



STATE OF ALASKA

DEPARTMENT OF NATURAL RESOURCES

Division of Mining, Land and Water

Land Conveyance Section
550 W. 7th Ave., Suite 640
Anchorage, AK 99501-3576
907-269-8594
dnr.noncompland@alaska.gov

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

INSTRUCTIONS FOR COMPLETING A DEVELOPMENT PLAN FOR A PUBLIC AND CHARITABLE USE PURCHASE 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 a public and charitable use purchase application 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, streams, rivers, and lakes, and their geographic names.
 - iii. Location and dimensions of any buildings, 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 areas for storage of inactive vehicles; snow storage areas; storage areas for any other items not mentioned above.

