

Matanuska Greenbelt Event Permit Application Guidelines

The Matanuska Greenbelt encompasses some outstanding post-glacial landforms on lands squeezed between the Palmer-Wasilla Highway, Glenn Highway, Parks Highway, and Trunk road on lands owned by four different agency's lands: Matanuska-Susitna Borough (Crevasse-Moraine Trails, Greenbelt Central), UAA Matanuska-Susitna College, UAF Matanuska Experiment Farm, and Alaska State Parks (Matanuska Lakes State Recreation Area). The area is known for its challenging trails as well as agriculture and history. It encompasses over 2000 acres and includes more than 30 miles of trails. More information can be found at <http://www.matanuska-greenbelt.org/home>.

To enhance the users' experience and safety, agencies and volunteers have worked together on a map and sign system beginning in December 2008. Race/event permits are the next step in cooperation among the agencies.

To help prepare event directors to better understand the permitting process and to facilitate permit adjudication, this "one fits all" event permit application has been developed. For events that charge a registration fee and cross agency boundaries, this permit application must be used.

The four different agencies involved are the:

- 1 Crevasse-Moraine Trails – Mat-Su Borough
Agency Contact: Hugh Leslie, 861-7868, hugh.leslie@matsugov.us

- 2 Matanuska Lakes State Recreation Area – Alaska State Parks
Agency Contact: Wayne Biessel, 745-8935, wayne.biessel@alaska.gov

- 3 Matanuska Experiment Farm -- University of Alaska Fairbanks
Agency Contact: Norm Harris, 746-9475, nrharris@alaska.edu

- 4 Mat-Su College – University of Alaska Anchorage
Agency Contact: Patrick Kelly, 786-7795, pkelly1@alaska.edu

To streamline permits for the Greenbelt, a common application form and permit has been developed. The purpose of this guideline is to provide information in advance such that the event proposed can comply with the regulatory and use criteria required by all agencies involved.

**IF YOUR EVENT OCCURS ON ONLY ONE AGENCY'S LAND,
APPLY ONLY TO THAT AGENCY**

(For land status maps, see: <http://www.matanuska-greenbelt.org/trail-maps>)

Common reasons for permit rejection or delays have been:

- insufficient time to review;
- poorly organized event plan;
- insufficient information provided;
- disruption of public use of a facility;
- exceeding the capacity of an agency facility;
- concerns over adverse impacts to agency facilities.

Event planners should make sure their event takes these concerns into consideration to avoid unnecessary delays or rejection.

It is important for the race director to understand any special limitations of each location since every facility is different. It is suggested that contact be made with the agency representative or permit adjudicator prior to application to understand these limitations. Accommodations may be required to handle higher levels of public use, such as portable restrooms or trash containers.

Permit Fees: Event permits will require a mandatory, non-refundable fee at the time of application. An additional participant fee will be assessed based on the size of the event, impacts to agency facilities and disruption of public uses. Large events (greater than 100 participants) may require staff time to assist with public safety and resource protection, and may be billed directly on an hourly cost basis.

The applicant should pay their permit fee to the “*Friends of Mat-Su State Parks*”, a 501(c)(3) non-profit group that helps support Greenbelt projects. Proceeds are used ONLY for projects or maintenance of trails or facilities used throughout the Greenbelt. Examples would be funding trail crews for specific repairs or upgrades, purchasing trail tools or educational information.

Fee Schedule:

Group Size	Non-Competitive Events		Competitive Events	
	Permit Fee	Participant Fee	Permit Fee	Participant Fee
0-20	\$0-10	\$1 donation	\$50	\$2
20-50	\$20-50	\$2 donation	\$100	\$2
50-99	\$100	\$2	\$100	\$2
100+	\$150 + actual staff costs	\$3	\$150 + actual staff costs	\$3

1 – *Non-competitive groups of less than 20 should contact the agency where the event will be initiated for permit fees.*

2 - *Groups greater than 100 will generally be discouraged due to lack of suitable facilities. They may be considered on a case by case basis depending on the location, available parking, staff oversight, etc.*

3 - All other applicable user fees still apply, such as daily parking fees, etc.

4 - Non-competitive groups over 50 MAY be required to carry a liability insurance policy; 100 or more MUST carry liability insurance.

5 - ALL competitive events MUST carry liability insurance.

6 - All permit fees will be deposited into the Matanuska Greenbelt Fund for the purpose of repairs, enhancements or educational programs.

7 - Additional permit fees MAY apply at Matanuska Lakes for the park operator (case by case) that may be used to offset direct costs, such as toilet pumping, garbage removal, etc.

When finished filling out this form:

1. Please email this application, maps, and proof of insurance to: dnr.matsuparks@alaska.gov
These can be combined in same .pdf (if you have the software), zipped together, or emailed separately. Please use the original form and not a scanned copy since it is an interactive form.
2. Mail check for permit application fee (non-refundable) to:
Friends of State Parks-Mat-Su
7278 East Bogard Rd
Wasilla, AK 99654
3. Participant fees will be required in full payment within 10 days of the event completion.

Application Deadlines:

Application for Greenbelt race events require at least 30 days notice for events with less than 50 participants, 60 days notice for events with 50-99 participants; and 90 days application for 100 or more participants or they will be denied. Your event may have other deadlines that also need to be met, such as race calendars. Applicants must remember that an event is not authorized until a signed copy of the permit is in hand. If the permittee begins taking registration prior to authorization, it is at their risk and the agency retains every right to deny the event.

Lastly, **any Greenbelt agency reserves the right to cancel or terminate any event for any reason**. However, usually event termination is the result of weather or other factors that may increase risk to the public or a land resource. Examples are weather than may compromise trails or participant safety, wildlife problems, or other factors. Each agency official has the authority to make this decision at any time.

This permit application does not imply acceptance by any sport's governing body and/or national/international organizations. Those requirements are the applicant's responsibility. The Permittee is not authorized to conduct the event until the permit has been approved in writing. It is the race director's responsibility to be sure the trail is ready for the race and all approvals are in place. If trail work such as brushing, snow grooming, or other prep is needed; preapproval will be required.

To improve the agency's ability to adjudicate future race events, a written report will be required within 30 days of the end of race. This can be downloaded at the following link: [Post-Event Report](#) (yet to be linked). Future permits will depend on this being turned in promptly. Events with over 100 racers will be required to have a pre- and post-race meeting with the area manager.

Permit Application Checklist

To submit an application, the following items must be included or attached to application!

(Failure to do so will cause a delay in permit processing and approval)

- Permit Application form
- Non-refundable Permit Application Fee - \$_____
- Mat-Su Borough and State Business Licenses (if applicable)
- Detailed Race Description
- Map of Route
- Emergency Action Plan
- Proof of Insurance
- Parking Plan
- Waste Management Plan
- Advance Public Notification