



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 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 at a State Park. Permitted uses may be 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 Special Use Permit (SUP) Application must be submitted to the State Parks area 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 new fee schedule at the end of this document.

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 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 Special Use Permit submit the application **no later than 2 weeks** before the scheduled event.

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

Chugach/Southwest Area
18620 Seward Hwy
Anchorage, AK 99516
Phone: 907-345-5014
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

Kodiak Area
1400 Abercrombie Dr.
Kodiak, AK 99615
Phone: 907-486-6339
Email: dnrpkskodiak@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: 907-745-3975
E-mail: dnr.pksnorth@alaska.gov

Southeast Area
PO Box 111071
Juneau, AK 99811
Phone: 907-745-3975
E-Mail: dnrpkssoutheast@alaska.gov

Effective Date: January 3 2020



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.)

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



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

DIVISION OF PARKS AND OUTDOOR RECREATION

DIRECTOR'S OFFICE
550 West 7th Avenue, Suite 1380
Anchorage, AK 99501-3561
Main: 907.269-8700
Fax: 907-269-8907

DIRECTOR'S ORDER REGARDING FEES for SPECIAL USE PERMITS

Order Number 315

Approved:

Ricky Gease, Director

Date:

1-2-2020

This order takes effect immediately supersedes fees for special use permits approved under Director's Order #296 dated January 15, 2019.

Under authority of AS 41.21.026 (3), 11 AAC 05.170, and 11 AAC 18.010 (b) the following guidelines will be used to set Special Use Permit Fees.

- Permittee must pay all fees in full prior to issuance of the permit. (excluding client fees)
- Permittee must abide by all stipulations attached to permit.
- All permits are revocable at will at any time by the state.
- All permits are signed by Region's Superintendent or Chief Ranger or as delegated by Director's office

Application Fee Guidelines

11 AAC 05.170 (c)

Non-refundable application fee \$100

Expedited permit processing fee if activity is under 24 hours from time of permit request. No guarantees expedited permits are available. \$200

Permit drafting and research time if more than the standard permit template is used. \$50/hr.

No significant change permit renewal \$50

The following permits are issued from Regional Parks Offices:

11 AAC 18.010(a)(1)

An organized or promoted assembly of more than 20 persons
Small Assembly: 20-50 persons \$50

Medium Assembly: 50-100 persons	\$100
Large Assembly: 100 persons and up	\$225

11 AAC 18.010(a)(1), 11 AAC 21.120(a)(2)

Any promotional or entertainment event, including an organized athletic event, competitive recreational event, or spectator event

Small Organized Athletic Race: 20-50 participants	\$75 + (\$2 per participant)
Medium Organized Athletic Race: 50-100 participants	\$150 + (\$3 per participant)
Large Organized Athletic Race: 100 participants and up	\$250 + (\$4 per participant)
Backcountry Recreational Group Activity	\$100 + (\$2 per participant)
Event using registered commercial operators	Reflected in Commercial Use Permit D.O.

Schools and school districts shall not be required to pay more than \$400 per calendar year in fees for student athletic races, regardless of the number of races held in state parks.

11 AAC 18.010(a)(3)

Pre- Authorized camping within a developed campground for longer than the stay limits

No additional Cost
(regular camping fees apply)

11 AAC 18.010(a)(4)

Constructing or placing an improvement, structure, or property within a park (excludes utilities, telecom towers)

Boat storage on park land	\$100 per boat per year
Shoreline improvements	\$100 per year/ per site
Scientific Research Equipment	\$1000 per year/ per site, \$5000 max
Temporary structure	\$100 per permit time period
Up to 64 sq. ft. containers in Kachemak Bay State Park	\$300 per year
Up to 128 sq. ft. containers in Kachemak Bay State Park	\$600 per year
Net pens	\$1500 per month
Mooring buoy in Park water	\$100 per boat per year
Non-Commercial Boat Docks 80 sq. ft. or less	\$75 per year
	\$300 per 5-year permit
Non-Commercial Boat Docks greater than 80 sq. ft.	\$100 per year
	\$400 per 5-year permit

(Non-Commercial Dock size dependent on regional plans)

11 AAC 18.010(a)(5)

Discharging explosives

\$500

11 AAC 18.010(a)(6)

Conducting exploration, scientific research, or information collection activities requiring authorization under 11 AAC 12.170 and 11 AAC 12.175

\$100

11 AAC 18.010(a)(8)

Using a state park for recurring or permanent motorized access, including aircraft landings and takeoffs across land or water closed to motorized use, to land not owned or

controlled by the state	
Park road access and gate keys as needed	\$100 per year
Helicopter freight drops	\$100 per day

11 AAC 18.010(a)(9)

Pre- Authorized vehicle occupancy for more than the allowed number of vehicles	No additional Cost (regular camping fees apply)
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11 AAC 18.010(a)(10)

Uses limited or prohibited by the director under 11 AAC 20.397	\$200
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The following permits are issued from the Director's Office: (Directors Determination may be Required)

11 AAC 18.010(a)(4)

Telecommunications facilities, utilities, and other non-recreational structures	Based on the fair market value and costs to the state
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11 AAC 18.010(a)(7)

Commercial activities described in 11 AAC 12.300 and 11 AAC 12.340	Listed in Commercial Use Permit D.O.
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11 AAC 18.010(a)(10)

Uses limited or prohibited by the director under 11 AAC 12 or 11 AAC 20 (except 11 AAC 20.397)	
Removal of firewood from Park Unit (as allowed by mgmt. plan)	\$50
Long Term Parking (Lake Aleknagik State Recreation Area)	\$150 per winter
Long Term Camping (Clam Gulch)	\$500 per month

11 AAC 18.010(a)(11)

Any other incompatible use as defined by statute and regulation, or which does not otherwise have lawful recreation as its primary purpose	\$200
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Additional Fees:

Over 5 vehicles	\$5 per vehicle per day
Utilizing area that requires fees for overnight use	Overnight Fees
Staff time for traffic control, crowd control, safety enforcement, event setup, resource oversight, field inspection, planning, research, monitoring, etc.	Billed as actual costs
Extra impact on trash and toilet facilities;	Billed as actual costs
Other resource impact mitigation measures	Billed as actual costs

Fee Waivers

All or a portion of these fees may be waived if it is determined that the anticipated cost of activities directly related to the permit and the impacts on the park and other park users from the use under the permit are negligible.

All or a portion of these fees may be waived if it is determined that the sole purpose of the activity related to the permit is a youth educational activity organized by a school, government agency, or non-profit. The permittee must be able to show that the educational activity during normal business or school hours is instructor led and curriculum based.

Fees may be waived for scientific research, equipment placement and information collection if the data and information is available for free to the division, and free or at a reasonable cost to the public.