



www.alaskastateparks.org

SPECIAL PARK USE PERMIT APPLICATION

Authority: 11 AAC 18.010(a)(1)

Thank you for your interest in Alaska State Parks! This document is intended to help the public and park managers to plan and hold events or activities in such a way as to be compatible with park regulations and operations.

Please complete the following application if you wish to apply for a Special Use Permit (SUP) at a State Park. Permitted uses include the reservation and exclusive use of picnic shelters; groups or events of 20 or more people; special events including but not limited to wedding parties; family reunions; research activities (collecting plants or animals/insects for scientific or educational purposes); educational activities (school field trips); scout troop events, special access or church outings.

Any SUP application must be submitted to the area park office administering the application with sufficient time given for planning and permitting. All SUP applications are considered on a first-come, first-served basis. Please refer to fee schedule on the permitting page.

Common reasons for permit rejection or delays have been:

- insufficient time to review;
- insufficient information provided;
- disruption of public use of a facility;
- exceeding the capacity of an agency facility;
- concerns with adverse impacts to agency facilities.

The applicant should make sure their event or activity takes these concerns into consideration to avoid unnecessary delays or rejection. In order for your permit application to be reviewed, we strongly suggest that persons applying for a SUP submit the application **no later than 2 weeks** before the scheduled event or activity.

Please return your completed application to the park office located nearest you:

Chugach
18620 Seward Hwy
Anchorage, AK 99516
Phone: 907-345-5014 E-
E-Mail: csp@alaska.gov

Kenai/Prince William Sound Area
PO Box 1247
Soldotna, AK
Phone: 907-262-5581
E-Mail: dnr.pkskenai@alaska.gov

Southwest Region
1400 Abercrombie Dr.
Kodiak, AK 99615
Phone: 907-486-6339
E-Mail: dnr.pkskodiak@alaska.gov

Mat-Su/Copper Basin Area
7278 East Bogard Road
Wasilla, AK 99654
Phone: 907-745-3975
E-Mail: Stuart.Leidner@alaska.gov

Northern Area
3700 Airport Way
Fairbanks, AK 99709
Phone: 907-451-2695
E-Mail: dnr.pksnorth@alaska.gov

Southeast Area
PO Box 111071
Juneau, AK 99811
Phone: 907-465-4563
E-Mail: dnr.pkssoutheast@alaska.gov



Alaska State Parks
Special Use Permit Application

Applicant(s) Name: _____

Group/Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____ Fax #: _____

Is your group considered a non-profit organization? Yes [] No []

Does this activity require a fee to be paid to your organization in order to participate? Yes [] No []

How much is the fee? \$ _____ Number of People Participating: Adults: _____ Youth (under 18): _____

Park Unit: _____

Specific Location in Park: _____

Date(s) of proposed use: _____

Time of use: (i.e. 8:00am - 12:00pm; all day, etc.): _____

Is this for reserved and/or exclusive use of this park facility? Yes [] No []

Description of activity (please be as specific as possible): (wedding, family reunion, church picnic, etc.)

Large rectangular box with horizontal lines for describing the activity.

What are your space requirements? _____

Will you need special amenities? Yes [] No [] If yes, please explain: _____

A \$100.00 non-refundable application fee is required for Special Park Use Permits **Additional fees may apply**
All parking and/or camping fees must be paid in addition to the permit fees.
Make check payable to the State of Alaska

Printed Name _____

Applicant's Signature _____

Date _____