CITY OF WASILLA PLANNING OFFICE
290 E. HERNING AVE.
WASILLA, AK 99654-7091
PHONE: (907) 373-9020
FAX: (907) 373-9021

LAND USE PERMIT APPLICATION - INSTRUCTIONS

To comply with Wasilla zoning rules found in WMC 16.08.010 Permits Required, a developer must obtain approval prior to the establishment of a use or before doing any site work except surveying. A land use permit is only valid during the developer's compliance with WMC Title 16, Land Development Code, and any additional terms and conditions set by the city planner. A violation of WMC Title 16 or any additional terms and conditions related to your land use permit will automatically invalidate the permit issued to you by the City of Wasilla.

Applications for land use permits may be submitted to the Wasilla Planning Office during regular business hours. If you have questions or would like to make an appointment to discuss your plan, please call 373-9020. Please note that separate applications are available for Conditional Use Permits, Variances, Amnesty, Rezone, and Shoreline Setback Exceptions.

To submit your Land Use application to the city planner, you must have:

- A completed land use permit application signed by the property owner;
- Proposed Site Plan of the activity
- Landscaping plan (* NOTE: A landscaping plan is **not** required for a single family dwelling and accessory uses on a lot containing no more than one dwelling unit or all uses located within the Wasilla Municipal Airport. (WMC 16.33.020))

A Land Use Permit Application fee is required at the time of submittal. Fees vary depending upon the type of permit requested. Fees are as follows:

- $50 for AA, Administratively Approved Land Use Permit
- $100 for UP, Use Permit
- $500 for a CUP, Conditional Use Permit

You may also be asked to provide copies of the following:

- Matanuska-Susitna Borough Flood Hazard Area Zone A Permit. (if applicable);
- Permits issued by Alaska Department of Natural Resources, Department of Environmental Conservation, Department of Fish and Game, US Army Corps of Engineers; US Environmental Protection Agency, or other agency.
- State of Alaska, Dept. of Public Safety, Division of Fire Prevention Permit

SITE PLAN REQUIRED

A **Site Plan** must be submitted with your application and must contain the following information:

-Scale (for example 1 inch = 10 feet, etc.);
-North arrow;
-Property boundary, streets, existing and proposed public utility easements;
-Setbacks or buffering features;
-Existing and proposed improvements;

-Commercial uses need to show location of trash receptacles/fuel storage facilities; snow storage area;
-Street access, driveway and parking areas; lighting;
-Location of any sensitive or hazardous areas;
-Landscape plan (if applicable);
-Any other applicable requirements of the Wasilla Development Code;
-Other applicable information related to the activity.

COMPLIANCE WITH OTHER AGENCIES

If a City of Wasilla Land Use Permit is issued, it does not relieve the applicant of the responsibility for compliance with any other required local, state or federal laws. The city planner suggests that you contact the agencies below prior to applying for a City of Wasilla Land Use Permit:

- If you are constructing a building that is not a single family dwelling or a duplex, you must contact the State Fire Marshall at 269-5604 or the local Fire Code Office at 373-8830 and comply with their regulations.

- To find out if your property is located within a federally designated Flood Hazard Area Zone A, contact the Matanuska-Susitna Borough Compliance Division located at 350 E. Dahlia Avenue in Palmer, or call **745-9861**. If the property falls within Zone A, a separate Borough permit is required. The project or action must also comply with all rules applicable under MSB Titles 15, 16 and 17.

- The project or action must also comply with applicable requirements of the agencies such as Alaska Department of Natural Resources, Department of Environmental Conservation, Department of Fish and Game, US Army Corps of Engineers; and US Environmental Protection Agency.

EFFECTIVE DATE AND EXPIRATION OF PERMIT

A land use permit will be in effect six (6) business days from issuance. Permits automatically expire twelve months after issuance <u>if no significant</u> construction, activity or occupancy has occured. It is your responsibility to renew your land use permit at least 30-days prior to expiration if no significant construction, activity or occupancy has occurred.

APPEAL

Any interested person may appeal a decision or order of the city planner to the planning commission by filing a written notice of appeal with the city planner on a form provided by the city within five (5) business days after date of the decision or order. The notice of appeal shall state with specificity the grounds for the appeal, include the appellant's mailing address or that of the appellant's attorney, and be accompanied by a filing fee of $250. The City of Wasilla is not liable for any improvements made if an appeal is filed. Upon an appeal being filed, all work must immediately cease immediately.

REVOKED PERMIT

Failure to comply with any requirement of the Land Use Permit or the Wasilla City Code may result in your land use permit being revoked by the City Planner.

Attachments: Land Use Permit Application

CITY OF WASILLA PLANNING OFFICE
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PHONE: (907) 373-9020
FAX: (907) 373-9021

Date: _____
TID #_____
Case No. A_____ - _____

LAND USE PERMIT APPLICATION

Type of application (check all that apply)

☐ Single Family Dwelling (SFD) ☐ Garage/Shed

☐ Addition to SFD ☐ Accessory Use

☐ Commercial under 10,000 sq. ft.

☐ Other (please specify) _____

Project Name and Description

_____ sq. ft.

_____

_____

Subdivision Name:

_____

Street Address of project:

_____

Zoning Designation: _____

Property Owner:

_____

Applicant Name:

_____

Mailing Address:

_____

_____

Phone:

_____

Fax #:

_____

Email:

_____

The following items must be shown on the Site Plan:

- All provisions of WMC 16.08.015 Site plan - As-built survey.

Applicant Certification:
I certify that the information contained in this application is true and correct to the best of my knowledge, and that I understand that any false statements made by me on this application, may be subject to revocation or denial of the Land Use Permit. I further certify that I am the property owner or that I have been designated by the property owner to act on their behalf. I understand that the City of Wasilla will not be held liable for any improvements made to this property if an appeal is filed or if other types of permits for this property are required by another agency. I further understand that no activity may be made to this property until a Land Use Permit is valid.

Signature of Applicant:_____ **Date:**_____

*** All activity regulated or permitted under this title must comply with applicable borough, state & federal laws & regulations. (WMC 16.04.030)**

For Official Use Only:

Filing Fee Paid:

- ❑ $50 for AA, Administratively Approved Land Use Permit; or
- ❑ Receipt #: _____
- ❑ Copy sent to Owner/Applicant

Minimum setback requirements: Front ___25'___ Rear___25'___ Side_____

Maximum building height ___35'_____

Number of parking spaces_____ Paving Required? No ❑ Yes ❑ Waiver attached?❑

Snow storage area _____ Flood Lights _____

(25 s.f. for each required parking space) *(1 for every 25 parking spaces)*

Conditions of approval? No ☐ Yes ☐

Conditions for approval:

_____

_____

_____

_____

_____

_____

_____

_____

_____

City Planner Approval:
This Land Use Permit is valid for twelve months after City Planner's signature. You may begin work, however please remember that if an appeal is filed within five days of permit approval, all activity must cease on this property until the appeal is resolved.

Approval of City Planner: _____ **Date:** _____

_____ Property Owner called after signed by City Planner

_____ Property Owner faxed or mailed a copy of signed application

Notice of Right to Appeal: All decisions of the City Planner are appealable per WMC Title 16.

*** All activity regulated or permitted under this title must comply with applicable borough, state & federal laws & regulations. (WMC 16.04.030)**