



**Fairbanks North Star Borough
Department of Community Planning**

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planning@fnsb.gov

For Office Use Only

Received By: _____

Receipt No.: _____

Sign #: _____

Date Submitted: _____

HIGHWAY VARIANCE APPLICATION

File #. _____

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

FEES: ☐ \$1,000 variance application*
☐ \$300 sign deposit

***No fee for highway project variance requested by private property owners, if AKDOT & PF did not fulfill their statutory responsibility of obtaining a variance.**

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):	
Site Address:	Lot Size:
Parcel Account Numbers (PAN):	Zoning District:
Existing Use(s):	

Variance Request Information:	
Variance Type:	☐ Setback ☐ Lot Size ☐ Other: _____
Amount of ROW Acquired:	☐ Square Feet: _____ ☐ Acres: _____
Setback Request:	
☐ Front: _____ ☐ Rear: _____ ☐ Side: N / S / E / W _____ ☐ Side: N / S / E / W _____	
Lot Size Request	
Zoning District Lot Size Minimum: _____ Current/Proposed Lot Size: _____	
Request Description and amount of variance requested:	
Reasons for variance request:	

Please include any information regarding the applicability of reasonable accommodations for a person having a disability pursuant to FNSBC 18.12.030.

APPLICANT SIGNATURE: _____ DATE: _____

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.

HIGHWAY VARIANCE REQUIRED APPLICATION CHECKLIST

Please submit the required documentation listed below. Applications will not be scheduled for a Planning Commission meeting agenda until all of these items have been submitted and the application has been deemed complete by staff.

1. **Provide** a detailed written narrative that addresses the following criteria:

I. **FNSBC 18.104.070 (B)(3)**

- e. Amount of right-of-way take from the subject lot
- f. Amount remaining to the subject lot after right-of-way take

II **FNSBC 18.104.070 (B)(2)**

- a. Whether special conditions exist which are peculiar to the property involved and which are not applicable to other property in the same zoning district, and
- b. Whether strict interpretation of this title would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district;

III. **FNSBC 18.104.070 (D)**

- 1. Whether the proposed variance conforms to the intent and purpose of this title and of other ordinances and Alaska Statutes;
- 2. Whether the denial of the proposed variance will deprive the property owner of the use of the property in a manner similar to the use permitted to be made by the owners of property in the immediate area; and
- 3. Whether the proposed variance will adversely affect the public health, safety, and welfare, traffic or parking conditions or increase the danger of fire.

IV. **AS 29.40.040** (b) *A variance from a land use regulation adopted under this section may not be granted if*

- (1) *special conditions that require the variance are caused by the person seeking the variance;*
- (2) *the variance will permit a land use in a district in which that use is prohibited; or*
- (3) *the variance is sought solely to relieve pecuniary hardship or inconvenience.*

2. **Provide** a Mortgage Location Survey or Site Plan drawn to scale which illustrate:

I. **FNSBC 18.104.070 (B)(3)(d)**

- i. The subject property and its area and dimensions, both before and after the right of way take.
- ii. The location of all structures before and after right-of-way take.
- iii. The distances of all structures from all property lines, including old and new right-of-way lines (see applicable site plan guidelines document).

3. **Attach a letter from Alaska Department of Environmental Conservation specific to each lot, with conditions, if applicable, regarding development suitability pursuant to 18.104.070.B.3(g).**

4. **Complete** the *Public Notice Sign Posting Affidavit*. The form is included in the application packet.

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



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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Post By: _____ **Date** _____

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.

STATE OF ALASKA)
) ss.
FOURTH JUDICIAL DISTRICT)

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 #2 f.

Signature

(Print Name and Address of Affiant)

Notary Public in and for Alaska

Commission Expires