

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) 269-8503

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

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 online or at any Division of Mining, Land and Water regional land office and the Public Information Centers in Anchorage and Fairbanks. The following text describes information that is required to be filled out by applicants for your application to be considered complete.

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; and
- do not constitute waiver of any other state, federal, or local laws.

Complete Land Use Permit Application Packages include the following documents:

- A Land Use Permit application form completed and signed by the applicant;
- A completed Supplemental Questionnaire for Use of State-Owned Uplands if the use or activity includes use of state-owned uplands - **including a Site Development Diagram**;
- A completed Supplemental Questionnaire for Off-Road Travel if the use or activity includes travel by or with means that exceed those that are generally allowed; and/or
- A completed Supplemental Questionnaire for Use of State-Owned Waters (Shorelands, Tidelands, and Submerged Lands) if the use or activity includes uses on tide and submerged lands below the mean high tide line in marine environments or uses on state-owned shorelands below the ordinary high-water line in freshwater environments - **including a Site Development Diagram**.
- A Site Development Diagram showing 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; and include a legend (these items may be attached if necessary).
 - **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 include:

- **Map** - a topographic map or aerial photo of sufficient scale to show the location of the proposed activity.
- **Filing Fees** - A non-refundable filing fee required by regulation (11 AAC 05.010(5)(B)). See the current Director's Fee Order for applicable fees. 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 must be submitted electronically to an email address below or mailed to one of the following offices closest to the proposed use or activity on state lands:

Northern Region Land Office
3700 Airport Way
Fairbanks, AK 99709-4699
(907) 451-2740
nro.lands@alaska.gov

Southcentral Region Land Office
550 West 7th Ave, Suite 900C
Anchorage, AK 99501-3577
(907) 269-8503
dnr.scro.permitting@alaska.gov

Southeast Region Land Office
P. O. Box 111020
Juneau, AK 99811-1020
(907) 465-3400
sero@alaska.gov

Statewide TTY – 771 for Alaska Relay or 1-800-770-8973

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. See the current Director's Fee Order or contact your regional office for applicable fees.
- **Performance Guaranty (Bond)** - A performance guaranty is held by the state to incentivize performance and to pay for corrective action if the use of state land fails to comply with the requirements of the permit. Acceptable types of performance guaranties include:
 - cash or check made out to the State of Alaska;
 - a Certificate of Deposit (CD) in the state's name; or
 - a corporate surety bond.
- **Insurance** – Proof of insurance to protect you and the state from liabilities incurred through the use of state land.
- **Survey and Location** - Surveys are generally not required for land use permits. Many authorizations require a Global Positioning System (GPS) to determine the location of the project. If we determine a survey is required, we will contact you.

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 must also complete the Supplemental Questionnaire for Use of State-Owned Uplands accompanying this application;
- off-road travel must also complete the Supplemental Questionnaire for Off-Road Travel accompanying this application; and/or
- the use of shorelands, tidelands, and submerged lands must also complete the Supplemental Questionnaire for Use of State-Owned Waters accompanying this application.

Other items that must accompany the completed application are:

- a (non-refundable) application fee; see current Director's Fee Order or contact your regional office for applicable fees;
- a topographic map or aerial photo showing the location of the proposed activity;
- additional items identified and required in any supplemental questionnaire(s) to this application; and
- additional pages if more space is necessary to answer the questions completely.

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Southcentral Region Land Office
550 West 7th Ave, Suite 900C
Anchorage, AK 99501-3577
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dnr.scro.permitting@alaska.gov

Southeast Region Land Office
P. O. Box 111020
Juneau, AK 99811-1020
(907) 465-3400
sero@alaska.gov

Statewide TTY – 771 for Alaska Relay or 1-800-770-8973

LAS # _____

(Applicant please provide if known)

Applicant Information:

Name: _____

Doing Business As: _____

Mailing Address: _____

Email Address: _____

Date of Birth: _____

Business License #: _____

EIN: XXXXXXXXXX _____

Contact Person: _____

Home Phone: _____

Work Phone: _____

Cell Phone: XXXXXXXXXX _____

Fax: _____

LAS #: _____

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 the resident agent:

Type of User (Select One): ☐ Private non-commercial (personal use) ☐ Commercial Recreation or Tourism
☐ Public Non-profit including Federal, State, Municipal Government Agency ☐ Other commercial or industrial

Duration of Project: The proposed activity will require the use of state land for: **(Check one)**

☐ A single term of less than one year. **Beginning month:** _____ **Ending month:** _____

☐ A multi year term for up to 5 years. **Beginning year:** _____ **Ending year:** _____

If multi year and seasonal, mark months of use in each year.

☐ Jan, ☐ Feb, ☐ Mar, ☐ Apr, ☐ May, ☐ Jun, ☐ Jul, ☐ Aug, ☐ Sept, ☐ Oct, ☐ Nov, ☐ Dec

Project Location:

Latitude/Longitude or UTM: _____ or

Section: _____ **Township:** _____ **Range:** _____ **Meridian:** _____

Section: _____ **Township:** _____ **Range:** _____ **Meridian:** _____

Proposed project will require the use of up to _____ acres.

(Please add additional sheets for this section as necessary)

LAS #: _____

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 waterbodies of the state.) Discuss development and activities. (Attach additional pages as necessary.)

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.

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.)

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.)

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.

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

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

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. _____
-

LAS #: _____

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:

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

The specific storage location(s):

The spill plan and prevention methods:

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? _____

LAS #: _____

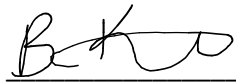
Give a description of any secondary containment structure, including volume in gallons, the type of lining material, and configuration:

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:



Signature of Applicant or Authorized Representative

Title

Date

This form must be filled out completely and submitted with the applicable fees. Failure to do so will result in a delay in processing your permit. 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 a part of the state public land records and becomes public information under AS 40.25.110 and 40.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(8) and confidentiality is requested, AS 43.05.230, or AS 45.48). 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 are punishable under AS 11.56.210.

In submitting this form, the applicant certifies that he or she has not changed the original text of the form or any attached documents provided by the Division. In submitting this form, the applicant agrees with the Department to use "electronic" means to conduct "transactions" (as those terms are used in the Uniform Electronic Transactions Act, AS 09.80.010 – AS 09.80.195) that relate to this form and that the Department need not retain the original paper form of this record: the department may retain this record as an electronic record and destroy the original.

For Department Use Only
Application received date stamp

Receipt Type: ☐ 7A ☐ RR ☐ FF

LAS #: _____

LAND USE PERMIT APPLICATION SUPPLEMENTAL QUESTIONNAIRE FOR: Off Road Travel

Answer the following questions if your proposed activity includes off-road travel:

Terrain: Check the following terrain type(s) that best describes your route of travel:

- ☐ Wetlands
- ☐ Open, non-tundra or wetland areas
- ☐ Rivers or other waterbodies
- ☐ Wooded areas with trees of 6" or greater diameter (at breast height)
- ☐ Tundra areas

Vehicles and Weight: List the number and kinds of vehicles to be used for motorized travel, the weight of each vehicle and the weight of each trailer or sled (including loaded weight) to be carried by that vehicle:

Mileage:

- State the average total miles traveled in one round trip: _____
- State the number of trips proposed: _____

Season: Proposed date(s) of travel will be: **From:** _____ **To:** _____

Stream and Waterbody Crossings: Note who you contacted in the ADF&G, Division of Habitat:

Date: _____ Person: _____

Fuel and Hazardous Substance Factor: The volume of fuel and hazardous substances to be used is the total volume in gallons to be carried on one vehicle and any trailers or sleds that vehicle is towing.

- Maximum volume of fuel (in gallons) that is being transported by one vehicle and any trailers or sleds it is towing: _____ gallons.
- Hazardous substances other than fuel:

Substance: _____

Substance: _____

LAS # _____

- Do you have an Oil Discharge Prevention and Contingency Plan approved by the Alaska Department of Environmental Conservation? **Yes** ☐ **No** ☐
 - Do you have either a trained spill response team or a contract with a spill response company? **Yes** ☐ **No** ☐
-

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LAND USE PERMIT APPLICATION SUPPLEMENTAL QUESTIONNAIRE FOR: Use of State-Owned Uplands

To be completed to provide more detailed information about projects or activities requiring the use of state-owned uplands. All site development details identified in this section must be represented graphically in the scaled drawings on Page 6 of the supplement.

Temporary Structures

1) Describe all temporary improvements (including buildings, tent platforms, out-buildings, docks, floats, and floating facilities), including dimensions and building materials. **2)** Label improvements to be maintained on a year round basis as year round. **Note:** Seasonal improvements must be completely dismantled and removed or stored on or before the end of authorized terms of use.

Distance structures including pit privies will be located from the ordinary highwater mark of the nearest freshwater body (lake, stream, river, etc.), or the mean high water mark of a saltwater body: _____

Harvest of Non-Timber Related Forest Products

Please list the type and quantity of each non-timber related forest product (berries, ferns, willow, mushrooms, birch bark, etc.) to be harvested for commercial use:

Contact the DNR Division of Forestry to obtain authorizations for the harvest of small trees.

Motorized Equipment

List mechanized/motorized equipment to be used, including type, size, purpose, and number of each.

For stream and waterbody crossings, note who you contacted in the ADF&G, Division of Habitat:

Date: _____ Person: _____

LAS # _____

Storage and Parking

If you plan to store items or park boats, vehicles and/or heavy equipment on the site, complete the following:

Describe and give dimensions of long term and short-term parking and or storage areas:

Is parking and storage planned to take place on filled tidelands? **Yes** ☐ **No** ☐

Does storage involve structures or materials floating in a waterbody? **Yes** ☐ **No** ☐

If yes, please complete the Supplemental Questionnaire for the Use of State-Owned Waters (Shorelands, Tidelands & Submerged Lands).

Number of disassembled tent frames _____ Number of tent platforms _____

List and describe items that are large and difficult to transport. Include dimensions:

Will barrel(s) or an equivalent type of container be used? **Yes** ☐ **No** ☐

If using something other than barrels for storage containers, describe the alternative container.

Describe any measures you plan to take to minimize drips or spills from leaking vehicles or equipment.

LAS # _____

Water / Wastewater

Water Supply: Describe the water supply and proposed use.

Wastewater: Describe the wastewater type and quantity and proposed method of wastewater disposal: (for the marine environment, also describe the proposed gray and black water systems or out fall pipeline.

Waste: Describe the types of waste that will be generated on-site, including solid waste, the source of the waste, and the method of waste disposal, i.e. pit privy, or self-contained system, or outfall line; indicate distance from the nearest waterbody.

Animal Use

Will there be any use of animals (horses, llamas, dogs, etc.)? **Yes** ☐ **No** ☐

Will there be commercial use of the animals (horseback rides, packing, dog sled rides, etc.)? **Yes** ☐ **No** ☐

If yes, please explain:

LAS # _____

Dismantle, Removal, Restoration Plan

Provide a plan for dismantling and removing temporary structures. Include method and timeline for total site restoration:

Short Term (Portable) Commercial Recreation Camps

Identify commercial recreation activity/activities for which short term (portable) camps will be established to accommodate employees and clients, and provide a general description of the location(s) (e.g. guide use area, game management sub-unit, river, stream, lake, etc.) where the recreational activity/activities and short term (portable) camp use will occur.

- ☐ **Big Game Guiding (List up to 3 Guide Use Areas).**

- ☐ **Sportfishing (List river corridors, lakes, etc.).**

- ☐ **Boating/Rafting/Kayaking (List river corridors, lakes, etc.).**

☐ **Other Recreation (Type and general geographic description).**

Identify any State of Alaska Refuge, Sanctuary and/or Critical Habitat Area where short term (portable) camps will be used.

Will activities include “day use” of state land managed under the Haines State Forest Management Plan? **Yes** ☐ **No** ☐

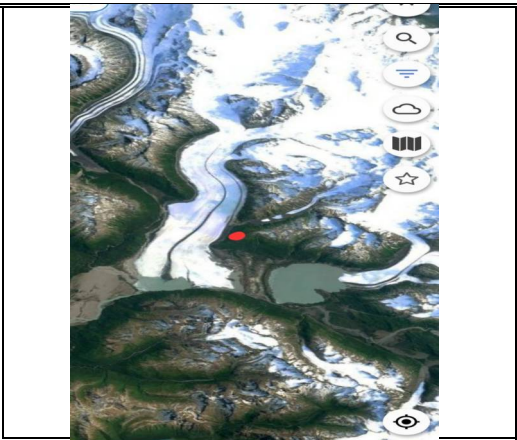
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LAS # _____

Site Development Diagram

Standing at Dome site



VICINITY MAP

Dome



External building for guide/storage



Date Prepared:	Applicant's Name:
Alaska Department of Natural Resources Division of Mining, Land & Water Land Use Permit	
Site Development Diagram	
Sec(s) _____ T _____ R _____ M _____	
Sheet of	LAS #