



UNIVERSITY
of ALASKA

LAND
MANAGEMENT

Processing a Land Use Authorization

ATA 2023 Broadband Showcase

www.alaska.edu/ualand

Overview of University of Alaska Land Management Office

- ▶ Land Management prudently manages and monetizes the University's real property to support the University's educational, research, and public service mission including funding for the UA Scholars Program.
- ▶ Land Management provides development activities that support local jobs in Alaska and help to fund the UA Scholars Program directly benefiting students. We provide the technical real estate support for the University's Land Grant education and research mission by providing all real property management. We are dedicated to responsible development of all UA lands for their highest and best value.

University Land is Private Property

- ▶ Alaska Statute Sec. 14.40.291.

Land of the University of Alaska not public domain land.
(a) Notwithstanding any other provision of law, university-grant land, state replacement land that becomes university-grant land on conveyance to the university, land conveyed to the Board of Regents in trust for the University of Alaska under [AS 14.40.365](#), and any other land owned by the university is not and may not be treated as state public domain land.

Board of Regents' Policy P05.11.044.

► Fair Market Value and Other Considerations.

In exercising its fiduciary responsibility, the board must administer university real property for the exclusive benefit of the university. In the absence of conflict with the board's fiduciary duties and responsibilities, the administration will consider the following principles in managing and developing university real property:

A. Fair Market Value.

Disposals of university real property interests shall be at not less than fair market value, and acquisitions of real property or interests shall be at not more than fair market value, unless a direct and substantial benefit to the university can be documented, such as when adjacent university property will become more accessible, marketable, or valuable due to increased availability of utilities or access, or when the transaction offers other tangible benefits to the university. Reasonable fees may be established for routine transactions such as permits and temporary uses of university real property.

F. Reasonable Public Uses of University Real Property.

To the extent practicable, the university shall permit reasonable activities of the public on university real property that do not interfere with the university's use or the management of such real property.

- ▶ **Note:** Casual use of University property does not require authorization. Examples of “casual use” include such uses as; an individual hiking, picnicking, cross-country skiing or berry picking. If you have questions about your use please [CONTACT US](#).

Obtaining a Land Use Authorization

Download our Parcel Viewer Map

<https://www.alaska.edu/ualand/>

- ▶ Confirm land is owned by the University
- ▶ Contact University to discuss proposed use

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907-450-8133

Complete a Land Use Application Form

Land Management
3815 Bragaw Street, Suite 101
Anchorage, AK 99508
(907) 786-7786 phone
(907) 786-7733 fax



Land Management
2025 Faxon Drive, Suite 306
Fairbanks, AK 99775-5280
(907) 450-8133 phone

LAND USE APPLICATION

DATE: _____

For office use only:	Received via: email fax mail (please)
Received By: _____	Date Received: _____
Date to SPW: _____	Approved or Disapproved (please) _____
Assigned to: _____	Date Assigned: _____

APPLICANT INFORMATION:

Contact Name/Company Name: _____

Mailing/Physical Address: _____

Daytime Telephone: _____ Best Time To Call: _____ Fax: _____

Email: _____

PROPOSED DATES OF USE: From: _____ To: _____

NOTE: No permit needed for casual use (e.g. berry picking). To clarify casual use, see contact information above.

PROVIDE MAP OF THE PROPERTY LOCATION (required) - AND - ENTER PROPERTY LOCATION BELOW:

Township _____ Range _____ Section _____ Meridian _____ (or
street address, milepost/road) _____

DESCRIPTION OF USE: [Provide detailed explanation of activity, use, duration, required footage for use, etc.]

FEES

- A \$500 non-refundable Administrative Fee is required with each Land Use Application submitted, via check or money order, made payable to the University of Alaska. Please note the applicant name on the check.

SUBMIT

- Submit the \$500 Administrative Fee and the completed Land Use Application by mail or in-person, by email @ landuse@alaska.edu or by fax to one of the offices listed above.
- All items listed on this form are required information. Incomplete applications will not be reviewed and will be returned to the applicant.
- The review process for each request will begin upon receipt of the \$500.00 Administrative Fee and completed Land Use Application.
- Completed applications are reviewed and processed within 90 business days.

APPROVAL

- Approved applications will be charged a separate land use fee/permit fee depending on the requested use or activity on University land.
- This Land Use Application is not a permit. Written authorization (e.g. executed Land Use Permit from the University) is required prior to any entry onto University property.
- The University, in its sole discretion, may accept or reject any application for use of University land at anytime prior to execution of a Land Use Permit. The applicant will not be refunded any fees paid or reimbursed for any expenses incurred in the preparation or submittal of the application.
- The University of Alaska, through its Facility and Land Management Office, authorizes certain requests for use of University land when proposed uses are consistent with the guidelines for prudent management, including trust management, and use of all University real property, as defined in Board of Regents' Policy 06.11 - Real Property.

[updated as of 05/10/2020]

Application Process:

- ▶ Application available online at:
www.alaska.edu/ualand/permits/land-use.php
- ▶ Application can be submitted electronically, via email at:
ua-land@alaska.edu or in person by appointment only
- ▶ Applicant will need: contact information including name, address, phone number, email address, and best time to call
- ▶ Proposed dates of use
- ▶ Legal description
- ▶ Street address (if known) of property
- ▶ Description of proposed use
- ▶ \$500 non-refundable application fee

Additional Information

- ▶ Approved applications will be charged a separate land use fee depending on the requested use or activity on University land.
- ▶ The University, in its sole discretion, may accept or reject any application for use of University land at any time prior to execution of a Land Use Authorization. The applicant will not be refunded any fees paid or reimbursed for any expenses incurred in the preparation or submittal of the application.
- ▶ This application is not a permit. Written authorization (e.g. executed Land Use Permit from the University) is required prior to any entry onto University property.

Application Approval or Denial

- ▶ If approved, application will move to the agreement phase of processing. Proceeding to project review, determining the appropriate authorization needed and public notice, if needed. Leases and Permits require a 30-day public notice period, easements require no notice. Processing time can be up to 60-days prior to document being issued. Comments received during public notice period may increase processing time, or change the University's willingness to approve the project.
- ▶ Approval depends on best interest of the University, highest best use of the land affected.
- ▶ Types of Agreements: Land Use Permits, Easements, Letters of Entry, Temporary Construction Permits, Material Sale Agreements, Memorandum of Agreements.
- ▶ If denied, LM will contact entity to inform them of the decision.

Questions??