



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services Division

350 East Dahlia Avenue, Palmer, Alaska 99645

(907) 861-7822

E-mail: PermitCenter@matsugov.us

Driveway Permit Application

Permit Fee \$50

PERMIT NO. _____

Property Owner: (Name)	Applicant/Agent: (Name)
Mailing Address	Mailing Address
City State Zip Code	City State Zip Code
Phone Cell (optional)	Phone Cell (optional)
E-mail (optional)	E-mail (optional)
Site Address:	Driveway Location Will Be Marked With:
Property Tax ID #:	Expected Completion Date Driveway Surface Type
Road You Are Applying For Access Onto:	Distances: Left: Width: Right:
Only Corrugated Metal Pipe Culvert is Allowed Culvert Length: Diameter:	Pathway or sidewalk dimension (if applicable)
Intended Use: <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family # of units _____ <input type="checkbox"/> Commercial - Type: _____ Estimated "peak hours" trips per day: _____	

IF ACCESS IS ONTO A PAVED ROAD, APRON LENGTH TO BE 2 FEET MINIMUM

The Permittee certifies that he/she is the owner, lessee, or authorized agent of the property, that the conditions, restrictions and regulations of the borough will be complied with and that he/she will maintain the driveway in accordance with the provisions and standards attached to this permit, and any applicable code. I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the applicant or agent of the same as stated in the attached documentation. By signing this permit I acknowledge and agree to accept the Driveway Standards and Provisions attached to this permit.

PERMITEE: _____
Signature of Permittee

DATE: _____

PERMIT GRANTED BY: _____
Borough Representative

DATE: _____

LOW VOLUME DRIVEWAY STANDARDS

High volume driveway accesses shall follow the standards in MSB 11.12.070

- A. Driveway width as measured at the property boundary, or at the outside edge of the borough right-of-way, should be a minimum of 10 feet wide and a maximum of 25 feet wide for a residential driveway. Return curves shall be a minimum of 6 feet and maximum of 20 feet. Driveways wider than 25 feet shall be designed by a professional civil engineer registered in the state of Alaska.
- B. Driveways to corner lots shall be located 60 feet from the projected point of intersection or property corner. Driveways to corner lots or lots that border two roadways shall gain access from the right-of-way of lowest classification when rights-of-way of multiple classifications bound a lot.
- C. Driveway edge clearance shall be equal to or greater than the radius of the driveway curve return. Edge clearance for flag lots with flag poles 40 feet wide or less shall have a minimum edge clearance of 5 feet.
- D. Driveways shall not drain onto the roadway. The first 10 feet from road shoulder shall be -2% (negative two percent) slope away from roadway. Where a negative slope away from the roadway is not feasible due to topographical constraints, the driveway shall be constructed in a manner that prevents water from flowing onto the roadway.
- E. Driveways shall have a minimum 10 foot landing measured from the outside edge of the road shoulder. The driveway landing shall be installed perpendicular to the roadway. A driveway may intersect the roadway at an angle no less than 60 degrees, upon approval by the Borough, if required by topographical or physical constraints.
- F. Unless otherwise specified, a minimum 12" diameter corrugated metal pipe culvert shall be used, and shall be sloped to match the ditch gradient with at least one foot of culvert visible at the toe of the side slopes on each side of the driveway.
- G. Permittee shall be responsible for maintenance of the culvert, including thawing, to ensure proper drainage.
- H. Driveways shall be installed and maintained to provide the required sight distance triangles. Driveway maintenance is the responsibility of the property owner, including culvert cleaning and thawing, and snow removal. Snow from driveway shall not be placed in or pushed across the roadway but should be stored on property where it does not obstruct traffic signage, address numbers, or sight triangles and placed in such a way as to not interfere with road maintenance.
- I. Fill or cut slopes within the right-of-way shall not exceed 2H:1V (2 horizontal:1 vertical) unless designed by a professional civil engineer registered in the state of Alaska.

DRIVEWAY PROVISIONS

- 1. A driveway constructed within the right-of-way of a public roadway is an encroachment into that right-of-way and requires a written permit. This permit shall not grant the Permittee exclusive right to use the area encroached upon. All driveways or road approaches shall be constructed to Borough Standards.
- 2. The Permittee is responsible for removal of snow berms placed in driveway during road maintenance activities. Snow removed from driveway by Permittee shall not be placed in the roadway so as to cause interference with road maintenance activities.
- 3. All driveways or road approaches constructed under this permit within any Borough lands or rights-of-way shall be the property of the Borough. All costs and liability in their connection or in connection with their maintenance shall be at the sole expense of those lands served and/or persons served.
- 4. Such facilities shall be constructed and maintained in such a manner that the highway and all its appurtenances or facilities including, but not limited to, all drainage pipe, culverts, utilities and their safety shall not be impaired or endangered in any way by the construction or maintenance of this facility.
- 5. The Permittee shall adjust, relocate or remove this facility without cost or liability to the Borough, if, at any time, or from time to time the use or safety of the roadway requires this to be done.
- 6. The Permittee shall assume all liability or costs in connection with the facilities and shall hold the Borough or its officers, agents, employees and contractors harmless in matters pertaining to the facilities.
- 7. The Borough has the right to inspect and/or reject materials or workmanship, to stop work until corrections are made or to require removal of the facility and to charge time and equipment to the Permittee to correct the facility if it is not installed to Borough Standards.
- 8. The Permittee certifies that the minimum clearance between the proposed finished driveway grade and the lowest aerial utility conductor is in accordance with the requirements of the National Electrical Safety Code (Sec. 23).
- 9. This Driveway Permit shall belong to the property it serves and the terms and conditions shall be binding upon the Permittee, owner of the property, all new owners, and/lessee. It is the Permittee's responsibility to inform the property owner, new owner, or lessee of the Driveway Permit and conditions.

Revised 5/7/2025