



**Community Development Department  
 Land and Resource Management Division  
 350 East Dahlia Street, Palmer, Alaska 99645**  
 Telephone 907-861-7869  
 Facsimile 907-861-8635  
 E-mail lmb@matsugov.us

**APPLICATION TO LEASE, PURCHASE, OR USE  
 BOROUGH-OWNED LAND OR RESOURCES**

MSB#

CONTACT INFORMATION				
Applicant's name:		Daytime phone:		
Co-applicant's name:				
Mailing address:				
City:		State:		Zip code:
<i>If other individuals will be a party to this application, attach additional pages as needed.</i>				
PROPERTY LEGAL DESCRIPTION				
Township	Range	Section	Meridian	Plat
Tract/Lot/Block		No. of acres	Recording District	
Tax #			MSB Map #	
Other description				
REQUESTED USE				
<input type="checkbox"/> Lease	<input type="checkbox"/> Easement*	<input type="checkbox"/> Use Permit	<input type="checkbox"/> Other**	
*If your request is for a public use easement, please provide the name of the existing road or proposed Road name for approval:				
**Other, description				
DESCRIPTION OF PROPOSAL				
Provide a brief description of your proposal.				
Sources of capital, if applicable.				
CURRENT LAND STATUS				
<input type="checkbox"/> Vacant				
<input type="checkbox"/> Improvements -- please describe.				
Attach photographs, if possible.				
PREVIOUS PURCHASE OR LEASE				
List and describe prior projects that you have been involved with that are similar to this proposal.				
Has the applicant previously obtained a permit, lease, or purchased Borough-owned land or resources? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please provide type of purchase or lease, status, and legal description.				

<b>YOU MAY BE REQUIRED TO SPEND FUNDS FOR THE FOLLOWING</b>	
<input type="checkbox"/>	Performance bond
<input type="checkbox"/>	Damage deposit
<input type="checkbox"/>	General liability insurance
<input type="checkbox"/>	Environmental site evaluation
<input type="checkbox"/>	Remote site inspection costs
<input type="checkbox"/>	Public notice publication costs
<input type="checkbox"/>	Public notice mailing costs
<input type="checkbox"/>	Survey and platting costs
<input type="checkbox"/>	Credit report (for any MSB financing)
<input type="checkbox"/>	Appraisal fee
<input type="checkbox"/>	As-built survey, if improvements exist
<input type="checkbox"/>	Closing fees, which may include title insurance, document preparation, escrow closing, recording
<input type="checkbox"/>	Set-up and annual contract maintenance for an escrow account
<input type="checkbox"/>	Federal, state, or local permits required
<input type="checkbox"/>	Maintenance costs (present or future)
<b>OTHER INFORMATION</b>	
<p>Has the applicant(s) ever filed a petition for bankruptcy, been adjudicated bankrupt, or made an assignment for the benefit of creditors? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain, including dates:</p>	
<p>Is the applicant(s) now in default on any obligation or subject to any unsatisfied judgment or lien? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain, including dates:</p>	
<p>Has the applicant(s) ever been served with a Forest Resources and Practices (A.S. 15 or 41) Notice of Violation or Citation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain, including dates:</p>	
<p>Applicant(s) acknowledges receiving a copy of the Matanuska-Susitna Borough Privacy Policy Notice required by Title V of the Gramm-Leach-Bliley Act. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

**Page 3, Applicant qualification statement, must be completed by each individual applicant. Attach additional statements as needed.**

**APPLICANT QUALIFICATION STATEMENT**

I do hereby swear and affirm, as the applicant, that:

- I am a legally competent person under the laws of the State of Alaska; and
- I have not failed to pay a deposit or payment due to the Borough in relation to borough-owned real property in the previous five (5) years; and
- I am not currently in breach or default for any contract or lease of real property in which the Borough has an interest, and
- I have not failed to perform under a contract or lease involving borough-owned real property in the previous five (5) years and the Borough has not acted to terminate or initiate legal action regarding a contract or lease between myself and the Borough; and
- I am not delinquent in any tax payment to the Borough; and
- The information contained herein is true to the best of my knowledge and belief.

***COPY THIS PAGE FOR EACH APPLICANT TO SIGN AND SUBMIT WITH COMPLETED APPLICATION A NONREFUNDABLE APPLICATION AND PROCESSING FEE OF \$500.00 IS DUE WITH SUBMISSION OF THE APPLICATION. IF YOU ARE APPLYING FOR A PERMIT, IT WILL REQUIRE MORE THAN 30 DAYS TO PROCESS THE APPLICATION.***

Applicant signature

e-mail:
Telephone number:
Cellular number:

MSB ACCEPTANCE BY:	
Land and Resource Management Division	Date:

**MATANUSKA-SUSITNA BOROUGH**  
**Privacy Policy Notice**

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with the GLBA, the borough is providing you with this document which notifies you of the privacy policies and practices of Matanuska-Susitna Borough, a municipal corporation, organized and existing under the laws of the state of Alaska.

The borough may collect nonpublic personal information about you from the following sources when processing a request to purchase, lease or otherwise contract to use borough-owned land and resources:

Information it receives from you such as completed applications; income-expense, asset-liability and operating statements; income tax returns; rental and leasing agreements; contracts related to your income and expenses; and employment information and verification.

Information about your transactions with the borough that it secures from its own files, including any department or division of the borough.

Information it receives from credit or consumer reporting agency.

Information it receives from others involved with you or your transaction, such as partners, business associates, title company and escrow company representatives, real estate agents, surveyors, appraisers, contract collection agents, or lenders.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic personal information will be collected about you.

The borough, as a governmental entity, is required by law to meet certain public information statutes. The borough does not disclose any nonpublic personal information about you with anyone for any purpose that is not specifically permitted or required to by law. The Matanuska-Susitna Borough code provides the following:

MSB 1.50.030(B) in part states that "information shall be released, providing its release does not conflict with the privacy rights of ordinary citizens."

MSB 1.50.040(A) in part states that "This chapter shall not be construed to require disclosure of: ... (2) personnel, payroll or medical files, or other files which reveal the financial or medical status of any specific individual, the release of which would constitute an unwarranted invasion of privacy.... (7) proprietary information which a manufacturer, consultant or provider reasonably requires to be kept privileged or confidential to protect the property interest or persons or entities providing the information or data; (10) personal information other than name and address given to the borough with the legitimate expectation of privacy in conjunction with licenses, permits, or other borough services."

The borough restricts access to nonpublic personal information about you to those employees who need to know that information to process your requests and provide you with associated services. The borough maintains physical, electronic, and procedural safeguards to guard your nonpublic personal information.

## SITE PLAN SPECIFICATIONS

This memorandum will discuss the requirement for site plans, availability to the public, purpose of site plans and contents. Although site plans are generally more detailed than concept development plans or development plans, for the purposes of this memorandum and applications to lease borough property they are to be considered the same and are conceptual in form. In general, detailed and specific soils information, contour data, well data, etc., is not required to be provided at the time of application; although, an engineered site plan prepared by a registered surveyor, engineer, or architect will be a requirement prior to commencement of any lease site development.

**Site Plan Requirement.** Site plans are a required component of any application to lease borough land. Site plans will be submitted after the preliminary application and before the initiation of the application's public notice and agency/inter-departmental review.

**Availability to the Public.** Site plans, upon submittal to the Department, are available for public review upon request. If the applicant considers any portion of the site plan as confidential and/or proprietary, the request for such must be made at the time of submission.

**Review.** Copies of the site plan will be provided to the affected community council(s), agencies, and other borough departments as part of the application's review process.

**Purpose.** Site plans are used to obtain an understanding of an applicant's proposal and any potential impacts to the borough parcel, adjacent property, community, and immediate environment. The site plan will also be used:

- to help determine the appropriate classification,
- as a basis for creating a development plan and performance standards for inclusion in a proposed lease,
- to determine economic impact and feasibility, positive/negative impact,
- to determine whether or not the proposal is in the best interest of the borough,
- to help identify potential problems with a proposal prior to implementation, e.g., inability to obtain a driveway permit or lack of access.

The relevance of a site plan may change after final consideration and approval depending upon the purpose of the application. The site plan remains relevant for leases after final consideration and approval because the borough maintains an interest in the property and because the ensuing development may be contingent upon what was represented on the site plan.

### **Site plan contents:**

- A "North" arrow,
- Principal point(s) of access to the nearest public road(s),
- A location map,
- Proposed location of structures and other physical changes to the parcel, e.g., driveway construction,
- All easements, rights-of-way, and trails,
- Approximate measurements for all relevant dimensions, e.g., parcel size, length of a proposed driveway/road, building size, etc.,
- Internal circulation system (both vehicular and pedestrian),
- Location of parking areas,
- Location of open space, wetlands, flood plains and streams, if any,
- If a phased development is proposed, the site plan should show the completed development and indicate the various phases,
- Identification of the drawing's scale,
- Narrative discussions of the following:
  - o The functional relationship among the facilities proposed throughout the project,
  - o The utilization or impact on private lands in the project's vicinity,
  - o The impact on any existing trails or other recreational facilities within the project area,
  - o The project's impact on any open space, wetlands, flood plains and streams, if any,
  - o The project's impacts on existing public facilities in the area, including roads, and public facility needs, e.g., fire protection.
- Site plans will be produced in black and white and in a format that may be easily photocopied.

# SITE PLAN

Please read instructions carefully and include the following information:

- Scale:  North Arrow  
 1' = \_\_\_\_\_ feet

**LOCATIONS & DIMENSIONS OF ALL:**

- structures: (including signs and decks)
- parking areas
- driveways
- well
- septic system
- distances between: structures, structures & water bodies (at closest points)
- other development
- lot lines
- all water bodies (show names)
- roads and rights of way (show names)
- easements (utility, public access, etc.)
- areas of excavation/fill

PLEASE NOTE:

Text must be large enough to show all needed details (use entire sketch area). Please show which items are proposed and which already exist. Identify the use of each structure. This form is not required if you are submitting a certified site plan with all required information.

Location: M \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

I attest this site plan is accurate:

\_\_\_\_\_  
 Applicant's or authorized agent's signature      Date