

Facilities and Land Management  
1815 Bragaw Street, Suite 101  
Anchorage, AK 99508  
(907) 786-7766 phone  
(907) 786-7733 fax



Facilities and Land Management  
2025 Yukon Drive, Suite 106  
Fairbanks, AK 99775-5280  
(907) 450-8133 phone  
(907) 450-8131 fax

## LAND USE APPLICATION

DATE: \_\_\_\_\_

<b>For office use only:</b>	Received via: email fax mail (circle one)
Received By: _____	Date Received: _____
Date to SPM: _____	Approved or Disapproved (circle one)
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 or use)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 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 @ [ua-land@alaska.edu](mailto:ua-land@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 30 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 any time 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 05.11 – Real Property.

(updated as of 09/13/2017)