



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

ENCROACHMENT PERMIT APPLICATION – MSB 11.10

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

Required Attachments:

_____ \$150 application fee

_____ Site plan

_____ Photographs of the proposed site with the surrounding area in the background

Proposed Encroachment Location:

MSB Tax Account ID#(s): _____

Right-of-Way / Public Easement: _____

Name of Agent / Contact for application:

Company: _____

Mailing: _____

City: _____ State: _____ Zip: _____

Day Time Phone: _____ Cell: _____

E-mail: _____

Description of Proposed Encroachment(s):

Type of proposed use (residential, commercial, utility, etc.): _____

Proposed start date: _____ Expected completion date: _____

Details of proposed encroachment(s): _____

Attach a Site Plan which shows the following information:	
Dimensions, height, and locations of all existing and proposed encroachment(s) within 150' of the site	<input type="checkbox"/>
Setback distances from all property lines, rights-of-way, and road edges to the structure/encroachment	<input type="checkbox"/>
North arrow	<input type="checkbox"/>
Boundaries of parcels, rights-of-way, and public easements	<input type="checkbox"/>
Names and locations of adjacent roadways, public easements, and parcels	<input type="checkbox"/>
Location of proposed and existing driveway(s)	<input type="checkbox"/>
Location and name of adjacent waterbodies	<input type="checkbox"/>
All public infrastructure, including height and location of utilities with 100' of the work site	<input type="checkbox"/>
Intended use of proposed structures/encroachments	<input type="checkbox"/>
Show limits of construction and clearing	<input type="checkbox"/>

Encroachments within Utility Easements:

If the proposed encroachment(s) will be within a utility easement, you must provide a Letter of Non-Objection from each of the utility companies below. The letters must be addressed to applicant/owner, identify the subject property, and fully address all encroachments proposed to be within the utility easement.

Utility Company Name	Phone	Email Address
ENSTAR Natural Gas	907-334-7944	row@enstarnaturalgas.com
Matanuska Electric Association, Inc	907-745-3231	mearow@mea.coop
GCI	907-868-6168	ospdesign@gci.com
Matanuska Telephone Association	907-761-2599	row@mtasolutions.com

Applicant's Statement: I am the owner/authorized agent, and I hereby apply for approval of an encroachment permit on that property as described in this application. I understand all activity must be conducted in compliance with all applicable standards of the 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 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.

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

Signature	Printed Name	Date
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