



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.: _____

Date Submitted: _____

APPLICATION FOR ZONE LOT AFFIDAVIT

ZONE LOT

File No. _____
(For Office Use Only)

Fee: \$75 *****FEES ARE NON-REFUNDABLE*****

*Applicant		Applicant (if applicable)	
Contact Name(s):		Contact Name(s):	
Business Name:		Business Name:	
Mailing Address(es):		Mailing Address(es):	
City, State Zip:		City, State Zip:	
Phone:	Cell:	Phone:	Cell:
E-mail:		E-mail:	

Property Information:
Property Account Numbers (PAN):
Property Descriptions (Lot, Block, Subdivision / TL, Sec, Township Range):
Zoning District Designations:
Briefly describe why a zone lot is needed:

Pursuant to the 'applicant(s)' for this application and affidavit shall be (Please check all that apply):

☐

Property Owner

☐

Holder of Option to Purchase

☐

Contract Purchaser

☐

Possess a Substantial Proprietary Interest in the Property

APPLICANT SIGNATURE: _____

DATE: _____

APPLICANT SIGNATURE: _____

DATE: _____

☐

I have attached a site plan indicating which lots are to be used as a zoning lot.

☐

I have attached a complete and notarized zone lot affidavit for each property owner.

*If 'applicant' is not the owner, the written consent of the owner is required; if there is more than one property owner, the written consent of all property owners shall be provided (e.g. letter signed by all property owners).

ZONING LOT AFFIDAVIT TO ENCUMBER LOTS FOR FAIRBANKS NORTH STAR BOROUGH
FAIRBANKS RECORDING DISTRICT

STATE OF ALASKA)
) SS.
FOURTH JUDICIAL DISTRICT)

I, _____, being first duly sworn, depose and state that:

1. I understand that a zoning lot is necessary because (action that creates need for zoning lot):
☐ To meet setback or lot size requirements ☐ Adjacent lot(s) developed with accessory uses or structures
☐ Structure is on the lot line ☐ Other: _____
2. I am the owner of (address) _____.
Property Description _____ PAN # _____ is developed
with (use of property) _____;
Property Description _____ PAN # _____ is developed
with (use of property) _____;
Property Description _____ PAN # _____ is developed
with (use of property) _____;
Property Description _____ PAN # _____ is developed
with (use of property) _____.
3. If I am not the owner, I am authorized to represent _____ and
have provided the documentation to verify that authority.
4. I wish to use Lots _____ as a zoning lot in the Fairbanks Recording District.
5. I understand this action encumbers lots together as one lot.
6. I understand that I will not be able to separate said lots until the necessity for the zone lot is resolved.
7. This document is null and void when zoning regulations have been complied with or when the necessary
action have been taken to provide for #1.
8. I understand that this document will be returned to the Fairbanks North Star Borough Community
Planning Department for approval and recording at the Alaska Department of Natural Resources
Recorder's Office and I am responsible for all applicable recording fees.

Approved By:

Date Approved:

INVALID WITHOUT CP APPROVAL

Signature _____

Printed Name _____

Return Address _____

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day
of _____, 20 _____.

Notary Public in and for Alaska

Commission Expires: _____

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.



Fairbanks North Star Borough

COMMUNITY PLANNING

Administrative Division

planning@fnsb.gov

Main: (907) 459-1260

Fax: (907) 459-1255

ADMINISTRATIVE POLICY

TO: Department of Community Planning Staff

FROM: Kellen D. Spillman
Community Planning Director

DATE: July 5, 2023

SUBJECT: Zoning Lot Policy

NUMBER: CP Policy 5.03

Statement

This zoning lot policy updates and continues the previous policy as adopted November 17, 2005. An update of this policy is necessary due to the Assembly approving a fee and application process for these actions starting FY23.

Goal

To make slight revisions to the 2005 Zoning Lot Policy and continue a consistent and predictable administration of zoning lots that are trackable and recorded with each parcel.

Rationale

FNSBC 18 has included a provision for "zoning lot(s)" since the original adoption in 1988. A specific policy is necessary to ensure that when a zoning lot action is initiated it is treated consistently and that this action is trackable for future zoning, subdivision, or real estate actions. Below is the definition of a "zoning lot":

"Lot, zoning" means a parcel or contiguous parcels of land designated by its owner or developer as a tract to be used, developed or built upon as a unit under single ownership or control. A "zoning lot" may or may not coincide with a "lot."¹

¹ FNSBC18.04.010

General Policy

It is the policy of the FNSB Community Planning Department, as permitted in FNSBC 18, to allow an owner or developer to create a "zoning lot" and to combine two or more parcels together for planning and zoning purposes. The zoning lot process would allow the development of two or more parcels without requiring an owner or development to initiate a Title 17 replat process to dissolve parcel lines. The platting process need not be initiated at the time that a zoning lot is created.

Specific Policy

A property owner or representative of a property owner must complete the Community Planning application, zoning lot affidavit, and pay the applicable fee to initiate a zoning lot action.

To qualify for this action all parcels must be:

- 1) Contiguous parcels
- 2) Under common ownership
- 3) Within the same zoning district
- 4) Joining the parcels together must be necessary to comply with a planning and zoning regulation

The Department will review each application for Title 18 standards and sign each affidavit prior to recording with the District Recorder's Office. A recorded affidavit without Community Planning approval is invalid.

The applicant for a zoning action that involves the creation of a zoning lot must execute an affidavit signed by all owners of interest in the property that states that the proposed zoning lot:

1. Does not constitute a subdivision as defined by FNSB Title 17.
2. Comprises a single lot for only planning and zoning purposes.

The Community Planning Department will record this affidavit in the District Recorder's Office and pay the fee. After recording, a zoning permit will be issued to the applicant with the recorded affidavit attached. This will document in the FNSB permitting system the existence of a zoning lot affidavit.

If the applicant and the Department determines that the zoning lot is no longer required, the applicant/owner shall file an application and pay the necessary fee with the Department to record a second affidavit that confirms, for title clearance purposes, that the zoning lot affidavit is no longer in effect.