



**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

For Office Use Only  
 Received By: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**COMMERCIAL / INDUSTRIAL /  
 RESIDENTIAL (OVER 2 UNITS)  
 ZONING PERMIT APPLICATION**

<b>Applicant:</b>	<b>Property Owner:</b>
Contact Name:	Name:
Business Name:	Mailing Address:
Mailing Address:	City, State Zip:
City, State Zip:	Phone:
Contact Number:	Cell:
E-mail:	E-mail:

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

<b>Proposed Use/Construction:</b>		
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential (over 2 units) <input type="checkbox"/> Other		
Description of proposed use:		
Total number of employees:	Net floor area for office/Sales Floor: Office Sq ft. 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:** \_\_\_\_\_

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 FNSBC 18.104.090.

I can be notified of the decision at the above  (phone number)  (address)  (e-mail)

**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.**

Revised 8/31/2017





## **COMMERCIAL / INDUSTRIAL ZONING PERMIT INTAKE CHECKLIST**

**1. A completed zoning permit application form including all of the following information:**

- Property description and address
- Total (maximum) number of employees working on the site, including full and part-time, temporary and seasonal)
- Total square footage of the structure

**2. 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 and dimensions of property lines
- Name of the access road and any other roads adjacent to the property lines
- Location and dimensions of all existing and proposed buildings and structures (including additions) Label as existing or proposed
- In the Light Commercial (LC) zone, list the height of all proposed buildings
- Uses of all existing and proposed buildings and structures, portions of buildings, and areas of the property
- Setback distances of all existing and proposed buildings and structures from property lines, except in the General Use (GU) zones
- Location and dimensions of all existing and proposed signage, except in GU zones
- If adjacent to residentially zoned property, show the location and type of all outdoor lighting
- Location, type and depth of surface material and dimensions of existing and proposed driveways, except in the GU zones. *A driveway permit may be needed if accessing a Road Service Area (RSA) road or AKDOT&PF permitted right-of-way (ROW) or if located within city limits*
- Location, type and depth of surface material and dimensions of off-street parking spaces, except in the GU zones. Off-street parking spaces are required to be at least 9' by 18', with sufficient back-up and maneuvering area such that all back-up and maneuvering actions occur on the site (*FNSBC 18.96.060*). Label parking spaces with dimensions

- Location, type and depth of surface material and dimensions of loading areas if the use involves the loading and unloading of merchandise, materials, or supplies. This requirement does not apply in the GU zones
- Location, type and depth of surface material and dimensions of all traffic circulation areas, except in the GU zones. Show drive aisles, backing and maneuvering areas and all areas where motor vehicles will travel on the site
- Show any obstructions located within the parking and vehicle maneuvering areas, such as a wall, post, guard rail, or other obstruction, except in GU zones

***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.***



## How to Draw a Commercial / Industrial Site Plan

A site plan is a detailed drawing which depicts the current and proposed structures and uses of a parcel of land. Site plans must be drawn to scale and are required for all zoning permits.

Drawing your own site plan is easier than you might expect. A site plan need not be professionally prepared and can be hand drawn. With a little work, you can draw an acceptable site plan for your project, if all information required on this guideline document is included. However, depending on the size, scope and complexity of the project you may need to obtain professional expertise. You may also submit multiple drawings at different scales.

### **A Commercial / Industrial Site Plan Includes the Following Information and More:** (See the Key Numbers on the Example Site Plan on reverse)

1. Scale at which site plan is drawn (for example 1"= 20')
2. North arrow
3. All property lines and their dimensions
4. Names of adjacent roads
5. Location, type and dimensions of all existing structures
6. Location, type and dimensions of all proposed structures and/or additions
7. If located in Light Commercial (LC) zone, height of all structures and/or additions
8. Setback distances of all existing and proposed structures and/or additions to all property lines, except in the General Use (GU) zones
9. Location, type and depth of surface material and dimensions of existing and/or proposed driveways
10. Location, type and depth of surface material and dimensions of off-street parking spaces, loading areas, and all traffic circulation area, except in the General Use (GU) zones. Off-street parking spaces are required to be at least 9' by 18', with sufficient back-up and maneuvering area such that all back-up and maneuvering actions occur on the site (FNSBC 18.96.060). Show any obstructions located within the parking and vehicle maneuvering areas such as a wall, post, sign or a guard rail.
11. Location and dimensions of all existing and proposed signage, except in General Use (GU) zones
12. Location of all outdoor lighting, if adjacent to residentially zoned property
13. Location of well on site (optional)
14. Location of septic on site (optional)
15. Landscaping (optional)

**Information may be required in addition to the items listed above.**

Example of a Commercial/Industrial Site Plan  
(see Key Numbers on reverse)

1  
Scale 1" = 40'

2  
North

