



# 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](mailto:permitcenter@matsugov.us)

## APPLICATION FOR A CONDITIONAL USE PERMIT REGULATION OF ALCOHOLIC BEVERAGE USES – MSB 17.70

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

### Application fee must be attached, check one:

\_\_\_\_\_ \$1,500 for Beverage Dispensary

\_\_\_\_\_ \$1,500 for Package Store

### Required Attachments:

\_\_\_\_\_ Site plan as detailed on Page 3

\_\_\_\_\_ Narrative with operational details and all information required on Page 2

\_\_\_\_\_ State of Alaska Alcoholic Beverage License

### Subject Property:

MSB Tax Account ID#(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Facility/Business Name: \_\_\_\_\_

### Name of Property Owner

\_\_\_\_\_  
Mailing: \_\_\_\_\_

Phone: Cell \_\_\_\_\_

Wk \_\_\_\_\_ Hm \_\_\_\_\_

E-mail: \_\_\_\_\_

### Name of Agent / Contact for application

\_\_\_\_\_  
Mailing: \_\_\_\_\_

Phone: Cell \_\_\_\_\_

Wk \_\_\_\_\_ Hm \_\_\_\_\_

E-mail: \_\_\_\_\_

| <b>Attach a narrative explaining, in detail, how the applicant will meet the following requirements of MSB 17.70.</b>   | <b>Attached</b> |
|---|-----------------|
| How the conditional use compatible with and will it preserve or not materially detract from the value, character and integrity of the surrounding area?   |                 |
| How the granting of the conditional use permit will not be harmful to the public health, safety, convenience and welfare?   |                 |
| Are sufficient setbacks, lot area, buffers and other safeguards being provided?   |                 |
| Is there any potential negative effect upon other properties in the area due to such factors as dust, noise, obtrusive advertising and glare?   |                 |
| Is there any potential negative effect on the safe, efficient flow of traffic on any highway, arterial, collector or street from which access to and from the establishment is obtained?  |                 |
| What measures are being proposed to reduce any negative effect upon adjacent and nearby properties? (Example: visual buffers, planted berms, landscaping, reduction or elimination of obtrusive or garish signing or other features, lowered building elevation, clustering with other commercial establishments and use of frontage roads to reduce the number of entries and exits onto highways, arterials and collectors) Where the surrounding area is predominantly residential in character, do site and building design features that contribute to the residential character of the development? |                 |
| Are there adequate parking facilities to accommodate a reasonably expected increased demand for parking created by issuing the permit?  |                 |
| Will access to the premises create an unreasonable traffic hazard?  |                 |
| Will a reasonably expected increase in traffic overtax the existing road system?  |                 |
| Is the use compatible with the character of the surrounding neighborhood?   |                 |
| Is there or would the use tend to result in, a high crime rate or a high incidence of alcohol-related accidents in the area?  |                 |
| Does the applicant or a person with an interest in the application have an interest in a liquor license which was suspended or revoked in the 12 months preceding the application?  |                 |
| Has the applicant or person with an interest in the application demonstrated that the person is untrustworthy or unfit to conduct the operation of a licensed business, or is a potential source of harm to the public?   |                 |
| What is the maximum occupancy capacity of facility as determined by Fire Marshall?  |                 |
| What is the number of employees proposed to work on largest work shift?   |                 |
| How many regular parking spaces will the use provide?   |                 |
| How many handicapped parking spaces will the use provide?   |                 |
| Is the use a sole occupant in a building or a tenant in a building?   |                 |
| How much square footage will the proposed use occupy in the building?   |                 |
| What are the proposed hours of operation?   |                 |
| What noise mitigation measures are proposed?  |                 |

|   |                 |
|---|-----------------|
| <b>Submit a detailed site plan, <u>drawn to scale</u>. Drawings under the seal of an engineer or surveyor are recommended but not required.</b>   | <b>Attached</b> |
| Show proposed and existing structure(s) on the site. Indicate which structure(s) will be used for the liquor use. Draw lot dimensions and indicate setback distance of structure(s) from the lot lines, rights-of-way, and waterbodies. |                 |
| Show the dimensions of all structures.  |                 |
| Show signage, existing and proposed.  |                 |
| Provide interior floor plans specifying the location of the use or uses to be made of the development. Provide dimensions on the interior floor plan.   |                 |
| Provide the location and dimensions for all access points to and from the site to public rights-of-way.   |                 |
| Indicate any existing or proposed land contouring.  |                 |
| Indicate any existing or proposed vegetation or other landscaping.  |                 |
| Indicate any existing or proposed buffering – fences, trees, or berms.  |                 |
| Provide a drainage plan.  |                 |
| Provide vehicular and pedestrian circulation patterns.  |                 |
| Indicate exterior lighting plans.   |                 |
| Show the distance(s) to the nearest road intersection in all directions from proposed permit site along roads adjacent to the site.   |                 |
| Provide the location and dimensions of proposed or existing parking areas.  |                 |
| Indicate a scale and north arrow.   |                 |

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 of the following property:

MSB Tax Account ID #(s) \_\_\_\_\_ and,  
I hereby apply for approval an alcoholic beverage use 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 17.70 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.

