



Fairbanks North Star Borough  
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**TEMPORARY USE LICENSE APPLICATION**

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**APPLICANT INFORMATION**

Name and mailing address of APPLICANT:

Name and mailing address of the AUTHORIZED SIGNER:

*(If different from applicant)*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business/Agency Name (if applicable) \_\_\_\_\_

Incorporated? Yes  No

Telephone: ( ) \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Fax No.: ( ) \_\_\_\_\_

AK Business License No. \_\_\_\_\_

Email: \_\_\_\_\_

Taxpayer I.D. #: \_\_\_\_\_

**PREMISES, TERM, AND REQUESTED USES**

Premises: Description of property requested.

For what purpose do you plan to use the property?

*(If a block and lot number do not exist, attach a drawing showing the location and all applicable dimensions)*

List all specific uses planned *(monitoring wells, utility installations, road work, special event, etc.)*

Block/Lot: \_\_\_\_\_ Subd: \_\_\_\_\_

\_\_\_\_\_

Tax Lot: \_\_\_\_\_ Sec: \_\_\_\_\_ T: \_\_\_\_\_ R: \_\_\_\_\_

\_\_\_\_\_

Term-Requested: \_\_\_\_\_

\_\_\_\_\_

Desired Begin Date: \_\_\_\_\_

\_\_\_\_\_

**IMPROVEMENTS**

Do you plan to construct improvements on the premises? Yes  No

If yes, attach a site plan drawn to scale showing all dimensions. Describe purpose of proposed improvements (example):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated total value of proposed improvements when completed: \$ \_\_\_\_\_

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

Source of Funding: Grant:  Other:

**BEFORE SUBMITTING THIS APPLICATION HAVE YOU:**

Provided all required documentation?

Signature: \_\_\_\_\_

Attached a site plan?

Attached an application/processing fee?

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

Signed application?

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

**FOR OFFICE USE ONLY**

New File No.: UA \_\_\_\_\_ Date entered into IssueTrack: \_\_\_\_\_ Initials: \_\_\_\_\_

Acknowledgement Date: \_\_\_\_\_ By: Email  Letter

1. **“TEMPORARY USE”** means a use of borough land that is exclusive, but the use is not pursuant to an authorized lease, easement, extraction license, or commercial sale of borough sand, gravel or greenwood timber resources. *(25.10.060 Borough Code of Ordinances)*
2. **“TEMPORARY ACCESS”** means a non-exclusive use of borough land for access to a firewood cutting area or temporary construction easement. *(25.10.060) Borough Code of Ordinances)*
3. **Fees:** All applications must be accompanied by a \$100 non refundable application fee and a \$250 processing fee. Temporary use licenses are also subject to a use fee. The Mayor may waive the Use Fee for a public agency. *(Borough User Fee Schedule)*
4. **Length of Term:** A Temporary Use License is valid for a period no greater than five years from the date of issue. A Temporary Use License may not be renewed, but a new license may be issued if the applicant has complied with the terms of the prior license. *(25.10.060(C) Borough Code of Ordinances)*
5. **Public Notice:** If the borough (FNSB) determines that the proposed use may substantially affect the surrounding area, the borough shall publish notice of the proposed use. The notice shall include a description of the proposed use, and notice of a 2-week period during which the public comment on the proposed use will be accepted. If the borough receives substantial public comment adverse to the proposed use, then before issuing the license FNSB shall hold a public hearing on the proposed use before granting the temporary use license. *(25.10.060(B) Borough Code of Ordinances)*. FNSB 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.
6. **Bond:** If the borough determines that the temporary use may cause damage to the borough land then the borough shall require the applicant to post a bond with the borough to ensure that the applicant restores the land to reasonably the same condition as it was in at the time the license was executed. The bond will not be released until the user has complied with all conditions of the license. *(25.10.060(D) Borough Code of Ordinances)*
7. **Insurance Requirements:** The licensee will be required, at their expense, to obtain, maintain, and keep in force throughout the term of the license adequate and appropriate liability insurance coverage protecting both the Borough and the licensee on an occurrence policy form covering all operations by or on behalf of the licensee with combined single limits not less than \$1,000,000 each occurrence or such higher limits as the borough reasonably finds necessary to provide for the risks posed by the licensee’s use of the premises.
8. **Surveys:** If the location of the planned use is indeterminate as to the relationship to adjoining private or public property, a survey may be required by at the applicant’s expense a professional land surveyor registered in the State of Alaska. **Site Plans:** A site plan may be requested depending on the use applied for. If required, a site plan must show all proposed improvements with distances to lot lines and existing structures; location of all utilities; and a drainage plan that includes elevations, grades and size of drainage structures and appurtenances.
10. **Construction Plans/Engineered Drawings:** Detailed plans and drawings may be requested depending on the complexity of the temporary use.
11. **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, 3437 Airport Way, Suite 206, 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.
12. **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.
13. **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.