

**STATE OF ALASKA**  
**DEPARTMENT OF NATURAL RESOURCES**  
**Division of Mining, Land and Water**

Northern Region Land Office,  
Fairbanks  
(907) 451-2740

Southcentral Region Land Office,  
Anchorage  
(907) 269-8552

Southeast Region Land Office,  
Juneau  
(907) 465-3400

Dear Applicant:

The Department of Natural Resources, Division of Mining, Land and Water's (DMLW) regional land offices are responsible for managing state land and resources. Certain activities on state land require a land use permit, while other activities are considered "generally allowed" or require other authorizations. Commercial recreation facilities that remain no longer than 14 days in any one site may obtain a commercial recreation permit rather than a land use permit. Additional information and forms are available at any Division of Mining, Land and Water regional land office and the Public Information Centers in Anchorage and Fairbanks.

**Land Use Permits:**

- authorize the temporary use of state land or resources;
- can be issued for up to five years;
- do not convey any interest in state land;
- are revocable with or without cause;
- are not transferable;
- do not constitute waiver of any other state, federal, or local laws; and

**A Complete Land Use Permit Application Package includes the following items:**

**A Land Use Permit application form completed and signed by the applicant.** Applicants proposing:

- the use of the uplands and non marine waters must also complete the Supplemental Questionnaire for Use of Uplands and/or Non Marine Waters accompanying this application;
- off-road travel must also complete the Supplemental Questionnaire for Off-Road Travel accompanying this application; and/or
- the use of tide and submerged lands must also complete the Supplemental Questionnaire for Use of Marine Waters accompanying this application.

The **site development diagram** required in the Supplemental Questionnaire for Use of Uplands and/or Non-Marine Waters and the Supplemental Questionnaire for Use of Marine Waters should show each item labeled so that it corresponds with your description in the Questionnaire. **The site development diagram must include:**

- **Location** - Section, Township, and Range lines; North arrow; scale; title; legend (may be attached).
- **Boundaries** – Boundaries and dimensions of proposed area of use and their relation to geographic features, including water bodies, and existing trails or rights-of-way.
- **Structures and Storage** - Location and dimensions of buildings, tent platforms, out-buildings and other improvements, and of equipment parking and storage areas, including snow storage areas.
- **Hazardous substances** – Location and dimensions of storage facilities for hazardous substances, including but not limited to oil, lubricants, fuel oil, gasoline, solvents, and diesel fuel. Include method and dimensions of storage (tank, drum, etc.).

**Other items that must accompany the application package are:**

Land Use Permit Application  
Cover Letter (04/07)  
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**Map** - a topographic map of sufficient scale to show the location of the proposed activity. The map may be either 1:250,000 or 1:63,360.

**Coastal Project Questionnaire (CPQ)** - A CPQ is required to identify which state and federal permits are required for activities within the coastal zone. The DMLW will help you determine if the proposed activity is within the coastal zone by referring to the Coastal Zone Boundaries of Alaska (June 1995). If your project is within the coastal zone, please request a Coastal Project Questionnaire from the DMLW office.

**Filing Fees** - A \$100.00 non-refundable filing fee is required by regulation (11 AAC 05.010(5)(B)). Make checks payable to the "State of Alaska".

**Other Miscellaneous Items:** Items specifically identified and required in any of the supplemental questionnaires.

**Completed Land Use Permit Applications should be mailed to one of the following offices:**

**Public Information Center**  
550 W. 7<sup>th</sup> Ave, Suite 1260  
Anchorage, AK 99501  
(907) 269-8400

**Public Information Center**  
3700 Airport Way  
Fairbanks, AK 99709  
(907) 451-2705

**MLW Information Office**  
P.O Box 111020  
Juneau, AK 99811-1020  
(907) 465-3400

**Pre-Permit Issuance Requirements:** Prior to issuance of a permit, an applicant is required to submit one or more of the following:

**Use Fees** - The use fee depends on the type of activity, length of use and the acreage authorized for use. Regulations under 11 AAC 05.010(e)(6)-(9) describe use fees for different activities authorized under land use permits.

**Performance Guaranty (Bond)** - A performance guaranty is held by the state to assure performance and to pay for corrective action if the use of state land fails to comply with the requirements of the permit. The DMLW uses a bonding matrix to determine the amount of a performance guaranty. Acceptable types of performance guaranties include:

- a. cash or check made out to the State of Alaska;
- b. a Certificate of Deposit (CD) in the state's name; or
- c. a corporate surety bond.

**Insurance** - Insurance to protect you and the state from liabilities incurred through the use of state property.

**Survey** - Surveys are generally not required for land use permits. Some authorizations may require a Global Positioning System (GPS) to determine the location of the project.

If you have any questions prior to submitting your application, you are encouraged to meet with a member of the Division of Mining, Land and Water staff about your proposed activity.

**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED**

**STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER**

**LAND USE PERMIT APPLICATION**

AS 38.05.850

**Applicants must complete all sections of this application. In addition, applicants proposing:**

- the use of the uplands and non marine waters must also complete the Supplemental Questionnaire for Use of Uplands and Non Marine Waters accompanying this application;
- off-road travel must also complete the Supplemental Questionnaire for Off-Road Travel accompanying this application; and/or
- the use of tide and submerged lands must also complete the Supplemental Questionnaire for Use of Marine Waters accompanying this application.

**Other items that must accompany the completed application are:**

- **a (non-refundable) \$100 application filing fee;**
- a 1:250,000 or 1:63,360 scale USGS map showing the location of the proposed activity;
- additional items identified and required in any supplemental questionnaire(s) to this application;
- an Alaska Coastal Management Questionnaire if the proposed use is within the Coastal Zone; and
- additional pages if more space is necessary to answer the questions completely.

**Completed Land Use Permit Applications should be mailed to one of the following offices:**

**Public Information Center**  
550 W. 7<sup>th</sup> Ave, Suite 1260  
Anchorage, AK 99501  
(907) 269-8400

**Public Information Center**  
3700 Airport Way  
Fairbanks, AK 99709  
(907) 451-2705

**MLW Information Office**  
P.O. Box 111020  
Juneau, AK 99811-1020  
(907) 465-3400

LAS # \_\_\_\_\_

<b>Applicant Information:</b>			
Applicant Name		Date of Birth	
Doing Business As		Contact Person	EIN
Mailing Address with City, State and Zip			Email Address
( )	( )	( )	( )
Home Phone	Work Phone	Cell Phone	FAX
If you are applying for a corporation, give the following information:			
Name, address and place of incorporation: _____			
Is the corporation qualified to do business in Alaska? Yes [ ] No [ ]. If yes, provide name, address and phone number of resident agent: _____			
<b>Type of User, Select one:</b> [ ] Private <u>non</u> -commercial (personal use) [ ] Commercial Recreation or Tourism			
[ ] Public Non-profit including Federal, State, Municipal Government Agency		[ ] Other commercial or industrial	

<b>Duration of Project:</b> The proposed activity will require the use of state land for: <b>(Check one)</b>
[ ] a single term of less than one year. <b>Beginning month:</b> _____ <b>Ending month:</b> _____
[ ] a multi year term for up to 5 years. <b>Beginning year:</b> _____ <b>Ending year:</b> _____
If multi year and seasonal, circle months of use in each year. <b>Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sept., Oct., Nov., Dec.</b>

**Project Location**

Latitude/Longitude or UTM: \_\_\_\_\_ or

\_\_\_\_\_ Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_  
(The spaces below are to be used if the boundaries of the proposed project cross section lines.)

\_\_\_\_\_ Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_

\_\_\_\_\_ Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_

Proposed project will require the use of up to \_\_\_\_\_ acres. (Add additional sheets as necessary)

**Project Description** - Describe in detail your intended use of state land. (State land also includes all tide and submerged lands beneath coastal waters and all shorelands beneath other navigable water bodies of the state.) Discuss development and activities. (Attach additional pages as necessary.)

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Should a portion of the permitted area be closed to the general public? **Yes** [ ] **No** [ ]. **If yes**, explain which portion and provide justification for exclusive use:

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**Site Description** - Briefly describe the current condition of the proposed site of use, noting any trash, garbage, debris or signs of possible site contamination (If significant, we recommend you provide pictures to establish initial conditions):

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Are there improvements or materials on the site now? **Yes** [ ] **No** [ ] **If yes**, briefly describe the improvements, their approximate value, and who owns them (We recommend you provide pictures of improvements):

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**Site Description continued** - Describe the natural vegetation --- ground cover, trees, shrubs --- and any proposed changes. Describe the location of any estuarine, riparian, or wetlands and any noticeable animal use of area.

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**Site Access** - Describe how you plan to access the site, and your mode of transportation.

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If your access is by aircraft, specify the type and size of aircraft: \_\_\_\_\_

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To access the site, the aircraft is equipped with **floats**  **wheels**  **skis** .

**Number of people**

1. Indicate the number of employees and supervisors who will be working on the site. \_\_\_\_\_
2. Indicate the number of customers who will be using the site per year or season. \_\_\_\_\_
3. Indicate the number of days the site will be used per year or season. \_\_\_\_\_

**Environmental Risk / Hazardous Substances** - In the course of your proposed activity will you generate, use, store, transport, dispose of, or otherwise come in contact with toxic and/or hazardous materials, and/or hydrocarbons? **Yes**  **No** . **If yes**, please describe:

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The types and volumes of fuel or other hazardous substances present or proposed: \_\_\_\_\_

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The specific storage location(s): \_\_\_\_\_

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The spill plan and prevention methods: \_\_\_\_\_

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**Environmental Risk/Hazardous Substances (continued)** - If you plan to use either above or below ground storage containers (like tanks, drums, or other containers) for hazardous material storage, answer the following questions for each container:

Where will the container be located? \_\_\_\_\_

What will be stored in the container? \_\_\_\_\_

What will be the container's size in gallons? \_\_\_\_\_

Give a description of any secondary containment structure, including volume in gallons, the type of lining material, and configuration: \_\_\_\_\_

Will the container be tested for leaks? **Yes** [ ] **No** [ ]

Will the container be equipped with leak detection devices? **Yes** [ ] **No** [ ]. **If no**, describe: \_\_\_\_\_

Do you have any reason to suspect, or do you know if the site may have been previously contaminated? **Yes** [ ] **No** [ ]. **If yes**, please explain: \_\_\_\_\_

Date Stamp:

\_\_\_\_\_  
Signature of Applicant or Authorized Representative                      Title

AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made part of the state public record and becomes public information under AS 09.25.110 and 09.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(9) and confidentiality is requested.) Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 44.99.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit is punishable under AS 11.56.210.