



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822 • Fax (907) 861-8158

Email: permitcenter@matsugov.us

CONDITIONAL USE PERMIT FOR MARIJUANA RELATED FACILITIES – MSB 17.60

Carefully read instructions and applicable borough code. Fill out forms completely. Attach information as needed. Incomplete applications will not be processed.

Application fee must be attached:

_____ \$1,000 for Marijuana Retail Facility
_____ \$1,000 for Marijuana Cultivation Facility

Prior to the public hearing, the applicant must also pay the mailing and advertising fees associated with the application. Applicants will be provided with a statement of advertising and mailing charges. Payment must be made prior to the application presentation before the Borough Planning Commission.

Required Attachments for a Marijuana Cultivation Facility:

_____ Wastewater and Waste Material Disposal Plan – 17.60.160 (A)
_____ Odor Mitigation and Ventilation Plan – 17.60.160 (B)
_____ Hazardous Chemicals Information – 17.60.160 (C)
_____ Security plan – 17.60.160 (D)

Required Attachments for Both Retail and Cultivation Facilities:

_____ Documentation demonstrating full compliance with applicable fire code – 17.60.150 (D) (2)

Subject Property: Township: _____, Range: _____, Section: _____, Meridian: _____

MSB Tax ID# _____

SUBDIVISION: _____ BLOCK(S): _____, LOT(S): _____

STREET ADDRESS: _____

FACILITY / BUSINESS NAME: _____

Ownership: A written authorization by the owner must be attached for an agent or contact person, if the owner is using one for the application. Is authorization attached? ☐ Yes ☐ No ☐ N/A

Name of Property Owner

Name of Agent / Contact for application

Mailing: _____

Mailing: _____

Phone: Hm _____ Fax _____

Phone: Hm _____ Fax _____

Wk _____ Cell _____

Wk _____ Cell _____

E-mail _____

E-mail _____

Site Plan – Attach a detailed, to scale, site plan clearly showing the following information:	Attached
Proposed and existing structure(s) on the site. Indicate which structure(s) will be used for the proposed use. Dimensions and locations of all existing and proposed structures on the site in relationship to all property lines.	
Signage – Existing and Proposed.	
Location and dimensions for all access points to and from the site to public rights-of-way or public access easements.	
Buffering – Fences, vegetation, topography, berms, and any landscaping	
Drainage	
Vehicular and pedestrian circulation patterns.	
Exterior site lighting.	
Location and dimensions of parking areas to be provided	
Scale and north arrow using standard engineering intervals such as 1" = 30', 1" = 50' or similar as required by project size.	

Map – Attach a detailed, to scale, vicinity map clearly showing the following information:	Attached
Identify all existing land uses within 1,000 feet.	
Scale and north arrow using standard engineering intervals such as 1" = 30', 1" = 50' or similar as required by project size.	

In order to grant a conditional use permit under MSB 17.60, the Planning Commission must find that each of the following requirements have been met. Explain the following in detail:	Attached
Is the conditional use compatible with and will it preserve or not materially detract from the value, character and integrity of the surrounding area?	
Will the granting of the conditional use permit be harmful to the public health, safety, convenience and welfare?	
Are sufficient setbacks, lot area, buffers and other safeguards being provided?	
Does the conditional use fulfill all other requirements of MSB Chapter 17.60 pertaining to the conditional use in this section?	
Describe measures taken to prevent any potential negative effect upon other properties in the area due to such factors as noise and odor.	
Describe measures taken to reduce negative effects upon adjacent properties by: <ul style="list-style-type: none"> • Increased property line and right-of-way buffers • Planted berms and landscaping • Site and building design features which contribute to the character of the surrounding area 	
Describe how this use is compatible with the character of the surrounding area.	
Current status of State License application process – 17.60.150 (D) (1)	

17.60.170 Standards for Marijuana Retail Facilities:	Attached
Describe how the subject parcel is appropriate for the proposed conditional use. Include information detailing: <ul style="list-style-type: none"> • The proximity of the proposed use to existing businesses; • The proximity of parcels developed with residential uses; • Whether the roads associated with the proposed use have been, or will be, appropriate for commercial use; and • Proposed hours of operations. 	
Provide information showing minimum parking standards have been met as required by MSB 17.60.170 (B) and (C).	

Floor Plan for Marijuana Retail Facilities – Attach a detailed, to scale, floor plan clearly showing the following information:	Attached
Dimensions of all structures.	
Interior floor plans (specific location of the use or uses to be made of the development).	
Net floor area square footage calculations.	

OWNER'S STATEMENT: I am owner of the following property:

MSB Tax account #(s) _____ and, I hereby apply for approval of a conditional use permit to operate a marijuana related facility on the property as described in this application.

I understand all activity must be conducted in compliance with all applicable standards of MSB 17.60 and with all other applicable borough and state.

I understand that other rules such as local, state and federal regulations, covenants, plat notes, and deed restrictions may be applicable and other permits or authorization may be required. I understand that the borough may also impose conditions and safeguards designed to protect the public's health, safety and welfare and ensure the compatibility of the use with other adjacent uses.

I understand that it is my responsibility to identify and comply with all applicable rules and conditions, covenants, plat notes, and deed restrictions, including changes that may occur in such requirements.

I grant permission for borough staff members to enter onto the property as needed to process this application and monitor compliance. Such access will at a minimum, be allowed when the activity is occurring and, with prior notice, and at other times necessary to monitor compliance.

The information submitted in this application is accurate and complete to the best of my knowledge.

Signature: Property Owner	Printed Name	Date
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Signature: Agent	Printed Name	Date
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