



**Fairbanks North Star Borough**  
**Department of Community Planning**  
 907 Terminal Street/P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260 Fax: (907) 205-5169  
 platting@fnsb.us

For Office Use Only	
Received By:	_____
Receipt No.:	_____
Date Submitted:	_____

## ROAD NAMING APPLICATION

File # \_\_\_\_\_

FEES: \$200 road naming application

**\*\*\*\*\* FEES ARE NON-REFUNDABLE\*\*\*\*\***

(no fee if street renaming is for the purpose of public health & safety)

ROAD IS:       PUBLIC       PRIVATE

<b>Applicant:</b>	
Name: _____	
Mailing Address: _____	
City, State Zip: _____	
Phone: _____	
E-mail: _____	
<b>Property Information:</b>	
Section, Township & Range: _____	Existing Road Name: _____
Legal Description of parcels adjoining the road to be named: _____ _____ _____	
Road Service Area: _____	
List preferred street name and two alternates in order of preference (all three required). No street name currently in use or used within the last five years within the borough will be considered (FNSBC 17.36.020(A)(2)).	
Preferred:	_____
Alternate 1:	_____
Alternate 2:	_____

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

## **Submittal Requirements** FNSBC 17.36.020

- Map depicting the location of the road
- Signatures of 75% of property owners adjoining the road to be (re)named
- List favored street name and two alternate names
- Appropriate Fee

## **PROCEDURE FOR PUBLIC ROAD NAMING** FNSBC 17.36

- Within 25 calendar days after submittal of the application, the platting officer shall review the application and supporting materials and do one of the following:
  - If the application is complete, accept the application for review and action by the platting board;
  - If the application is incomplete, return it to the applicant with a written list of deficiencies to be satisfied for acceptance.
- All adjoining property owners will be notified of the request prior to the public hearing.
- Written notification of the Platting Board's decision will be issued to all adjoining property owners.
- The decision may be appealed by submitting written notice of appeal as provided in Chapter 17.68 FNSBC.
- Applicant will be required to provide and install standard street name sign(s) on standard post(s). ***New road name will not become effective until photo verification is submitted to the Community Planning Department that the sign(s) has (have) been installed.***

## **PROCEDURE FOR PRIVATE ROAD NAMING** FNSBC 17.40

- Within 5 working days after the submittal of an application, the platting officer or his designee shall do one of the following:
  - Accept the application for review and action;
  - If the application is incomplete, return it to the applicant with a written list of deficiencies to be satisfied for acceptance.
- After acceptance, the Department will process the application within 30 days.
- Written notification of the Department's decision will be issued to all adjoining property owners.
- Any affected property owner may appeal in writing within two weeks of the decision.
- Applicant will be required to provide and install standard street name sign(s) on standard post(s). ***New road name will not become effective until photo verification is submitted to the Community Planning Department that the sign(s) has (have) been installed.***



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**ROAD NAMING SIGNATURE PAGE**

File # \_\_\_\_\_

<p><b>Signatures of 75% of legal owners of property adjoining the road are required with this application. If signing for a corporation or partnership, provide proof of authority to sign. Use additional pages if necessary.</b></p>	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	
Printed name:	E-mail:
Signature:	Phone:
Mailing address:	
Property owned:	