



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822 • Fax (907) 861-8158

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APPLICATION FOR A TALL STRUCTURE – MSB 17.67

Carefully read instructions and applicable borough code. Fill out forms completely. Attach information as needed. Incomplete applications will not be processed.

Application fee must be attached:

_____ \$1,500 for **Conditional Use Permit** - > 125 feet in height

_____ \$ 500 for **Administrative Permit** – 85' to 125' in height

_____ \$ 100 for **Network Improvement Permit** – In accordance with MSB 17.67.110.

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

Subject Property Township: _____, Range: _____, Section: _____, Meridian _____

MSB Tax Account # _____

SUBDIVISION: _____ BLOCK(S): _____, LOT(S): _____

STREET ADDRESS: _____

(US Survey, Aliquot Part, Lat. /Long. etc) _____

Ownership A written authorization by the owner must be attached for an agent or contact person, if the owner is using one for the application. Is authorization attached? Yes No N/A

Name of Property Owner

Name of Agent/ Contact for application

Address: _____

Address: _____

Phne: Hm _____ Fax _____

Phne: Hm _____ Fax _____

Wk _____ Cell _____

Wk _____ Cell _____

E-mail _____

E-mail _____

Special Land Use District (if applicable): _____

| Pre-Application Requirements for New Tall Structures that Require a Conditional Use Permit | |
|--|-----------------|
| <i>Prior to applying for a conditional use permit for a new tall structure, the applicant shall hold at least one community meeting.</i> | |
| 1. The meeting shall be held at the nearest facility where community council meetings are regularly scheduled. If the facility is not available, the nearest available public facility that is capable of seating a minimum of 20 people shall be utilized. | |
| 2. The meeting shall be held at least 15 calendar days after mailing of the notification. | |
| 3. The meeting shall not start prior to 5:00 p.m. and no later than 7:00 p.m. | |
| 4. Notification of the meeting shall, at a minimum, include the following: <ul style="list-style-type: none"> • Legal description and map of the general parcel, or parcels, within the coverage area under consideration for the telecommunication facility. • Description of the proposed development including height, design, lighting, potential access to the site and proposed service. • Date, time, and location of the informational meeting. • Contact name, telephone number, and address of applicant. • Comment form created by the borough that has a comment submittal deadline and provides options for submitting comments. | |
| 5. At a minimum, the notification area for the meeting shall include the following: <ul style="list-style-type: none"> • Property owners within one-half mile of the parcels under consideration for the proposed tall structure. • The nearest community council and any community council whose boundary is within 1200 feet of the parcels under consideration for the tall structure. | |
| <i>A written report summarizing the results of the community meeting shall be prepared that includes the following information:</i> | Attached |
| 1. Dates and locations of all meetings where citizens were invited to discuss the potential applicant's proposal. | |
| 2. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications. | |
| 3. Sign-in sheet(s) used at the meeting, that includes places for names, address, phone numbers and other contact information such as e-mail addresses. | |
| 4. A list of residents, property owners, and interested parties who have requested in writing that they keep informed of the proposed development through notices, newsletters, or other written materials. | |
| 5. The number of people who attended meetings. | |
| 6. Copies of written comments received at the meeting. | |
| 7. A certificate of mailing identifying all who were notified of the meeting. | |
| 8. A written summary that addresses the following: <ul style="list-style-type: none"> • The substance of the public's written concerns, issues, and problems. • How the applicant has addressed, or intends to address, concerns, issues and problems expressed during the process. • Concerns issues, and problems the applicant has not addressed or does not intend to address and why. | |

| General application requirements for <u>Administrative</u> and <u>Conditional Use Permits</u> | Attached |
|--|-----------------|
| 1. Design drawings for the proposed tall structure, drawn to scale, and certified by a registered engineer or architect. | |
| 2. Citizen participation report (<i>if applying for a Conditional Use Permit</i>) | |
| 3. Certified site plan (<i>As defined in MSB 17.125.010</i>) | |
| 4. Copy of a determination of no hazard to air navigation from the Federal Aviation Administration. | |
| 5. If breakpoint technology is intended to be utilized, a written statement specifying the height at which the engineered structural weakness will be located. | |

| In order to grant a <u>Conditional Use Permit</u> or <u>Administrative Permit</u> the Planning Commission or Planning Director must find that each of the following criteria has been met. Explain the following in detail: | Attached |
|---|-----------------|
| 1. To the extent that is technically feasible and potentially available, the location of the tall structure is such that its negative effects on the visual and scenic resources of all surrounding properties have been minimized. | |
| 2. Visibility of the tall structure from public parks, trails recognized within adopted MSB plans, and waterbodies has been minimized to the extent that is technically feasible and potentially available. | |
| 3. The tall structure will not interfere with the approaches to any existing airport or airfield that are identified in the MSB Regional Aviation System Plan or by the Alaska State Aviation System Plan. | |
| 4. That granting the permit will not be harmful to the public health, safety, convenience, and welfare. | |

| Application requirements for a <u>Network Improvement Permit</u> | Attached |
|---|-----------------|
| 1. A description of the proposed modifications to the telecommunication tower, including a description of the height, type, and lighting of the new or modified structure and the existing structure. | |
| 2. A certified site (<i>as defined in MSB 17.125.010</i>) for purposes of setback verification. | |
| 3. Design drawings for the proposed modified or new structure, drawn to scale, and certified by a registered engineer or architect. | |

| In order to grant a <u>Network Improvement Permit</u> the Planning Director must find that each of the following criteria has been met. Explain the following in detail. | Attached |
|---|-----------------|
| 1. The proposed development conforms to setback requirements of MSB 17.55. | |
| 2. The telecommunication tower being extended was lawfully constructed at the time of application for a Network Improvement Permit. | |
| 3. The proposed modification does not violate permit conditions of any valid permits that have been issued to the existing facility, provided that the condition being violated does not limit height of the structure. | |

| Operation Standards for New Tall Structures – Conditional Use Permit, Administrative Permit, and Network Improvement Permit | Attached |
|--|-----------------|
| 1. The equipment compound shall meet minimum setback distances from all property lines in accordance with MSB 17.55 | |
| 2. Setbacks shall be determined from the dimensions of the entire lot, even though the tower may be located on lease areas within the lot. | |
| 3. Adequate vehicle parking shall be provided on the subject property, outside of public use easements and rights-of-way to enable emergency vehicle access. No more than two spaces per provider shall be required. | |
| 4. Information signs for the purpose of identifying the tower such as the antenna structure registration number required by the Federal Communications Commission, as well as the party responsible for the operation and maintenance of the facility shall be visibly posted at the equipment compound. | |
| 5. If more than 220 volts are necessary for the operation of the facility, warning signs shall be located at the base of the facility and shall display in large, bold, high contrast letters the following: "HIGH VOLTAGE – DANGER". | |
| 6. A 24-hour emergency contact number shall be visibly posted at the equipment compound. | |
| 7. A fence or wall not less than six (6) feet in height with a secured gate shall be maintained around the base of the tower. | |

| Additional Standards for <u>Wind Energy Conversion Systems (WECS)</u> – In addition to the operations standards for new tall structures, the following standards shall apply to WECS | Attached |
|---|-----------------|
| 1. WECS shall be equipped with an automatic overspeed control device designed to protect the system from sustaining structural failure such as splintered or thrown blades and the overturning or breaking of towers due to an uncontrolled condition brought on by high winds. | |
| 2. WECS shall have a manually operable method that assures the WECS can be brought to a safe condition in high winds. Acceptable methods include mechanical or hydraulic brakes or tailvane deflection systems which turn the rotor out of the wind. | |

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

MSB Tax parcel ID #(s) _____ and,
I hereby apply for approval 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 _____ and with all other applicable borough, 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.

I understand that this permit and zoning status may transfer to subsequent owners of this land and that it is my responsibility to disclose the requirements of this status to the buyer when I sell the land.

I understand that changes from the approved conditional use permit may require further authorization by the Borough Planning Commission. I understand that failure to provide applicable documentation of compliance with approved requirements, or violation of such requirements will nullify legal status, and may result in penalties.

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

MSB USE ONLY

Date application submitted:

Date application determined complete: _____