



**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  
 planning@fnsb.us

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|--|
| For Office Use Only<br>Received By: _____<br>Date Submitted: _____ |
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## COMMERCIAL-INDUSTRIAL SIGN APPLICATION

| Applicant:       |  | Property Owner:  |  |
|------------------|--|------------------|--|
| Contact Name:    |  | Name:            |  |
| Business Name:   |  | Mailing Address: |  |
| Mailing Address: |  | City, State Zip: |  |
| City, State Zip: |  | Phone:           |  |
| Contact Number:  |  | Cell:            |  |
| E-mail:          |  | E-mail:          |  |

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

| Proposed Use/Construction:   |   |  |
|--|---|--|
| <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural<br><input type="checkbox"/> Multi-Family Residential (over 2 units) <input type="checkbox"/> Other |   |  |
| Description of proposed use:   |   |  |
| Total number of employees:   | Net floor area for office/Sales Floor:<br>Office Sq ft.<br>Sales Sq ft. | Number of dwelling units proposed:     |
| Size of existing construction in square feet:  | Size of proposed construction in square feet:                           | Building height and number of stories: |

I certify that  (I am)  (I am authorized to act for) the owner of the property.

I have attached a detailed site plan drawn to scale and to the standards of the Commercial/Industrial Site Plan guidelines. I certify that the information included in this application is to the best of my knowledge true and complete.

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

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.



# SIGN APPLICATION SUBMITTAL REQUIREMENTS

A site plan drawn to a verifiable scale with north arrow and dimensions in feet (i.e. 1" = 10' or 1" = 20', etc.), including all of the following information:

***More than one site plan of different scales may be used to illustrate the site.***

- Location of property lines
- Name of the access road(s) and other roads adjacent to the property lines
- Location of all buildings on the site
- Location of all driveways and traffic circulation areas on site
- Location and dimensions of all existing and proposed signs on site, except wall signs flat against the building
- Setback distances of all existing and proposed free standing signs
- If adjacent to residentially zoned property, indicate which signs are illuminated and by what method, including style and wattage of lighting

***Additional information may be required beyond the items listed above.***

*All of the above permit submittal requirements may not be required if locating in a separate unit in a multi-unit building such as a strip-mall. Contact the Community Planning Department located on the second floor of the Juanita Helms Administrative Center at 907 Terminal Street or call 907-459-1260 for specific requirements.*