LIFE SAFETY PLAN REVIEW – MSB 17.73.100

All multifamily dwellings shall comply with current Alaska State Fire Code.

Hard-wired smoke and carbon monoxide detectors shall be installed in all multifamily dwellings.

Initials

LOT SIZE AND COVERAGE – MSB 17.73.130(A)(1)

Lot Size: _____ square feet

Total area of lot occupied by impervious surface: _____ square feet

Impervious surface: building footprints, driveways, walkways, parking, or any surface where water does not penetrate. Impervious surface areas may occupy no more than 60 percent of the lot.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS – MSB 17.73.130(A)(5)

The proposed multifamily development complies with all applicable ADA and Fair Housing Act requirements.

Initials

ACCESS ROADS – MSB 17.73.150

Name of road providing primary access to multifamily development: _____

Driveway permit status: _____

PARKING – MSB 17.73.150(F)

Provide the total number of dwelling units (including proposed) and types:

Type of Unit:	Number of Units:
Efficiency Units	
One to Two-Bedroom Units	
Three or More Bedroom Units	

Total number of parking spaces (*existing and proposed combined*): _____

Number of ADA barrier-free parking spaces: _____

Standard parking spaces shall be 20 feet in length, 10 feet in width, and have a vertical clearance of at least seven feet. Barrier-free (ADA) spaces shall be 20 feet in length. Their width may be designed as 11 feet wide with a 5-foot wide access aisle or 8 feet wide with an 8-foot wide access aisle. Their vertical clearance shall be at least 8 feet in height.

LIGHTING – MSB 17.73.170

Type and height of parking lot lights above the ground: _____

Type and height of other exterior lighting: _____

PEDESTRIAN CIRCULATION – MSB 17.73.180

Width of pedestrian path(s): _____ Surface type for ADA paths: _____

PERIMETER FENCES AND WALLS – MSB 17.73.190(B)(4) (optional)

Type of construction material: _____ Height: _____

SERVICE AREA SCREENING – MSB 17.73.200

Type of screening material: _____ Height: _____

How will the applicant secure trash containers from the effects of wind? _____

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

MSB Tax Account ID #(s) _____ and, I hereby apply for approval of a multifamily development permit on that property as described in this application.

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

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 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