



**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: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Sign #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

# MARIJUANA FACILITY CONDITIONAL USE PERMIT APPLICATION

File No. \_\_\_\_\_

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

- FEES:  \$1,000 conditional use permit application  
 \$250 verification of sensitive use buffers  
 \$200 sign deposit (check or cash recommended)

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

Property Information:	
Property Description:	
Street Address:	Lot Size:
Parcel Account Numbers (PAN):	Zoning District:
Existing Use(s):	

Conditional Use Request Information:
Proposed Use(s):
<u>Request Description and Reasons for the Request:</u>

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: \_\_\_\_\_

OWNER SIGNATURE (if different): \_\_\_\_\_ DATE: \_\_\_\_\_

If the applicant is not the sole property owner, written consent of all property owners must be provided pursuant to FNSBC 18.104.050(B).



# COMMERCIAL MARIJUANA FACILITY

## CONDITIONAL USE PERMIT INTAKE CHECKLIST

### **1. A completed conditional use permit application including the following:**

- Property description and address
- Specific type of commercial marijuana facility being requested as defined in FNSBC 18.04.010
- Property owner's signature or signed letter authorizing use of the property for a commercial marijuana facility

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

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

- Location and dimensions of property lines
- Location and dimensions of utility easements and access easements including section line easements.
- Name of the access road and any other roads adjacent to the property lines and widths of all right-of-ways.
- Location and dimensions of all existing and proposed buildings and structures such as greenhouses, barns, offices, sheds, employee washrooms/restrooms, etc. Include any proposed additions. Label each building or structure as existing or proposed. Provide height and number of stories for all buildings to be utilized for the conditional use.
- Uses of all existing and proposed buildings and structures, portions of buildings, and areas of the property, such as residence, barn, storage, land in crops, etc.
- Setback distances of all existing and proposed buildings and structures from property lines, except in the General Use (GU) zones.
- Distances between all existing and proposed buildings and structures.
- Location of well on site, if applicable.
- Location of septic on-site, if applicable.
- Location and dimensions, including height, of all existing and proposed signage.
- Location of all outdoor lighting.
- Location of trash dumpster(s).
- Location of security fencing and gates. Include clearance width of all gates.

- Location, type and depth of surface material and dimensions of existing and proposed driveways including any aprons and distances to property corners. Include location and dimensions of existing and proposed curb cuts and sidewalks, if applicable.
- Location, type and depth of surface material and dimensions of each off-street parking space. 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.
- Location, and type and depth of surface material of all traffic circulation areas. Provide dimensions of 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.
- Location and area of existing or proposed landscaping, screening, and existing vegetation to be retained, if applicable.
- Show any buffer and open space areas, if applicable.
- Vehicle maneuvering diagram(s) may be required to demonstrate adequate fire and emergency vehicle access.

### **3. OTHER REQUIRED INFORMATION:**

- Provide a map showing all lots and parcels within 500 feet of the subject property to be utilized as a marijuana facility. Label all specific land uses located on each property including the subject property such as dwelling, restaurant, church, retail store, etc. with specific business names preferred. The land uses on each property may be listed by tax lot on a separate sheet.
- Provide a floor plan drawn to scale for each floor utilized. If using a portion of a building, show how that portion of the building is separated from other portions (i.e. fire wall with person door, etc.). Provide room dimensions and label specific use of each portion of floor area used for: Provide square footage calculations for each type of use.
  - Production activities such as cultivation, drying, processing, manufacturing, retail sales, etc.; and
  - Non-production support activities such as office, storage, employee areas such as locker room, break room, restrooms, and stairs or hallways, etc.
- Provide total square footage calculations of all areas to be used for the marijuana facility, including the location and square footage of portions of existing and proposed buildings/structures and land in marijuana cultivation.

#### 4. **NARRATIVE**

Provide a typed narrative addressing the following:

- Total (maximum) number of employees expected to be working on the site, including full and part-time, temporary and seasonal.
- Type and frequency of other vehicle trips to the site such as deliveries, security, product transport, or other visitors.
- Hours of operation
- Activities occurring on the site on a daily, weekly, monthly, periodic, seasonal, occasional and annual basis
- Phases of development, if applicable
- Impacts of the proposed use that may cross property lines such as odor, noise, dust, light, etc.
- Provide a list of the chemicals utilized or stored on the site.
- Describe how plant waste and/or product waste materials will be handled and disposed of
- Energy source serving the proposed use
- Water source serving the proposed use
- Method of sewage disposal for the proposed use
- Method of wastewater management for the proposed use
- Other public utilities and services to serve the proposed use such as garbage, communications, fire protection, police, etc.
- For a marijuana manufacturing facility, provide information on the type of manufacturing process(es) to be utilized.
- Compliance with state requirements for facility security.

#### 5. **NARRATIVE** Demonstrating conformance with conditional use approval criteria (FNSBC 18.104.050(C)1-3) including Title 18, the FNSB Regional Comprehensive Plan, other FNSB ordinances and applicable state statutes

*FNSBC 18.104.050(C):*

*The planning commission shall review, hear and decide whether or not to approve a request for a conditional use. **The planning commission shall also consider and adopt findings in each of the following:***

- 1. Whether or not the proposed conditional use conforms to the intent and purpose of this title and of other ordinances and state statutes;**
- 2. Whether or not there are adequate existing sewage capacities, transportation facilities, energy and water supplies, and other public services to serve the proposed conditional use;**
- 3. Whether or not the proposed conditional use will protect the public health, safety and welfare.**

The planning commission may approve or deny a conditional use request or may approve a conditional use request with conditions to ensure the protection of the public health, safety and welfare.

*Additional information may be required beyond the items listed above. If you have questions about the conditional use permit application requirements, the public hearing process and timelines, or any other concerns, please contact the Community Planning Department located on the second floor of the Juanita Helms Administrative Center at 907 Terminal Street or by phone at 907-459-1260.*

*Post By:* \_\_\_\_\_  
Date

Instructions to comply with FNSBC 18.104.010.C.3:

1. Post the sign(s) in accordance with #2 below.
2. Take a photograph of the posted sign.
3. Return this affidavit and the photograph to the Department of Community Planning at least 20 days prior to the Planning Commission meeting (see the 'Post By' date). If these items are not received by the 'Post By' date, your application may be postponed to a future meeting.
4. This affidavit must be notarized. The Borough has notaries on staff or you may use your own notary.

**PUBLIC NOTICE SIGN POSTING AFFIDAVIT**

STATE OF ALASKA )  
 ) ss.  
FOURTH JUDICIAL DISTRICT )

I, \_\_\_\_\_, being first duly sworn, depose and state that:

1. I have submitted an application identified as \_\_\_\_\_.
2. I have posted and will maintain public notice sign # \_\_\_\_\_ in accordance with the following provisions:
  - a. Sign is posted on the property on which my request for rezone, conditional use or variance has been made.
  - b. Sign is clearly visible from streets and roads.
  - c. Sign will be maintained free of snow or other materials which impede readability.
  - d. Sign is posted between an elevation of 2' and 8' above ground level and no further than 50' from the edge of the road to further ensure readability from streets.
  - e. Sign was posted on \_\_\_\_\_ (date) and complies with posting requirements of 20 days prior to the public hearing date.
  - f. I shall return the sign to the FNSB Department of Community Planning within 10 days following the final public hearing.
3. I understand a refund check of \$200.00 (the amount I have deposited for said sign) will be issued 7-10 days following return of the sign providing that sign is returned in usable condition. I further understand I may receive only partial refund if the sign is damaged when returned to the Borough.
4. This document is null and void when necessary action has been completed as provided in Item #2 f.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Print Name and Address of Affiant)

SUBSCRIBED AND SWORN TO BEFORE ME on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for Alaska

\_\_\_\_\_  
Commission Expires





**DEPOSIT / REFUND FORM**  
**PUBLIC NOTICE SIGN DEPOSITS &**  
**EXPERT REVIEW DEPOSITS**

FILE/CASE # \_\_\_\_\_

**DEPOSITS**

SIGN DEPOSIT

EXPERT REVIEW DEPOSIT  (see box below)

Sign # \_\_\_\_\_  
(if required)

DATE Prepared: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
Fairbanks North Star Borough

RECEIPT Number: \_\_\_\_\_

PAID By: Cash  Check  # \_\_\_\_\_ Credit Card  Last 4 digits # \_\_\_\_\_

(if paying by check we **MUST** refund to name & address showing on check)

Name & Address on Check \_\_\_\_\_

Name & Contact # on Credit Card \_\_\_\_\_

If cash name and address for refund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SIGN REFUNDS**

Sign Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Initiate Refund:  YES  NO

Staff who took sign in: \_\_\_\_\_

Be sure application has been completely acted on and the reconsideration has expired prior to taking in the sign. For Rezones, be sure the Assembly decision is final prior to taking in the sign.

Additional Damage Yes  No

Partial Refund  Yes \$ \_\_\_\_\_

Describe \_\_\_\_\_

Applicant Initial \_\_\_\_\_





## 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.**

