



Fairbanks North Star Borough Department of Community Planning

P.O. Box 71267
Fairbanks, Alaska 99707-1267
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planning@co.fairbanks.ak.us

PUBLIC HEARING APPLICATION

File No. _____

Application is for Rezone (\$400) Variance (\$250) Conditional Use Approval (\$250)

Property Owner:	Owner's Representative (if any):
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

Property Information:	
Legal Description:	
Street Address:	Size: <input type="checkbox"/> acres <input type="checkbox"/> square feet
Parcel Account Numbers (PAN):	
Existing Zone:	Existing Use:
Existing Water/Wastewater Providers: <input type="checkbox"/> Private <input type="checkbox"/> Public: _____ (name of provider)	
<i>For Rezones:</i> Proposed Zone:	<i>For Variances:</i> <input type="checkbox"/> Lot Size <input type="checkbox"/> Setback <input type="checkbox"/> Parking <input type="checkbox"/> Other: _____
<i>For Conditional Uses:</i> Requested Use:	Description:

I hereby certify that (I am) (I am authorized to act for) the owner of the property. I understand that payment of the application fee helps to cover the costs associated with processing this application, and that payment of the fee does not assure approval of the application.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE (if different): _____ DATE: _____

Received By:	Fee:	Receipt No.	Proposed Meeting Date:	Sign Issued?
Date:				<input type="checkbox"/> Yes Sign #: _____

SUBMITTALS

The following submittals are required for each type of application. Your application will not be assigned to a Planning Commission meeting agenda until these items have been submitted and have been accepted as satisfactory.

REZONE:

① Attach a *written narrative* that:

- Explains why the existing zone is unsatisfactory and state the advantages of rezoning the property.
- Shows that the rezone conforms to the FNSB Regional Comprehensive Plan. It would be helpful to your case to review the Plan goals, strategies and actions that would be furthered by the proposed rezone and to include them in the narrative. Copies of the Regional Comprehensive Plan are available at the Department of Community Planning or online at www.co.fairbanks.ak.us/CommunityPlanning/default.htm.

② Complete the *Public Notice Sign Posting Affidavit*. The form is included in this application packet.

VARIANCE:

① Attach a *written narrative* that answers the following questions:

- Is the variance the minimum necessary to develop the property?
- How is the hardship involved in developing the property not of your own making?
- What are the special circumstances or conditions that apply to your property but do not apply to other properties in the same general area?
- How does the strict application of the numerical standard (setback distance, lot size, etc.) deprive you of rights commonly enjoyed by other properties in the same general area?

② Attach a *site plan* drawn to scale that depicts the subject property, including its dimensions and the location and size of all existing and proposed buildings and structures. If applicable, include the location of all existing and proposed curb cuts, driveways, off-street parking spaces and loading areas, traffic circulation patterns, street and right-of-way width, sidewalks, landscaping, screening, open space areas, signage, lighting and other related matters (see the example site plan included with this application).

③ Complete the *Public Notice Sign Posting Affidavit*. The form is included in this application packet.

CONDITIONAL USE APPROVAL:

① Attach a *written narrative* that:

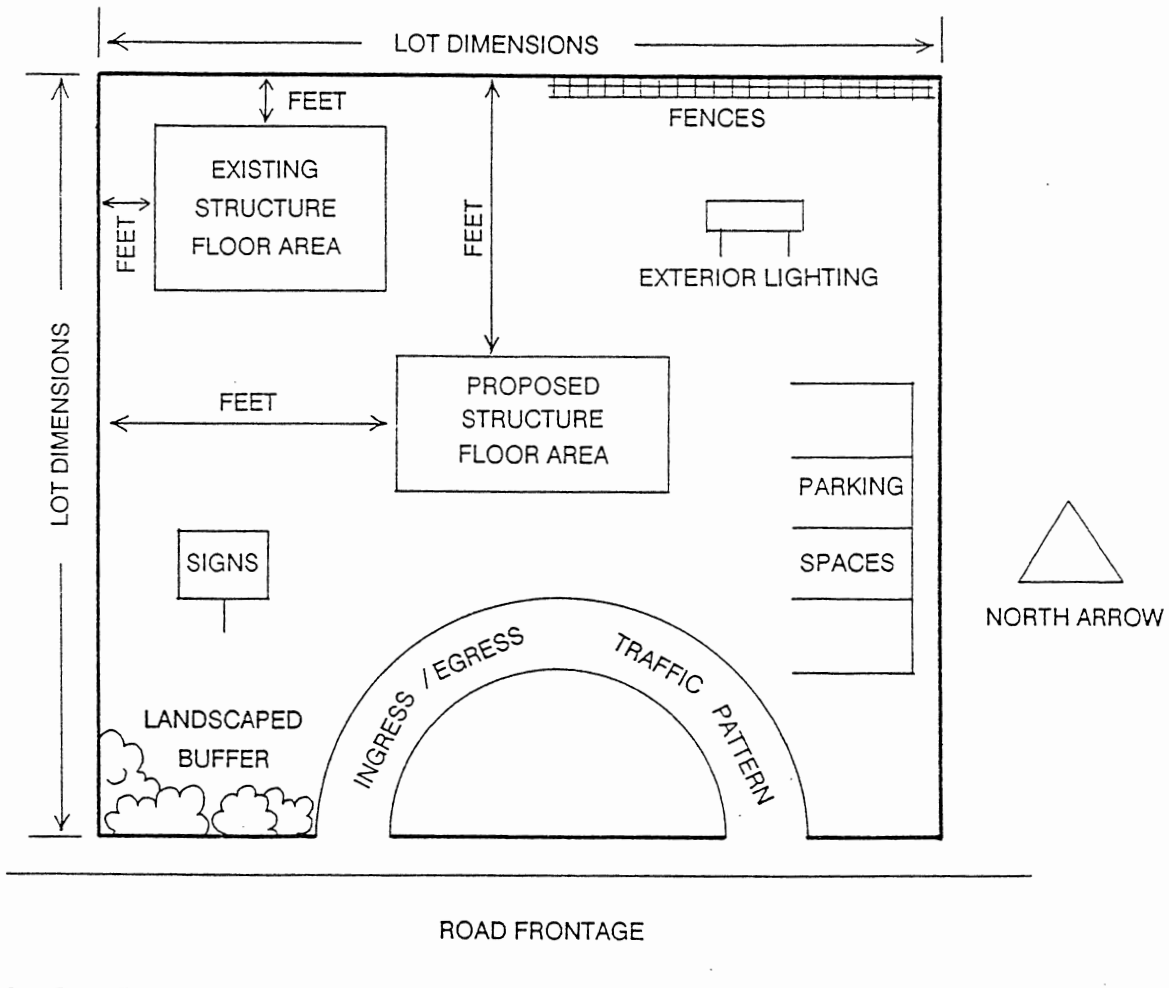
- Describes the reasons for requesting the conditional use approval. Explain in detail what you propose to do. Include characteristics such as operating hours, number of employees, capacity of facility, etc.

② Attach a *site plan* drawn to scale that depicts the subject property, including its dimensions and the location and size of all existing and proposed buildings and structures. If applicable, include the location of all existing and proposed curb cuts, driveways, off-street parking spaces and loading areas, traffic circulation patterns, street and right-of-way width, sidewalks, landscaping, screening, open space areas, signage, lighting and other related matters (see the example site plan included with this application).

③ Complete the *Public Notice Sign Posting Affidavit*. The form is included in this application packet.

SITE PLAN EXAMPLE

This site plan is an example of the types of information you should provide as part of your rezone, variance, or conditional use application.



REFERENCES:

- FNSB Title 18 (Zoning Code):
www.co.fairbanks.ak.us/Assembly/CodeofOrdinance.htm
- Community Planning Information:
www.co.fairbanks.ak.us/CommunityPlanning/default.htm
(includes a link to the Regional Comprehensive Plan)

PUBLIC NOTICE SIGN POSTING AFFIDAVIT

STATE OF ALASKA)
) ss.
FOURTH JUDICIAL DISTRICT)

Instructions:
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 below). 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.

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 roads 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 \$150.00 (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.

Post By: _____
Date

Signature

(name and Address of Affiant)

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

Notary Public in and for Alaska

Commission Expires

DATE Prepared: _____

Prepared By: _____
Fairbanks North Star Borough

RECEIPT Number: _____

PAID By: Cash CHECK # _____

If cash name and address for refund: _____

Sign Condition when released to applicant
New Fair Damaged
Describe _____

Applicant Initial _____

Sign Returned: Date: _____ Initiate Refund: YES NO
Approved by: _____
Additional Damage Yes No Partial Refund Yes \$ _____
Describe _____ Applicant Initial _____