



# Fairbanks North Star Borough Department of Community Planning

P.O. Box 71267  
Fairbanks, Alaska 99707-1267  
(907) 459-1260 Fax: (907) 459-1255  
planning@co.fairbanks.ak.us

## ZONING PERMIT APPLICATION

<b>APPLICANT:</b>	
Name:	
Mailing Address:	
Phone:	
Fax:	
E-mail:	

<b>Property Information:</b>	
Legal Description:	
Street Address:	Lot Size: <input type="checkbox"/> acres <input type="checkbox"/> square feet
Parcel Account Numbers (PAN):	
Existing Use & Structures	

<b>Proposed Use/Construction:</b>		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Description of proposed use:		
If commercial, include number of employees, seating capacity, net office or sales area (sq. ft.)		
Number of existing dwelling units:	Number of proposed dwelling units:	Total Number of dwelling units:
Size of existing construction in square feet:	Size of proposed construction in square feet:	Building height/number of stories:
Estimated cost of new construction:		Number of Bedrooms:

I certify that  (I am)  (I am authorized to act for) the owner of the property.  
 I certify that the information included in this application is to the best of my knowledge true and complete.  
 I understand that processing of this application may take up to 5 working days.  
 I have attached a detailed site plan, drawn to scale, in compliance with the guidelines document titled "Site Plans" and the drawing is no larger than 11" x 17".  
 I understand that the Zoning Permit is appealable and that said appeal must be submitted and perfected within 15 days of the date of the decision in accordance with 18.54.070.  
 I can be notified of the decision at the above  (phone number)  (address).

**APPLICANT SIGNATURE:** \_\_\_\_\_

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

# ZONING PERMIT APPLICATION-SITE PLAN

Draw a Site Plan to scale with dimensions in feet. In order to process this application the drawing must include:

- Property boundaries/lot lines
- All existing structures
- Proposed structures
- Distance between structures and all lot lines
- Distances between structures
- All roads adjacent to the property
- Proposed driveways
- Distance between driveways and property corners
- Parking spaces
- Aisle width

North Arrow

NOTE: Please be aware of any easements of record, such as utilities or section lines.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## PROCESS

1. Applications accepted at the counter will be date stamped in and must be completed within 5 working days. Applicants will not be told that it will be or may be a 24 hour turn around.
2. Applications will be left in the zoning permits in basket at front counter for Planners to pick up.
3. Planners will pick up and review permits daily. Planners will enter information into the zoning permit database and print a final copy of the permit.
4. Commercial and Industrial permits should be routed through and initialed by the Transportation Planner upon completion of review. In the event the transportation planner is on extended leave, another planner may provide the additional review and initial.
5. Permits which are denied shall be handled in the same manner.
6. Final permits will be signed and dated and with the original application and site plan forwarded to the clerk typist/receptionist.
7. On the same day the permit is signed by planners, receptionist will call and inform the applicants the permit has been completed, is available for pickup and is appealable within 15 days of the date of the decision. Receptionist shall initial and date when call is complete. Also, on the same day the permit is signed the receptionist shall forward a copy of the permit to the Clerk's Office.
8. When applicant returns to pick up permit they shall sign the final permit, Receptionist shall make one copy for the applicant and one copy for the assessing department. Daily copies of permits will be hand delivered to Assessing departments by close of business on the day the final permit is signed by applicants.
9. Applicants with questions about the permit shall be forwarded to a Planner.

### Note:

- Application Forms and Permits are now different forms.
- To comply with appeal process, copies of permits must be forwarded to the Clerk's Office on the date of the decision, which is considered the date the Planner signs the permit and forwards it to the Receptionist.
- To comply with Assessing and Planning missions of capturing accurate historic information, the permits will be forwarded to the Assessing Department for scanning and attachment to the property database with the applicants signature on the final permit. This avoids incidents of permit correction not being accounted for and is a method of documenting historic acknowledgement of permit conditions and accuracy.