



**Fairbanks North Star Borough**  
P.O. Box 71267  
Fairbanks, Alaska 99707  
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**APPLICATION FOR AN EASEMENT**

**APPLICANT INFORMATION**

Name and mailing address of APPLICANT: Name: _____ Title: _____ Address: _____ _____ Phone/Cell: (____) _____ Fax No.: (____) _____ _____ Email: _____	Name and mailing address of the GRANTEE: <i>(If different from applicant)</i> Name: _____ Address: _____ Address: _____ Incorporated?      Yes <input type="checkbox"/> N <input type="checkbox"/> Phone/Cell: (____) _____ AK Business License No. _____ _____ Taxpayer I.D. #: _____
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**LOCATION & EASEMENT INFORMATION**

TYPE OF EASEMENT REQUESTED: Public  Private  Access  Utility  Other  \_\_\_\_\_

Will the easement be: Subsurface  Surface  Overhead

PROPERTY DESCRIPTION: Assessor's Parcel No.: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Legal Description of proposed Easement: \_\_\_\_\_

Detailed explanation of the purpose and use(s) of the easement: \_\_\_\_\_

\_\_\_\_\_

Desired Term of Easement: \_\_\_\_\_

**IMPROVEMENTS:** Do you plan to construct improvements: Yes  N   
 If yes, attach a site plan to scale showing all dimensions. **Site Plan attached** Yes  No

Describe the proposed improvements (*i.e. overhead facilities, excavation and backfill, drainage, fiber optic, borings and jacking*)

\_\_\_\_\_

Proposed construction dates: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**BEFORE SUBMITTING THIS APPLICATION HAVE YOU:**

Provided all required documentation?	<input type="checkbox"/>	Signature: _____
Attached an application fee?	<input type="checkbox"/>	
Signed application?	<input type="checkbox"/>	
Site Plan Attached?	<input type="checkbox"/>	

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The Borough reserves the right to return incomplete applications or require additional information.

**FOR OFFICE USE ONLY**

New File No.: \_\_\_\_\_ Date entered \_\_\_\_\_ Initials: \_\_\_\_\_

## **INFORMATION FOR APPLICANTS**

1. **“EASEMENT”** means a non-possessory interest in borough land that entitles the holder to a specified limited use. An assembly resolution authorizing the easement shall be required before the mayor may grant an easement except that a resolution shall not be required if the easement is necessary for the development of a service area improvement or borough facility; or borough land that is subject to a cooperative easement agreement. *(20.16.030(A) Borough Code of Ordinances)*
2. **Fees:** All applications must be accompanied by a \$100 non-refundable application fee, and a \$500 processing fee. The Grantee must also pay FMR as determined by an appraisal. The cost of the fee appraisal will be born by the applicant. Use fees may be waived for public agencies or a public utility. *(20.16.030(C) of the Borough Code of Ordinances)*
3. **Access Easement:** At the Grantee’s own expense, a Public Access Easement must be surveyed and comply with the survey, monumentation, platting and construction requirements contained in the borough subdivision ordinances *(17.12.010 Borough Code of Ordinances)*, except when a public access easement is designated pursuant to the state cooperative easement agreement. At the Grantee’s own expense, a Private Access Easement must be surveyed, mapped and it may be platted. *(20.16.030(D) Borough Code of Ordinances)*
4. **Public Utility Easement:** The borough may grant a utility easement only if there is not an existing easement suitable for the purposes for which the easement is sought. A public utility easement is not exclusive and the borough will retain the right to allow other uses of the easement. The Borough will retain the right to require utility users to enter into maintenance agreements with the original easement holder. The Grantee at their own expense must survey and map the public utility easement. The length of time a utility easement will be granted for a period of time that is reasonably related to the useful life of the particular improvements and will be conditioned on a continued need. A utility easement may be revoked and revert to the borough if it is abandoned or no longer in use. *(20.16.030(E) Borough Code of Ordinances)*
5. **Construction Plans/Engineered Drawings:** Detailed plans and drawings may be requested depending on the complexity of the proposed improvements. Construction may not occur on Borough land prior to easement being granted or receiving Borough authorization through an approved **Right of Way Agreement** granted through this division. **As-Built Survey:** Upon completion of construction, applicant will be required to submit an as-built survey prepared by a surveyor licensed in the State of Alaska.
6. **Public Disclosure up State Law:** 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.
7. **Environmental:** Corps of Engineers Approval under the Clean Water Act (Public Law 95-217) for construction on some Borough-owned land may require a “Wetlands Permit”. For information contact: Alaska District, Corps of Engineers, Regulatory Branch, 2175 University Ave., Suite 201E, Fairbanks AK 99709; telephone number 474-2166.  
National Pollution Discharge Elimination System Permit (NPDES): Coverage under a NPDES permit is required for construction activities affecting an acre or more. Contractors are required to file a Notice of Intent (NOI) for coverage under the NPDES Multi-Sector General Permit; and prepare and implement a Storm Water Pollution Prevention Plan (SWWPPP) for their facility, if applicable. It is the applicant’s responsibility to obtain any other permits that may be required. Hazardous Material: It is the responsibility of the applicant and their contractors to adhere to applicable laws and regulations concerning the acquisition, use, storage and labeling and disposal and reporting of any and all hazardous material, including petroleum products.
8. **Other Permits/Authorizations:** It is the responsibility of the applicant to obtain any other required permits or authorizations from local, state and federal agencies as may applicable to the use and purpose of this request.