



# MATANUSKA-SUSITNA BOROUGH

350 East Dahlia Avenue, Palmer, Alaska 99645-6488

Planning and Land Use Department

Code Compliance Division

Phone (907) 745-9853 \* FAX (907) 745-9876 \* E-Mail [ccb@matsugov.us](mailto:ccb@matsugov.us)

Borough Web Site: [www.matsugov.us](http://www.matsugov.us)

\$5.00

## NOTICE

IF YOU ARE BUILDING A STRUCTURE WITHIN THE MATANUSKA-SUSITNA BOROUGH, BUT OUTSIDE SPECIAL USE DISTRICTS AND THE CITIES OF PALMER AND WASILLA, THE SETBACKS ARE:

1. Twenty-five feet from any public right-of-way (including access easements and section line easements). No furthest protruding portion of any structure shall be placed closer than 10 feet from the right-of-way when the pre-existing lot measures 60 feet or less in frontage on a public right-of-way and is not located on a cul-de-sac bulb, or comprises a nonconforming structure erected prior to July 3, 1973.
2. Ten feet from side and rear lot lines.
3. Seventy-five feet from a lake or other waterbody or water course (stream, creek, etc.). Additional setbacks apply from waterbodies with public access easements along the shoreline.
4. No part of any subsurface sewage disposal system shall be closer than 100 feet from any body of water or water course.
5. Driveway permits are required when gaining access from a public right-of-way or roadway. Call 745-4801 for Borough Roads and 745-2159 for State Roads.
6. Well, septic tank and drainfield are not to be located within a public right-of-way and may only be placed in utility easement with non objection from utility companies.
7. All development is subject to MSB 17.01 - Acknowledgment of Existing Land Use Regulations. Applications are available at the Borough's Code Compliance Division office. Prior to development, please contact the Code Compliance Division.
8. For any activity adjacent to, or on a waterbody contact Department of Natural Resources, Office of Habitat Management and Permitting at (907) 269-8690.
9. For development in the City of Houston, contact 892-6869 to obtain a building permit and the Mat-Su Borough for land use regulations.

For setback requirements within the cities of Palmer and Wasilla, check with the appropriate city hall. Other setback rules exist in some Special Use Districts. Be sure to check with our office.

\*\*\*\*\*  
 FOR INFORMATION REGARDING WATER AND/OR WASTE WATER DISPOSAL SYSTEMS, PLEASE CONTACT THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC).  
Address: 1700 E. Bogard Road, Bldg B, Suite 202, Wasilla AK 99654, Telephone: (907) 376-1850  
 For rights to take water from the well or surface source call AK Dept. of Natural Resources at (907) 269-8503.  
 Connection to available public systems (such as Talkeetna) may be required. Contact MSB Public Works Dept. at (907) 745-9801.  
 \*\*\*\*\*

Other federal, state, and local regulations may apply to development in the Borough. It is the property owner's responsibility to determine the regulations that apply to their development.

**IT IS THE LAW**

**BUILDING,  
REMODELING, OR  
RENOVATING?**

Construction, repair, remodel, addition or change of occupancy of any building/structure, or installation or change of fuel tanks must be approved by the State Fire Marshal's Office before ANY work is started.

Residential housing that is three-plex or smaller are exempt from this requirement.

The State Fire Marshal is the State Building Official

**Authority: AS 18.70.080**

**Alaska Administrative Code 13AAC 50.027**

For South Central Alaska, contact:



**Division of Fire Prevention  
5700 East Tudor Road  
Anchorage, Alaska 99507  
Phone (907) 269-5604  
FAX (907) 269-5018  
TDD (907) 269-5094**



**MSB CHAPTER 17.01**  
**ACKNOWLEDGMENT OF EXISTING LAND USE REGULATIONS**

**17.01.010 Intent and applicability**

A. It is the intent of this chapter to improve the level of compliance with existing Borough code by directly providing regulatory information to persons proposing development. This chapter addresses development not otherwise addressed within this title.

B. There may be federal, state and local requirements governing land use. It is the responsibility of the individual land owner to obtain a determination whether such requirements apply to the development of their land. All land within the boundaries of the Matanuska-Susitna Borough is subject to land use and development regulations. It is not the intent of this chapter to replace or supersede regulations of other chapters within this title. Additional information and permits, such as Flood Damage Prevention, Mobile Home Park Ordinance, Conditional Uses, Regulation of Alcoholic Beverages, may be required in accordance with Borough code.

**17.01.020 Statement of Acknowledgment of Existing Regulations Required.**

The land owner or authorized agent should obtain an Acknowledgment of Existing Land Use Regulations prior to the commencement of construction, reconstruction, installation, expansion, or addition of a structure or building, including the excavation or fill of more than 10 cubic yards of material, or any excavation in a flood hazard area. The Acknowledgment of Existing Regulations shall be signed by the applicant at the borough planning department.

**17.01.030 Procedure**

A. The signed Acknowledgment of Existing Regulations shall be submitted to the Planning Director or his designee, on a form provided by the Planning Department. A nonrefundable charge as established by the Assembly, payable to the Borough, shall be submitted with the form. A copy of the Acknowledgment shall be retained in the Planning Department files.

B. A packet of development information, such as minimum lot line setbacks, applicable land use districts, flood hazard zones, etc. shall be provided, upon request, to the applicant, (developer, property owner or authorized agent) to assist in improving the level of compliance with existing Borough Code.

**CODE COMPLIANCE DIVISION  
PROCESS AND PROCEDURES**

Acknowledgment of Existing Land Use Regulations

- Section            Date: November 16, 1993
- 1.1                Authority: 17.01.020
- 2.1                The purpose of the requirement for signing the Acknowledgment of Existing Land Use Regulations is to ensure that the public is informed of the land use regulations existing in the Borough.
- 3.1                An applicant must sign an Acknowledgment of Existing Land Use Regulations prior to the commencement of construction, reconstruction, installation, expansion, or addition of a structure or building, including the excavation of fill of more than 10 cubic yards of material for such purposes, or any excavation in a flood hazard area.
- 4.1                The process is as follows:
- 4.2                The applicant requests the Borough provide information pertaining to the development of his/her property. Applicant submits \$5.00 filing fee.
- 4.3                The Development Checklist is completed by staff to assist the applicant in determining what information may be required for the development of the subject land. The Development Checklist will alert the applicant and staff of other regulations which may exist. An applicant-prepared site plan is reviewed by staff illustrating items such as structure location, property boundaries, and water bodies. Applicant will be assisted in the review of Flood Insurance Rate Maps for federally-designated property within the Borough.
- 4.4                An Acknowledgment of Existing Land Use Regulations form will be provided to the applicant for signature.
- 4.5                A packet of development information, pertinent to development of the subject property will be provided if requested.
- 4.6                A permanent record will be created and filed by Township, Range, and Section, containing a copy of the applicant's Acknowledgment form and list of the information provided to the applicant. The file will be retained for future reference by subsequent property owners.

**MATANUSKA-SUSITNA BOROUGH**

Planning and Land Use Department

Code Compliance Division

350 East Dahlia, Palmer, Alaska 99645

(907)745-9853 \* fax (907)745-9876

ccb@matsugov.us

**ACKNOWLEDGEMENT OF EXISTING LAND USE REGULATIONS  
MSB 17.01**

**Application Fee is: \$5.00** *The application must be complete with all attachments. Carefully read the instructions. Fill out forms completely. Use N/A if a question is not applicable. Address all development. Attach additional sheets as needed. Additional information and permits may be required. For more information, including the MSB land use regulations, go to www.matsugov.us*

**REQUIRED ATTACHMENTS** *(All drawings must be to scale and show all required dimensions)*

- 1. Application Fee \$5.00  Attached
- 2. A site plan showing dimensions and location of all existing and proposed development on the site.  Attached
- 3. Drawings or photos depicting the referenced development and showing dimensions.  Attached

**PROJECT LOCATION:** Township \_\_\_\_\_, Range \_\_\_\_\_, Section \_\_\_\_\_, Meridian \_\_\_\_\_.

**SUBDIVISION:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_, **LOT:** \_\_\_\_\_

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

**STREET ADDRESS:** \_\_\_\_\_

**VICINITY:** \_\_\_\_\_

**MSB TAX ACCOUNT ID#** \_\_\_\_\_ **LOT SIZE:** \_\_\_\_\_ Acres or \_\_\_\_\_ Sq. Ft.

Is site in a Special Use District (SPUD) or city?  Yes  No, If yes, which SPUD or City? \_\_\_\_\_

*Development and use must also comply with the rules for the SPUD and city. Please carefully read the applicable code*

**Ownership:** If the applicant is not the property owner of record, a letter of authorization signed by the owner must be attached to this application. Is written owner's authorization attached:  N/A  Yes  No

**Name of Property Owner** \_\_\_\_\_ **Name of Applicant** *(if different from owner)* \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** Hm \_\_\_\_\_

**Phone:** Hm \_\_\_\_\_

Wk \_\_\_\_\_

Wk \_\_\_\_\_

**E mail:** \_\_\_\_\_

**E mail:** \_\_\_\_\_

**Type of Use:**  Residential, Number of dwelling units \_\_\_\_\_  Commercial  Industrial  
 Public/Institutional Describe the use: \_\_\_\_\_

**Type of Project:**

New Structure

Addition

Relocation

Mobile /Manufactured home placement

**MSB TAX ACCOUNT ID#** \_\_\_\_\_, T\_\_\_\_, R\_\_\_\_, S\_\_\_\_, M\_\_\_\_

**MSB File** \_\_\_\_\_

MSB ACKNOWLEDGEMENT OF EXISTING LAND USE REGULATIONS

Type of Project Continued:

- Project type checkboxes: New subdivision/Platting Action, Building(s), Private Storage/Garage, Excavation, Watercourse/shoreline alteration, Road/Bridge construction, Grading, Mining, Basement/Daylight Basement, Dock, Fill, Drilling, Utilities, Paving, Dredging.

Other type of structure(s), Tank, Tower, etc) Describe

Addition/Alteration/Repair: When was the existing structure originally built? Does cost of addition/alteration or repair exceed 50% of prior existing value of structure? Value of existing structure prior to proposed addition/alteration repair Estimated cost of addition/alteration addressed by this application

Project Description: {Example: Warehouse - 20,000 sq. ft.; Office - 5,000 sq. ft., etc. or living space 1,000 sq. ft.; Garage 400 sq. ft., 20,000 sq. ft. paved parking area, 98 ft. tall tower or, 1,000 cubic yard of fills.} Include all structures, and development.

Estimated cost of all development addressed by this application \$

Maximum height of structure above avg. grade: ft. Number of Stories above avg. grade: Total exterior gross area of Building: sq. ft.

{State Fire Marshall's review may be required; call (907)2695604 for state fire and building codes}

Structural Setbacks: (at closest point to Public; Right of Way, Use/Access Easement ft.

Side Lot Line ft, Rear Lot Line ft, Water body ft.

Water Frontage: Does the property have water frontage? Yes No

Name of water body: What is the distance between the ordinary high water mark of water body and the structure at the closest point? ft.

Access: This project will have access to what road?

- Access checkboxes: Borough Road, State Road, Private Road, No road access

Does this project require work in a public use or utility easement new access driveway to a street or road? Yes No {Driveway permit may be required, call 745-4801 for MSB Public Works Dept; or 745-2159 for AK DOT-PF}

Does this project require work in a public use easement public right of way or utility easement? Yes No

If yes, describe:

Type of Sewage Disposal: None Existing Proposed Pit Privy Holding Tank Septic Tank Public/Community Other (specify)

Connection to public utility may be required, call MSB Public Works Dept at 745-4801 for information about MSB utilities. No part of a subsurface sewage disposal system shall be closer than 100 ft from any body of water or water course (MSB Title 17.55.020). Other rules apply. ADEC Certification may be required, call Alaska DEC at 376-5038 for more information.

Type of Water Supply: None Existing Proposed Private well/cistern Public/Community

MSB TAX ACCOUNT ID# T R S M

MSB File

**MSB ACKNOWLEDGEMENT OF EXISTING LAND USE REGULATIONS**

*Connection to public utility may be required, call MSB Public Works Dept at 745-4801 for information about MSB utilities.  
ADEC Certification may be required, contact Alaska DEC at 376-1850 (www.state.ak.us/dec) for more information.  
ADNR Water Rights may be required, contact Alaska DNR at 907-269-8503(www.dnr.state.ak.us) for more information.*

**OTHER PERMITS, COVENANTS, PLAT NOTES, DEED RESTRICTIONS, ETC**

*It is the responsibility of the owner and applicant to identify and comply with all applicable private restrictions such as covenants, and plat notes, as well as all local, state and federal regulations applicable to this development and to obtain all necessary authorizations and permits. Any commercial use requires State and Borough Business licenses. City business licenses may also be required.*

The applicant has applied for the following other permits for this project: \_\_\_\_\_  
\_\_\_\_\_

*An Alaska Coastal Project Questionnaire is helpful in determining if state or federal resource management permits are required. These forms are available from the borough or at the ADNR website, www.alaskacoast.state.ak.us*

The applicant has completed and submitted a Coastal Project Questionnaire.  Attached  Yes  No

**APPLICANT'S SIGNATURE**

I understand that for each building located in Specially Designated Flood Hazard Area numbered A Zones, which is constructed or substantially improved under this permit, the owner must provide to the Borough the actual "As Built" elevation (in relation to mean sea level) of the lowest floor within 90 days of completion of the structure.

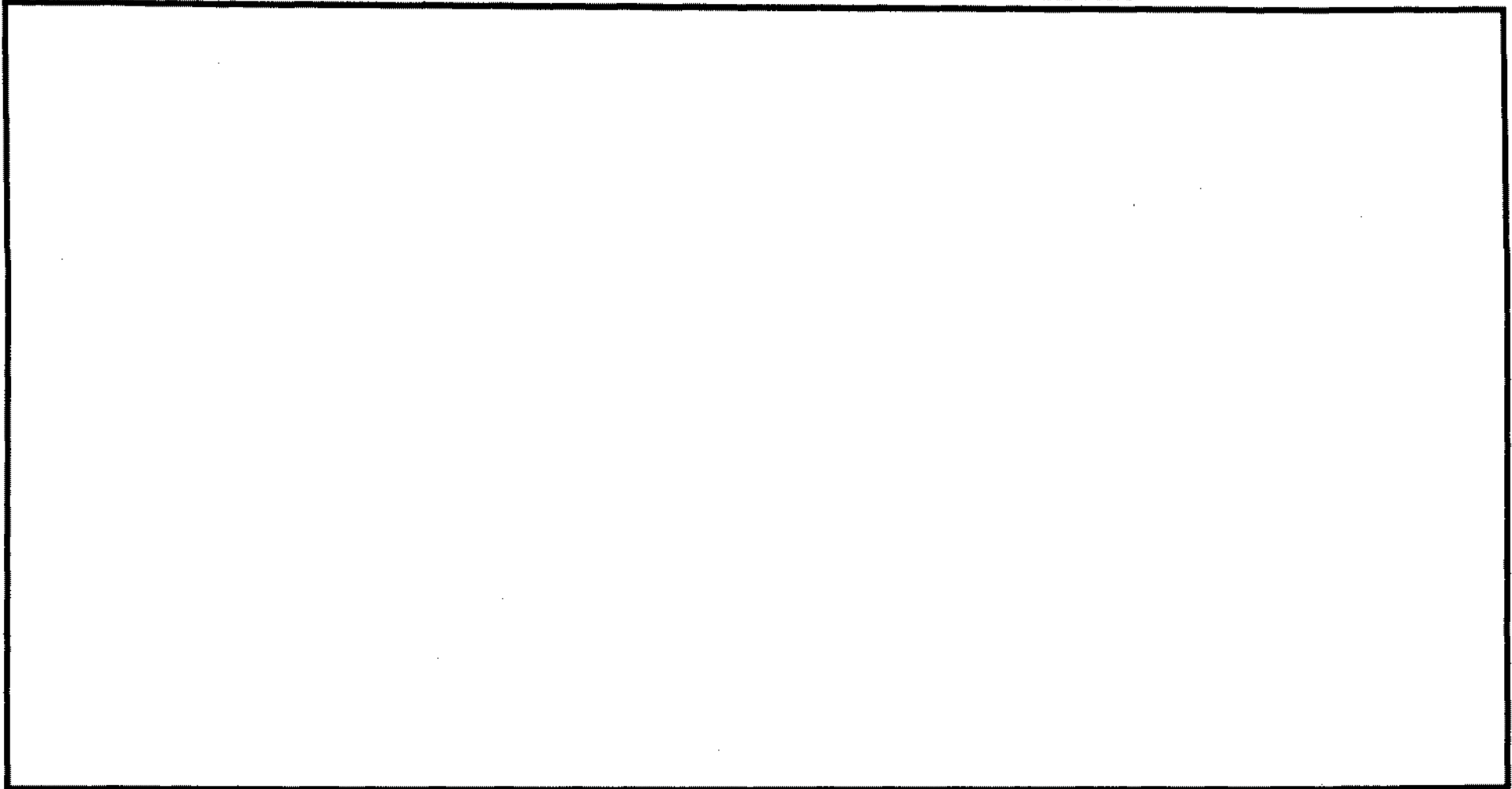
I am owner of this property, or the owner's authorized agent, and I attest that the information in this application is true and agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**MSB ACKNOWLEDGEMENT OF EXISTING LAND USE REGULATIONS**



**SITE PLAN**

Please read instruction carefully and include the following information:

- north arrow
- structures (including signs & decks)
- driveways
- well(s)
- septic system
- lot lines
- water bodies (with names)
- roads and rights of way (include names)
- easements
- distances; between structures, structures and waterbodies, and structures and property lines.
- Please 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 \_\_\_

Tax ID: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

For Conditional Use Permits, also include proposed: vegetation, buffering, topography, surface drainage, vehicular & pedestrian traffic patterns & specific location of Use(s) applied for.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_