

# 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**

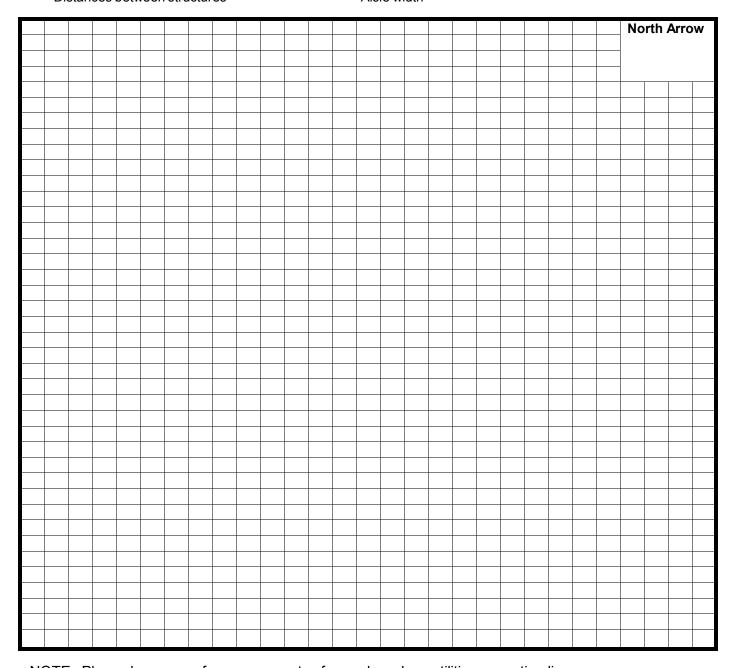
APPLICANT:					
Name:					
Mailing Address:					
Phone:					
Fax:					
E-mail:					
Property Information:  Legal Description:					
Street Address:		Lot Size:			square feet
Parcel Account Numbers (PAN):		L			Joquano 1000
Existing Use & Structures					
, and the second					
Proposed Use/Construction:  Description of proposed use:	R	esidential	Co	mmercial	Industrial
If commercial, include number of employees	s, seating capac	ity, net office or sal	es area (s	q. ft.)	
Number of existing dwelling units:	Number of proposed dwelling units: Total Number of dwelling un		dwelling units:		
Size of existing construction in square	Size of propos	sed construction in	square	Building height/number of stories:	
feet:	feet:		age of Dadrages		
Estimated cost of new construction:		Number of	Number of Bedrooms:		
	to oot for\ the	and the same	no o mile c		
I certify that ☐(I am) ☐(I am authorized I certify that the information included in t	his application	is to the best of i	perty. My knowl	edge true and co	mplete.
I understand that processing of this appl	ication may tal	ke up to 5 workin	g days.	· ·	•
I have attached a detailed site plan, drav	<u>wn to scale,</u> in	compliance with	the guide	lines document ti	tled "Site Plans" and the
drawing is no larger than 11" x 17". I understand that the Zoning Permit is a	nnealable and	that said anneal	must he s	ubmitted and ner	fected within 15 days of
the date of the decision in accordance w	ith 18.54.070.			abilitted and per	rected within 15 days of
I can be notified of the decision at the ab	ove [] (phone	number) ☐ (addı	ress).		
APPLICANT SIGNATURE:				DATE:	
				DAIE.	

### **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



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

### **PROCESS**

- Applications accepted at the counter will be date stamped in and must be completed within 5 working days. Applicants will <u>not</u> 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.