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## Instructions for Completing Form 400- Study Permit Application

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### GENERAL INFORMATION

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#### Who needs a permit?

Title 19 of the North Slope Borough Municipal Code (NSBMC) requires land use permits for development and uses within the North Slope Borough (NSB) boundaries, out to three nautical miles offshore. The person(s) responsible for the use or development, including private entities and state or federal agencies, must submit a NSB permit application for any uses/developments within NSB boundaries.

#### When do I use this form?

This form is used to request approval for Study Permits in the North Slope Borough (NSB).

#### How can I get help filling out this form?

The NSB has created this application form and provided these detailed instructions to streamline the application process. The NSB Department of Planning and Community Services (DPCS) Administration and staff are also available to answer specific questions pertaining to your application. Please contact the NSB Land Management Administrator (NSB DPCS Director) at (907) 852-0440 to schedule a pre-application meeting or obtain additional information.

#### Where can I find the NSBMC?

Title 19 of the North Slope Borough Municipal Code (NSBMC) governs zoning and land use permitting. The NSBMC can be found at [http://www.north-slope.org/departments/law/Code\\_of\\_Ordinances.php](http://www.north-slope.org/departments/law/Code_of_Ordinances.php). For ease of reference, these instructions contain relevant parts of the NSBMC. Please refer to the entire NSBMC for full and complete guidance.

#### What does Form 400 Cover?

Title 19 of the North Slope Borough Municipal Code (NSBMC) requires land use permits for developments and uses within the North Slope Borough (NSB) boundaries, out to three nautical miles offshore. A scientific or archeological study and any associated activities that may impact land within NSB boundaries are considered uses or developments that require a permit.

Form 400 applies to field studies conducted by professional researchers, including:

- (a) biological research in which the subjects are observed in their natural habitat, without changing, harming, or materially altering the setting or behavior of the animals under study;
- (b) an archeological or paleontological examination of a site for artifacts relating to human and prehistoric animal life that results in minimal disturbance of the ground surface;
- (c) geological, geotechnical, meteorological or hydrological studies, surveys, or monitoring that result in minimal disturbance of the ground surface and do not include seismic activity; or
- (d) laboratory or socioeconomic studies with potential impacts on land use and/or the surrounding community.

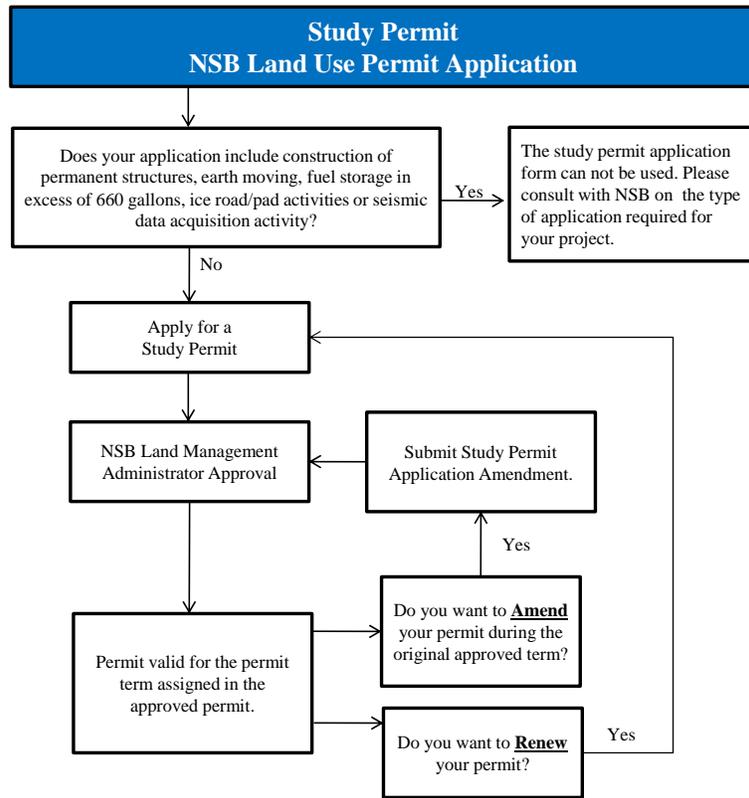
#### What is the permit fee?

The application fee is \$1,500 for all Applicants, except non-profit organizations such as universities, BASC, or other scientific institutes. The non-profit application fee is \$200. Amendments and renewals are charged these same fees.

#### How do I know which application form to use?

Form 400 is used for biological, archeological, geological, and other field studies (regardless of their location in the NSB), provided these studies do not involve seismic data acquisition activity, the construction of permanent structures, ice roads/pads

or gravel roads/pads. Projects requiring construction of roads, permanent structures, or seismic activity will require a different permit application form. Please consult with the NSB Permitting Department on the application form needed for your project.



**How do I submit my application?**

Signed applications must be mailed to the NSB Land Management Administrator, NSB Department of Planning and Community Services, P.O. Box 69, Barrow, Alaska 99723, along with a copy of all required attachments and fee payment. You must submit one signed hard copy of the application and all attachments, one electronic version (pdf), and one electronic GIS mapfiles. The hard copy and check must be received by the NSB before the application approval process formally starts.

**When is my permit application due? How long will it take to obtain a permit?**

Your permit application should be submitted well in advance of when you need an approved permit. Study permits are typically issued as “Administrative Approvals,” meaning they can be issued by the NSB Land Management Administrator without public review. Once an application is deemed complete, it takes on average 10 days to issue an approval. Processing will take longer (up to 90 days) if the Land Management Administrator “elevates” the application to the Planning Commission. Elevation may occur if the Land Management Administrator finds that the proposed study would have potential, significant, or negative impacts on or conflict with NSB policies or interests, or otherwise warrants consideration by the Commission. Please plan your study accordingly to ensure you leave sufficient time to obtain a permit prior to start of operations.

**How long will my permit be valid?**

Study permits are issued for a period of one year. If your permit expires, you must reapply for a new permit.

**Can the permit be transferred into another Applicant’s name?**

No, a new application must be submitted by the new Applicant.

**What happens if my application is incomplete?**

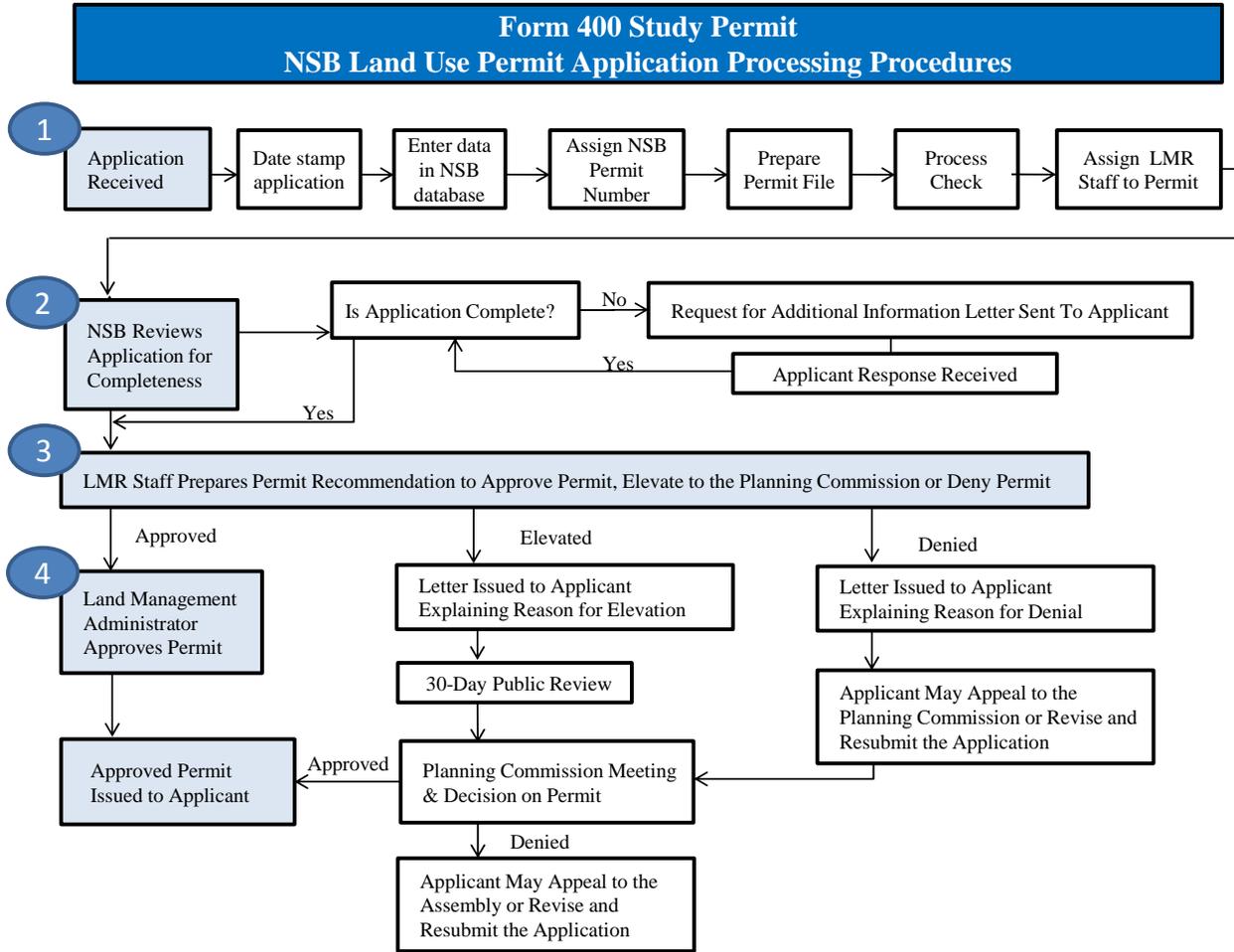
Submittal of an application does not guarantee that it will be accepted by the NSB. Only applications that are determined to be entirely complete, including fee payment, will be accepted. Incomplete applications will be returned to the Applicant for additional information and revision.

**What should I do if a section of the application does not apply?**

Mark all non-applicable sections of the application “N/A”, this way the NSB knows that you considered the application requirement and determined that it was not applicable to your development or use. You can provide further written explanation in your attached project description if needed for clarity.

**Is there an application and approval process flow chart that I can refer to?**

NSB has developed the process flow chart below to help you navigate the Study Permit application requirements.



**Who do I call if I have a question on how to fill out this application?**

Please contact the NSB Land Management Regulations Manager, or one of the NSB Land Management Specialists at (907) 852-0440.

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**PART 1 – APPLICANT INFORMATION**

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**Who assigns a permit number?**

The NSB assigns a permit number based on the date the application was received. Please refer to this number in all correspondence. If you were previously issued a permit for the same study and the permit has expired, enter this number in the “Renewal” section. If the permit is still valid but needs to be amended, enter the permit number in the “Amendment” section.

**How do I find the Township, Range, Section, and NSB Zoning District for my Project?**

If you have the GPS location for your proposed project, you can use Google Earth and Earth Point Township data to obtain the Township, Range, and Section. See <http://www.earthpoint.us/townships.aspx>. You may contact NSB staff to obtain information on the NSB Zoning District.

**Is a pre-application meeting required?**

The NSB requests that you contact the NSB Land Management Administrator at (907) 852-0440 to discuss your permit application prior to submittal. The Land Management Administrator may provide advice on how to complete the application, and will assign a Land Management Specialist to review your permit application. Depending on the complexity of your permit application, the Administrator may request a formal meeting via teleconference or in-person to review your application. NSBMC § 19.50.010 (A)(1). This way any issues or concerns on your application can be addressed early on.

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**PART 2 – PROJECT OWNERSHIP**

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**How do I know who owns the land I will be operating on?**

The NSB has information on landownership and can assist you in determining who owns the land that may be involved in your proposed study area. It is very important to determine who owns the land, and obtain requisite approvals for use of that land from the landowner prior to conducting the study. You can view a land ownership map during a pre-application meeting. However, NSB does not guarantee the accuracy and you may want to consult with an attorney.

**Do I need to show evidence of property owner approval to use private, government, or Native lands?**

Yes. For state and federal lands, please submit a copy of a state or federal land use permit, or written consent. For private and Native lands, please submit a letter of non-objection signed by the landowner or Native Allotment Owner. Information on Native Allotments can be obtained from ICAS Reality at (907) 852-4227. The property owner approval must clearly state that you are allowed to conduct your study on these lands for the full term of your NSB permit. If the property owner restricts your access to a shorter term, your NSB permit will be limited to that term.

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**PART 3 –STUDY TYPE**

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**Do I need to fill this section of the application out if I have a more detailed study plan that I can provide?**

Yes. Just check the boxes that apply to your proposed study type.

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**PART 4 – USES AND DEVELOPMENTS**

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**What if I do not, yet, have information on all the uses and developments that could be associated with my study?**

In order to issue a permit, the NSB needs to know in advance what uses and developments to authorize. Your study plans must be sufficiently detailed to identify all potential uses and developments before an application is submitted. If your uses or developments materially change once you are issued a permit, you will need to apply for a permit amendment.

**What if I plan to use more aircraft, vessels, or vehicles than the space allotted in the form?**

If you have additional transportation equipment to report, provide the additional information on a separate piece of paper and attach it to your application.

**What kind of campfires are authorized?**

Campfires may be used for cooking, provided they are less than four feet in diameter, 100 feet away from water bodies, on hard surfaces that are already lacking a protective tundra mat (e.g., exposed gravel or sandy areas), and only dead wood is burned. No standing wood may be cut and burned in a campfire. You will be held liable for any damage caused by your fire.

**How can I appropriately dispose of waste?**

Backhauling is the preferred waste disposal method. NSB Public Works (Service Area 10 Division) operates wastewater and landfill services for much of the NSB. Please contact NSB Public Works at 907-382-2621 to discuss the best way to handle your waste. Alternatively, you can backhaul your waste to another authorized waste disposal facility. Please specify your plans. It is the NSB's expectation that all waste will be removed from the study location.

**How much fuel can I bring to the study site?**

Study permits may authorize the use and storage of small amounts of fuel to power equipment and vehicles. Applicants who plan on storing more than 660 gallons of fuel at the study site should discuss this with a LMR Manager during a pre-application meeting, because this amount of fuel storage will trigger the need for a different NSB permit application. The NSB requires fuel storage of more than 660 gallons to be stored in a lined secondary containment area.

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## **PART 5 – REQUIRED ATTACHMENTS TO THE APPLICATION FORM**

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### **What information must I attach to my application?**

Part 5 of the application lists each item that must be submitted along with the application. Complete, detailed applications expedite the permitting process. Review of incomplete applications will be suspended while additional information is requested to complete your application. The following information must be submitted with your permit application before the NSB will start processing your application:

**Maps:** Your application must include a General Vicinity Map and a Location Map, showing township, range, section, the proposed area of use, land ownership (including private, government, and Native land ownership), natural features, villages within 100 miles of the study sites, and the route to each site. Additional features/maps may be provided if they help show the nature and location of your study. You must also provide a map showing the planned route to and from each study location. One hard copy of each map, and one electronic version (pdf), and one GIS mapfile of each map must be submitted on CD.

**Scope of Study:** Attach a written description of the proposed study.

**Contact Information:** Your application must include contact information for all affected state, federal, private, Regional Corporation, Village Corporation and Native Allotment Owners. The NSB may use this list to solicit input on your application and keep landowners informed of NSB requirements for your project, when appropriate.

**Permit Information:** You must provide a list and copies of tribal, state, and federal authorizations and permits required for your study and its associated uses and developments, and the approval status at the time of your NSB application.

**Land Owner Authorization:** The NSB has received a number of complaints about trespass on private and Native lands; therefore, you must demonstrate that your activities will not impact private or Native lands or that you have approval to use that land. You must provide a letter of non-objection to use the land in your study area.

**Wildlife Interaction Plan:** The NSB may require a Bear Interaction Plan and/or other wildlife interaction plans depending on the season and location of your study. Please consult with a Land Management Specialist as to whether this is necessary.

**Photographs:** If you are using fixed wing aircraft, helicopters, vessels, vehicles, or other transportation methods to access the site, you must submit a photograph of each piece of transportation equipment. The photograph must clearly show the aircraft tail numbers, the vehicle license plates, and USCG vessel numbers. This information enables the NSB to monitor permitted activities, and identify those operating without a permit.

**Water Use, Waste Management, and Spill Prevention/Response Plan:** You must submit a Water Use Plan describing your plans for potable water and other water uses, along with a Waste Management Plan describing your plans and methods for handling and treating hazardous and non-hazardous waste. If you request approval to conduct open burning, your application must include a schematic or photo of the structure and equipment that will be used for open burning, a list of materials that will be burned, and site plans drawn to scale accurately reflecting on-site conditions. You must explain how you will ensure human health in the nearest village will be protected, as well as how the human health of any subsistence use hunters near your project areas. Your plan must include cleanup procedures for ash and residue at the burn site, and proper waste disposal at an authorized site. Open burning of hazardous or contaminated material is strictly prohibited. Black smoke is also prohibited. Your application must also describe the steps you plan to take to prevent hydrocarbon and hazardous material spills and respond to spills that occur.

**Emergency and Medical Plan:** You must submit an Emergency and Medical Plan to demonstrate your ability to address emergencies and medical problems. The plan must indicate whether you have the ability to evacuate in the event of an emergency.

**Insurance:** You must submit a copy of at least a \$100,000 liability insurance policy (under which the NSB Search and Rescue is a named beneficiary) adequate to cover the cost of NSB search and rescue operations, or proof that your company has its own emergency service capability.

**Fees:** Your application must include a check made payable to the North Slope Borough for the application fee. The NSB will not start processing your application until this fee is received.