



Fairbanks North Star Borough
Department of Community Planning
907 Terminal Street/P.O. Box 71267
Fairbanks, Alaska 99707-1267
(907) 459-1260
planning@fnsb.gov

For Office Use Only
Received By: _____
Receipt No.: _____
Sign #: _____
Date Submitted: _____

CONDITIONAL USE PERMIT APPLICATION

File #. _____

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

- FEES:**
- ☐ \$800 conditional use permit application fee
 - ☐ \$1,200 conditional use permits with supplementary regulations in FNSBC 18.96 fee
 - ☐ \$300 sign deposit
 - ☐ Child Care Center for 13 or more children (FY2027 fee waived)

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 (Lot, Block, Subdivision /TL, Sec, Township Range):	
Street Address:	Lot Size:
Parcel Account Numbers (PAN):	Zoning District:
Existing Use(s):	
Conditional Use Request Information:	
Proposed Use(s):	
Request Description and Reasons for the Request:	

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 (FNSBC 18.104.050(B)).

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.

CONDITIONAL USE PERMIT (CUP) INTAKE CHECKLIST

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

- ☐ Property description and address.
- ☐ Specific type of conditional use being requested as defined in FNSBC 18.04.010
- ☐ Property owner's signature or signed letter authorizing use of the property.

2. SITE PLAN- provide a legible site plan drawn to a verifiable scale (i.e. 1" = 10' or 1" = 20', etc.), with a north arrow and dimensions in feet that includes 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 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 rights-of-ways.
- ☐ Location and dimensions of all existing and proposed buildings and structures. Include any proposed additions. Label each building or structure as existing, proposed, or to be demolished/removed. Provide 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, clearly identifying which uses are included in the CUP and which are not included.
- ☐ 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 including clearance width of all gates; if applicable.

- ☐ 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, if applicable.
- ☐ 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. FLOOR PLANS- provide floor plans drawn to scale for each floor utilized. Label specific use of each portion of floor area and provide square footage for each type of use. If using a portion of a building, show how that portion of the building is separated from other portions (i.e. wall with person door, etc.).

4. NARRATIVE- provide a typed narrative that includes the following (*for items that do not apply, please include and note as "not applicable" in the narrative*):

- ☐ 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 customers, deliveries, security, visitors, etc.
- ☐ Hours of operation
- ☐ Activities occurring on the site on a daily, weekly, monthly, periodic, seasonal, occasional and annual basis
- ☐ Phases of development

- ☐ 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
- ☐ Energy source serving the proposed use
- ☐ Water source serving the proposed use
- ☐ Method of sewage disposal and/or wastewater management for the proposed use
- ☐ Other public utilities and services to serve the proposed use such as garbage, communications, fire protection, police, etc.

5. NARRATIVE- address and demonstrate conformance with conditional use approval criteria below 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:***

- ☐ ***Whether or not the proposed conditional use conforms to the intent and purpose of this title and of other ordinances and state statutes;***
- ☐ ***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;***
- ☐ ***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. For questions about the CUP application requirements, public hearing process and timelines, or other concerns please 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.

*Please note, at any time you may request to review the documents contained in any open case file prior to final action.

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 **\$300.00** (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 #2f.

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

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

FILE/CASE # _____

SIGN DEPOSIT

Sign # _____
(if required)

DATE Prepared: _____

Prepared By: _____
Fairbanks North Star Borough

Contact Phone #: _____

RECEIPT Number: _____

Contact Email: _____

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: _____

APPLICANT SIGNATURE: _____ DATE: _____

IF SIGN IS LOST, STOLEN, OR DAMAGED THE APPLICANT IS RESPONSIBLE FOR THE ENTIRE COST OF A REPLACEMENT

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 _____

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