

STATE OF ALASKA

DEPARTMENT OF NATURAL RESOURCES

Division of Mining, Land and Water

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

Southcentral Region
 550 W. 7th Ave, Suite 900C
 Anchorage, AK 99501-3577
 907-269-8503
dnr.pic@alaska.gov

Southeast Region
 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

APPLICATION FOR LEASE OF STATE LAND

ADL # _____ (assigned by DNR) Date _____

Applicant (should match business license) _____

Mailing Address _____

City/State/Zip _____ Email _____

Primary Phone _____ Secondary Phone _____

Does the applicant have a current Alaska business license? Yes No License # _____

Type of license (partnership, LLC, corporation, etc.)? _____

Describe the proposed use of and activity on the state land:

- If for use in conjunction with a guide/outfitter operation, include proof of a guide/outfitter certification for the use area.
- If for a commercial fish camp, include a copy of your limited entry permit or an interim-use salmon set net permit.

Are there currently any structures or improvements? Yes No If yes, who owns the structures and what is the estimated value?

If yes, describe the structures or improvements:

Are there any improvements or construction planned? Yes No If yes, describe them and their estimated value.

If yes, list the desired construction dates: Start _____ Completion _____

- Construction may not commence until approval is granted by the State.

ADL # _____

Where will the use occur? Uplands Tidelands, Shorelands, or Submerged Lands

Legal Description: Lot(s) _____ Block/Tract # _____ Survey/Subdivision _____

Other: _____

Meridian _____ Township _____ Range _____ Section(s) _____ Acres _____

GPS Coordinates _____

Municipality _____ Geographic Location: _____

Name and address of adjacent landowners:

Are there other existing authorizations (leases, permits, easements, etc.) on the land? Yes No

If yes, list LAS or ADL #: _____ Type of authorization: _____

Name authorization is issued under: _____

Are you currently in default on, or in violation of, any purchase contract, lease, permit or other authorization issued by the Department under 11 AAC? Yes No Within the past three years, has the Department foreclosed or terminated any purchase contract, lease, permit or other authorization issued to you? Yes No

What lease term are you applying for? _____ years (55 years maximum).

Check all those that apply:

- Own adjacent land used for agriculture (AS 38.05.69(a))
- Existing lessee (AS 38.05.070(e))
- Recreational facility development (AS 38.05.073)
- Lessee of cancelled existing federal grazing lease due to state selection (AS 38.05.075(b))
- Upland owner or lessee of shoreland, tideland, or submerged land (AS 38.05.075(c))
- Government agency or political subdivision (AS 38.05.810(a))
- Tax-exempt, non-profit organization organized to operate a cemetery, solid waste facility, or other public facility (AS 38.05.810(a))
- Subdivision's nonprofit, tax-exempt homeowner's association (AS 38.05.810(a))
- Non-profit corporation, association, club, or society operated for charitable, religious, scientific, or educational purposes, or for the promotion of social welfare, or a youth encampment (AS 38.05.810(b)-(d))
- Licensed public utility or licensed common carrier (AS 38.05.810(e))
- Non-profit cooperative organized under AS 10.25, or licensed waste management public utility (AS 38.05.810(f))
- Alaska Aerospace Development Corporation (AS 38.05.810(h))
- Port authority (AS 38.05.810(i))
- Other _____

A completed application with supporting documents can be submitted electronically or by mail to the appropriate regional office listed above.

ADL # _____

Application for Lease of State Land (Rev. 06/25)

Name Date

Signature Date

If applying on behalf of an agency, municipality,
or organization, state which one. Title

NOTICE TO APPLICANT:

The following must be completed and submitted with this application:

- An Applicant Environmental Risk Questionnaire form, including types, quantities, and storage tank information for any toxic and/or hazardous materials, and/or hydrocarbons.
- A Development Plan and Site Map including specific information as prescribed in the Instructions for Completing a Development Plan.

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 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 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.

THE APPLICATION FEE IS NOT REFUNDABLE AND NOT TRANSFERABLE. This application will not be considered unless it is accompanied by the appropriate filing fee and completed in full. See the current Director’s Order for applicable fees at: <https://dnr.alaska.gov/mlw/lands/leasing/pdf/GenLseAdminFees.pdf>

Pay by check: Checks should be made out to: State of Alaska, Department of Natural Resources. Note the ADL number and “Assignment Fee” on the memo line and mail to the appropriate office listed at the top of this application.

Pay by credit card: Payment by credit card can be made by phone to the appropriate office below using receipt type “13”.

NORTHERN REGION	SOUTHCENTRAL REGION	SOUTHEAST REGION
Fairbanks	Anchorage	Juneau
DNR Public Information Center	DNR Public Information Center	DNR Southeast Regional Land Office
Phone: (907) 451-2705	Phone: (907) 269-8400	Phone: (907) 465-3400
Hours: 8:00 am to 4:30 pm, M-F	Hours: 8:00 am to 4:30 pm, M-F	Hours: 8:00 am to 4:30 pm, M-F

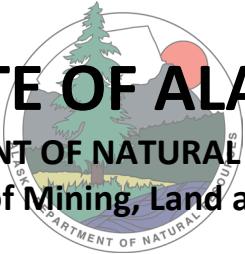
The filing of this application and payment of the filing fee does not provide any right, priority, or claim to the lands applied for, nor does it in any way oblige the State to issue a lease.

For Department Use Only
Application received date stamp

Receipt Types:

13 – Application for Lease of State Land

5K – Application for Lease to Authorize Unauthorized Use



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APPLICANT ENVIRONMENTAL RISK QUESTIONNAIRE

ADL # _____ (assigned by DNR) Date _____

Applicant (should match business license) _____

Mailing Address _____

City/State/Zip _____ Email _____

Primary Phone _____ Secondary Phone _____

Does the applicant have a current Alaska business license? Yes No License # _____

Type of license (partnership, LLC, corporation, etc.)? _____

Describe the proposed use of and activity on the state land:

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 list the substances and the associated quantities. Use a separate sheet of paper if necessary.

If the proposed activities involve any storage tanks, either above or below ground, address the following questions for each tank. Please use a separate sheet of paper, if necessary, and, where appropriate, include maps or plats:

a) Where will the tank be located?

b) What will be stored in the tank?

c) What will the tank's size be in gallons?

d) What will the tank be used for? (Commercial or residential purposes?)

e) Will the tank be tested for leaks? Yes No

f) Will the tank be equipped with secondary containment? Yes No. If yes, describe:

g) Will the tank be equipped with leak detection devices? Yes No. If yes, describe:

Do you know or have any reason to suspect that the site may have been previously contaminated? Yes No.

If yes, please explain:

I certify that due diligence has been exercised and proper inquiries made in completing this questionnaire, and that the foregoing is true and correct to the best of my knowledge.

Applicant Name

Applicant Signature

Date

Agency, Municipality, or Organization and Position Title (if applicable)

In submitting this form, the applicant certifies that no changes have been made to the original text of the form or any attached documents provided by the Division.

AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the 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, or qualifies for confidentiality under AS 43.05.230, AS 45.48, or other state or federal laws. Public information is open to inspection by you or any other member of the public. A person who is the subject of the personal information may challenge its accuracy or completeness under AS 40.25.310, 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 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.

ADL # _____

Applicant Environmental Risk Questionnaire Form (Regions - Rev. 07/25)



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INSTRUCTIONS FOR COMPLETING A DEVELOPMENT PLAN

A development plan is a written statement (narrative) and a sketch or blueline drawing describing the proposed use and development of state land. The information contained in a development plan is needed to provide a complete review of the application and the proposed use and development, and helps to determine the terms and conditions of the authorization and the level of bonding and insurance that may be required.

Most applications submitted to the Division of Mining, Land and Water must have an attached development plan. The few exceptions to this rule include applications for state land sales and some types of land use permit. The amount and type of information included in the development plan will depend on the proposed use and level of development. Insufficient information in the development plan and/or application or failure to provide a development plan may result in a delay in processing the application. If you are unsure whether your application will require a development plan, contact the regional office responsible for managing the area you are planning to use (regional office addresses and phone numbers are shown at the top of this sheet).

If the application is approved, the approved development plan becomes a part of the authorization document. Authorized activities are limited to those described in the development plan and/or authorization document. The development plan must be updated if changes to an approved project are proposed before or during the project's siting, construction, or operation; if any additional structures, buildings, or improvements are proposed; or if there is a change in activity that was not addressed during consideration of the application. Please note that these development plans or plan changes must be approved by the Division of Mining, Land and Water before any change occurs in use, construction, or activity. Conducting activities that are not authorized by the development plan and authorization document could result in revocation and termination of the authorization and/or other appropriate legal action.

- I. **General Guidelines for Preparing a Development Plan** For new authorizations, the development plan must show the proposed improvements and/or use areas, as well as preconstruction plans. For existing authorizations without a current development plan or if the development plan is being updated, the plan must show existing improvements and/or use areas, etc., and any known future changes. The development plan must include:
 - **Maps:** a USGS map at a scale of at least 1:63,360 showing the location of the proposed project; a blueline drawing or sketch, drawn to scale (the attached diagram may be used); and
 - **Written Project description:** a detailed written description (narrative) of the intended use and level of development planned under the authorization and an explanation of the sketch or blueline drawing.

- II. **Land Use Permits** Permanent improvements cannot be authorized by a land use permit. However, a development plan accompanying a land use permit application must describe nonpermanent structures and activities. (Nonpermanent structures are structures that can be easily and quickly taken down and removed from the site, without any significant disturbance or damage to the area.) Several of the specific development plan items listed below will not apply to activities authorized under a land use permit; those items that do apply should be described in as much detail as possible, to enable prompt review of the application. If the proposed land use permit activity is of a mobile nature, such as a permit to move heavy equipment across state land, a development plan is not required; but a map showing the proposed route of travel is required. If the impact would not have a significant effect on the environment, such as a permit to harvest wild produce, a development plan is not required, but a map showing the location of the proposed harvest area is required.
- III. **Narrative portion of the development plan** Describe the type of activities or development planned for the site; specify if any facilities are intended for commercial use, or will be rented out; and provide a description and explanation of the items shown on the sketch or blueline. Following is a list of specific information to be included in the narrative, if applicable to the proposed project:
- **Legal description.** Provide a legal description of the parcel, i.e. a metes and bounds description, survey, lot and block, aliquot part, or other legal description.
 - **Terrain/ground cover.** Describe the existing terrain/ground cover, and proposed changes to the terrain/ground cover.
 - **Access.** Describe existing and planned access, and mode of transportation. If public access is to be restricted, define possible alternative public access routes.
 - **Buildings and other structures.** Describe each building or structure, whether permanent or temporary, including a description of the foundation as well as the building and floor construction; the date when the structure is to be constructed or placed on the parcel; the duration of use; and what activities are to occur within each structure.
 - **Power source.** Describe type and availability of power source to the site.
 - **Waste types, waste sources, and disposal methods.** List the types of waste that will be generated on-site, including solid waste, the source, and method of disposal.
 - **Hazardous substances.** Describe the types and volumes of hazardous substances present or proposed, the specific storage location, and spill plan and spill prevention methods. Describe any containment structure(s) and volume of containment structure(s), the type of lining material, and configuration of the containment structure. Provide Material Safety Data Sheets (MSDS).
 - **Water supply.** Describe the water supply and wastewater disposal method.
 - **Parking areas and storage areas.** Describe long-term and short-term parking and storage areas, and any measures that will be taken to minimize drips or spills from leaking vehicles or equipment. Describe the items to be stored in the storage areas.
 - **Number of people using the site.** State the number of people employed and working on the parcel, and describe the supervisor/staff ratio. Estimate the number of clients that will be using the site.
 - **Maintenance and operations.** Describe the long-term requirements, how they will occur and who will perform the work. Specify if any subcontractors will be involved, and explain the tasks they will perform.
 - **Closure/reclamation plan.** Provide a closure/reclamation plan, if required for the type of authorization being applied for, e.g. material sale.
- IV. **Sketch or blueline portion of the development plan** The sketch or blueline must be drawn to scale, and each item labeled in such a way that the information contained in the drawing can be located in the narrative portion of the development plan (professional quality drafting and mechanical lettering is preferred). Following is a list of information to be shown on the drawing, if applicable:

- Section, Township, and Range lines; North arrow; scale; title; and legend (attached is an acceptable format).
- All property boundaries, ordinary or mean high water lines, and existing or proposed rights-of-way; major topographic features such as roads, streams, rivers, and lakes, and their geographic names.
- Location and dimensions of any gravel pads, or cement foundations, buildings, and other structures and improvements, appropriately labeled.
- Location of any buried or above-ground utility lines (power, water, fuel, natural gas, etc.); sewage facilities, including sewage and wastewater outfall point; underground water system; and water source (if any).
- Location where any hazardous substances, including but not limited to oil, lubricants, fuel oil, gasoline, solvents, and diesel fuel, are stored. Method of storage (tank, drum, etc.).
- Location of parking areas, and areas for the storage of inactive vehicles; snow storage areas; storage areas for any other items not mentioned above (drill rigs, camps, pipe, watercraft, etc.).

Site Development Diagram



VICINITY MAP

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 _____	File # _____