



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

BASIC APPLICATION FOR A CONDITIONAL USE PERMIT

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:

_____ \$1,500 application fee

_____ Site plan as detailed on Page 2

_____ Narrative with operational details and all information required on Pages 1 and 2

Subject Property:

MSB Tax Account ID#(s): _____

Street Address: _____

Facility/Business Name: _____

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: _____

Application is for a conditional use permit under MSB Code Chapter _____.

NARRATIVE	Attached
1. Provide a description of the use, in detail.	
2. Is the conditional use compatible with and will it preserve or not materially detract from the value, character, and integrity of the surrounding area?	

3. Will the granting of the conditional use permit be harmful to the public health, safety, convenience, and welfare?	
4. Are sufficient setbacks, lot area, buffers, and other safeguards being provided?	
5. Explain in detail how the proposed use meets each standard of the applicable MSB code.	
6. Hours and days of the week of operation	
7. Number of trips (average daily traffic and peak hour) associated with use	
8. Noise and or sound mitigation measures	
9. Mitigation measures to minimize or eliminate off-site impacts	

SITE PLAN – Attach a detailed, to scale, site plan clearly showing the following information:	Attached
1. Proposed and existing structure(s) on the site, including well and septic system. Indicate which structure(s) will be used for this use. Draw lot dimensions and indicate setback distance of structure(s) from the lot lines, rights-of-way, and waterbodies.	
2. Dimensions of all structures	
3. Location of the use or uses to be made of the development	
4. Location of other uses on the site	
5. Signage – Existing and Proposed	
6. Location and dimensions for all access points to and from the site to public rights-of-way or public access easements	
7. Buffering – Fences, trees, topography or berms	
8. Drainage	
9. Vehicular and pedestrian circulation patterns	
10. Exterior site lighting	
11. Location and dimensions of parking areas to be provided	
12. Location of other uses on the site	
13. Scale and north arrow	

OTHER – Attach all other permits, plans, and approvals, which are associated with the proposed use, such as: driveway permits, ADEC approvals, Fire Marshal reviews etc...	Attached	Applied For
Permit Name/#		
Permit Name/#		
Permit Name/#		
Permit Name/#		

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

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

MSB Tax Account ID #(s) _____ and, I hereby apply for approval an 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 17.60 and with all other applicable borough, state, and 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 authorizations 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 changes from the approved conditional use permit may require further authorization by the Borough Planning Commission.

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
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Signature: Agent	Printed Name	Date
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