



MATANUSKA-SUSITNA BOROUGH
Development Services Division
Permitting Services

350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-7822 • Fax (907) 861-8158
PermitCenter@matsugov.us

ENCROACHMENT PERMIT APPLICATION

Permit Fee: \$150.00

Permit No. _____

Applicant: _____

Address: _____

Telephone: _____

Email: _____

1. Description of project (what will be placed in the right-of-way).

2. Describe location of encroachment (i.e. tax account no, street name(s), and legal description); provide copy of dedication documents creating right-of-way. Include a vicinity map with project location clearly marked.

3. Proposed start date: _____ Expected completion date: _____

The Permittee certifies that the conditions, restrictions and regulations of the borough will be complied with. I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the applicant or agent of the same as stated in the attached documentation. By signing this permit I acknowledge and agree to accept the encroachment standards and conditions attached to this permit.

Signature: _____ **Date:** _____

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MSB 11.10: ENCROACHMENT PERMITS

ENCROACHMENT:

(1) any structure, object, material or physical disturbance of materials, including but not limited to, driveways, culverts, road repairs, wells, septic systems, drainage, and all types of structural improvements within, extending over or under the borough's public right-of-way; a public easement; property dedicated to a public use which is operated or maintained by the borough; or land owned by the borough.

(2) any snow storage, soil removal, debris or any other obstruction, any road, ditch, drain, gutter, or culvert which hinders or restricts: public traffic; maintenance or the flow of water in or along any public right-of-way; public easement; public dedication; or borough land.

ENCROACHMENT PERMITS.

(A) Any person desiring to construct or cause an encroachment shall apply for an encroachment permit to the public works director.

(B) A public utility or person who is issued a permit for utility facilities under MSB [11.30](#) is not required to apply for an encroachment permit.

UNAUTHORIZED ENCROACHMENTS.

(A) Unauthorized encroachments shall be subject to immediate removal by the borough, at the owner's expense.

(B) At the borough's option, the borough may require the person causing the encroachment or the owner of the underlying property upon which the encroachment lies to remove the unauthorized encroachment. The removal of the encroachment shall be done at the expense of the underlying property owner or the person causing the encroachment. Notice shall be given to the underlying property owner or the person causing the encroachment, that the encroachment must be removed at the expense of the underlying property owner or the person causing the encroachment. Notice shall consist of a written letter, sent by certified mail, return receipt requested, or personally delivered, explaining the violation and stating the time period in which the encroachment must be removed. If the person receiving notice does not remove the encroachment, the borough may remove the encroachment and the person receiving notice shall be liable to the borough for all costs incurred in removing the encroachment and attempting to have the encroachment removed.

(C) Unauthorized encroachments shall be deemed a public nuisance and are subject to all legal proceedings authorized by law.

MSB Title 11 is available in its entirety at
<http://www.codepublishing.com/AK/matanuskasusitnaborough/>

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Encroachment Permit Instructions and Check List

The following documentation shall be provided with the application:

1. One copy of the Application for Encroachment with all the information filled out.
2. One copy of the most recent as-built survey, plot plan, or plat.
3. Show the location of the encroachment (wall, fence, well, shed, etc.) on the as-built or plot plan.
4. Show the dimensions from the object to the property line accurately and how far it projects into and along the rights of way or easements. Also show the height above or below ground, measuring from the existing grade to the furthest edge of object.
5. Provide an accurate description of all the object(s) encroaching on the application that will remain at its current location.
6. **If this encroachment will be in a utility easement:** Contact each utility listed below. Provide them with a copy of your as-built, plot plan, or plat showing the object and any other information that may help in identifying the object and location. You are required to get a Letter of Non-Objection from **all** utility companies listed below even if there are no utilities from that company present.

Provide the Permit Center one copy of each letter of non-objection. You may submit all of the letters individually or as a group. The letters must be addressed to you, state the property ID, and fully address all the encroachments to be permitted as described on your application.

Contact List:

ENSTAR Natural Gas
P.O. Box 190288
Anchorage, AK 99519-0288
Phone: 907-334-7753
Fax: 907-334-7798
Email: row@enstarnaturalgas.com

Matanuska Electric Association, Inc.
P.O. Box 2929
Palmer, AK 99654
Phone: 907-745-3231
Fax: 907-761-9322
Email: MEAROW@mea.coop

GCI
5151 Fairbanks Street
Anchorage, AK 99503
Phone: 907-868-6168
Fax: 907-868-8580
Email: OSPDesign@GCI.com

Matanuska Telephone Association
P.O. Box 3550
Palmer, AK 99645
Phone: 1-907-761-2509
Fax: 907-761-2652
Email: row@mta-telco.com

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