



**STATE OF ALASKA**  
**DEPARTMENT OF NATURAL RESOURCES**  
**Division of Mining, Land and Water**

Land Conveyance Section  
550 W. 7<sup>th</sup> Ave., Suite 640  
Anchorage, AK 99501-3576  
907-269-8594  
[dnr.noncompland@alaska.gov](mailto:dnr.noncompland@alaska.gov)

Statewide TTY – 711 for Alaska Relay or 1-800-770-8973

**INSTRUCTIONS FOR COMPLETING A DEVELOPMENT PLAN FOR  
A PURCHASE OF STATE TIDE AND SUBMERGED LAND TO MUNICIPALITIES APPLICATION**

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 in a development plan is needed to provide a complete review of the application and the proposed use and development.

Insufficient information in the development plan in support of an application for the purchase of state tide and submerged land to a municipality or failure to provide a development plan may delay the application's processing.

**Guidelines for Preparing a Development Plan.** The development plan must include the following:

- 1) **Written Project Description:** A detailed written description (narrative) of the intended use and level of planned development and an explanation of the sketch or blueline drawing. Following is a list of specific information to be included in the narrative, if applicable to the proposed project:
  - a) **Project Description.** Describe the type of activities and development planned for the site; describe and explain the items shown on the sketch or blueline.
  - b) **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.
  - c) **Access.** Describe the existing and planned access and mode of transportation.
  - d) **Building and Other Structures.** Describe each planned building or structure.
- 2) **Project Maps:** A detailed visual representation of the intended use and level of planned development to include the following:
  - a) **Maps.** A USGS map at a scale of at least 1:63,360 showing the location of the proposed project.
  - b) **Sketch or Blueline Drawing.** A sketch of the planned development drawn to scale to include the following, if applicable to the proposed project:
    - i. Section, Township, and Range lines; North arrow; scale; and legend.
    - ii. All property boundaries, ordinary or mean high water lines, and existing or proposed rights-of-way; major topographic features such as roads, bays, coves or other bodies of water, and their geographic names.
    - iii. Location and dimensions of any buildings, ramps, gangways, docks, boardwalks, seaplane bases, boat launches, breakwaters and other structures and improvements, appropriately labeled.
    - iv. 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).
    - v. 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.).

- vi. Location of parking areas and staging areas, areas for storage of boats, boat yards, snow storage areas, storage areas for any other items not mentioned above.

## DEVELOPMENT PLAN FOR A PURCHASE OF STATE TIDE AND SUBMERGED LAND TO MUNICIPALITIES APPLICATION

Date: \_\_\_\_\_

ADL # (assigned by DNR): \_\_\_\_\_

**Written Project Description** (additional pages may be attached if necessary)

In signing this development plan, the applicant hereby attests that the information herein provided is true and correct to the best of the applicant's knowledge, and the required map(s) and sketch or blueline drawing of the proposed project are attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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, or qualifies for confidentiality AS 43.05.230, AS 45.48, or other state or federal laws. Public information is open to inspection by you or any 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.**

<b>For Department Use Only</b> Received date stamp
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