



**Fairbanks North Star Borough**  
**Community Planning/Emergency Operations**  
 907 Terminal Street/P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260 Fax: (907) 205-5169  
 address@fnsb.us

For Office Use Only Received By: _____ Date Submitted: _____
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## STREET ADDRESS REQUEST

REQUEST TYPE:  New Street Address  New Construction  Review of Street Address (per FNSB 21.05.070)  
 Verify Street Address  Correction of Street Address

Applicant:	Property Owner:
Contact Name:	Name:
Mailing Address:	Mailing Address:
City, State Zip:	City, State Zip:
Contact Phone #:	Contact Phone #:
E-mail:	E-mail:

Property Information:	
Property Account Numbers (PAN):	Access Street:
Property Description: (Subdivision/TL – Block # – Lot #)	
Existing Site Address (if any):	
Comments (sub-address info, etc.):	

### INSTRUCTIONS

- 1) Complete the Applicant, Property Owner, and Property Information sections above.
- 2) Attach an Addressing Site Plan.

### Submittal Requirements (See example Addressing Site Plans page attached)

- Building perimeter (marked with a box for each building)
- Access location from the road (marked with X)
- Building entrance (marked with X)(if building has 1 entrance & multiple units, show main entrance & unit entrances)
- Driveway (draw single line)
- Road centerlines
- Lot lines
- Scale

Scan and email to [address@fnsb.us](mailto:address@fnsb.us) or FAX to 907.205.5169 or drop off at the Community Planning Dept. An address assignment letter will be issued or we will notify you of application deficiencies within 5 business days.

I certify that  (I am)  (I am authorized to act for) the owner of the property.  
 I have attached a detailed site plan, drawn to scale and to the standards above.  
 I certify that the information included in this application is to the best of my knowledge true and complete.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For Internal Use Only				
Planning Review:	Zoning Permit:	Flood Permit:	Driveway Permit:	Comments:
	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Required	
	<input type="checkbox"/> Issued	<input type="checkbox"/> Issued	<input type="checkbox"/> Issued	

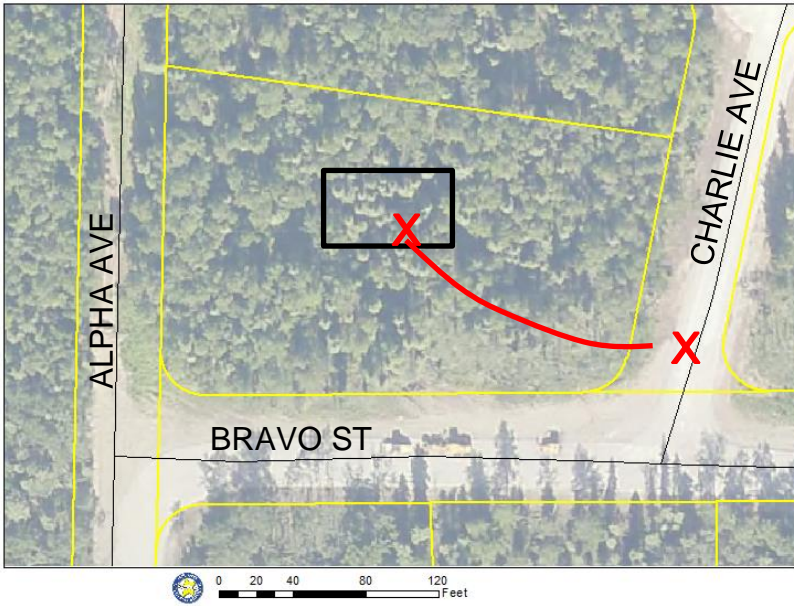
## Street Addressing Information

- *Assignment of addresses does not grant or deny legal or physical access to a property. It is the owner's sole responsibility to establish legal and physical access to their property (FNSBC 21.05.060).*
- *Assignment of an address will be based on information provided by the owner or the owner's representative in this application and associated site plan. If access to the structure changes significantly (e.g. a new driveway access is constructed off a different named road) or the access point moves by more than 16.5 feet the owner shall initiate an address correction application. If the owner does not initiate a correction, the FNSB may initiate a correction (FNSBC 21.05).*
- *The property owners or occupants of the dwelling unit or commercial unit who have been assigned a street address have the responsibility to obtain and display in a prominent manner the correct numeric characters corresponding to the assigned address in accordance with the following:*
  1. *The characters shall be a minimum of 2.5 inches in height and made of durable and clearly visible materials which provide a distinct contrast to the background on which the numbers are posted in night and day conditions. Reflective backgrounds are preferred.*
  2. *The street address sign(s) shall be placed at conspicuous locations which are visible from the thoroughfare that the assigned street address references. Where the structure is not visible from the thoroughfare, the street address sign shall be placed at the intersection of the driveway and the named road providing access. If necessary to prevent confusion, additional street address sign(s) may be placed at forks along the access road and near the entrance to the structure. (FNSBC 21.05.050 D)*
- *Residential or commercial structures with three (3) or more dwelling units or commercial units shall be assigned one street address with associated sub-address for each separate dwelling or commercial unit designation. (FNSBC 21.05.050 C.7)*

### **Notes regarding new construction:**

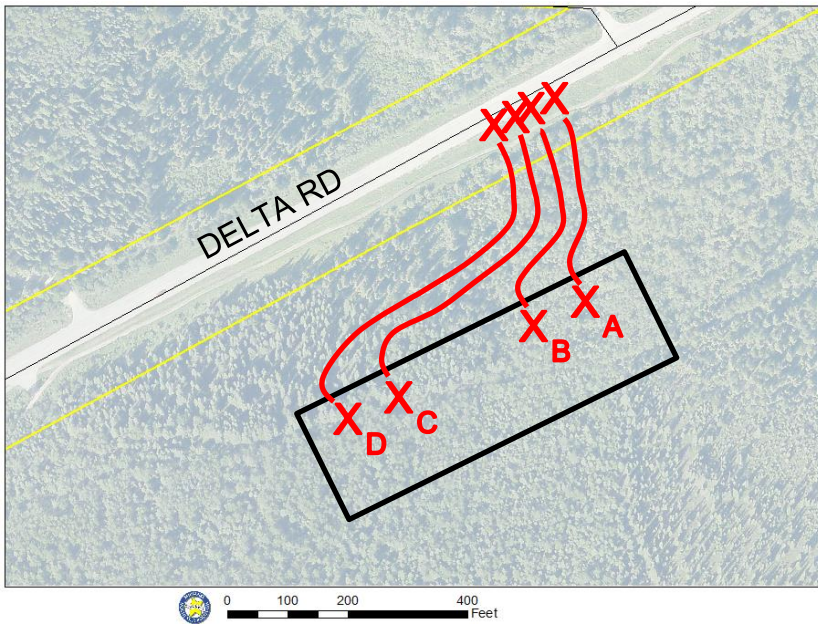
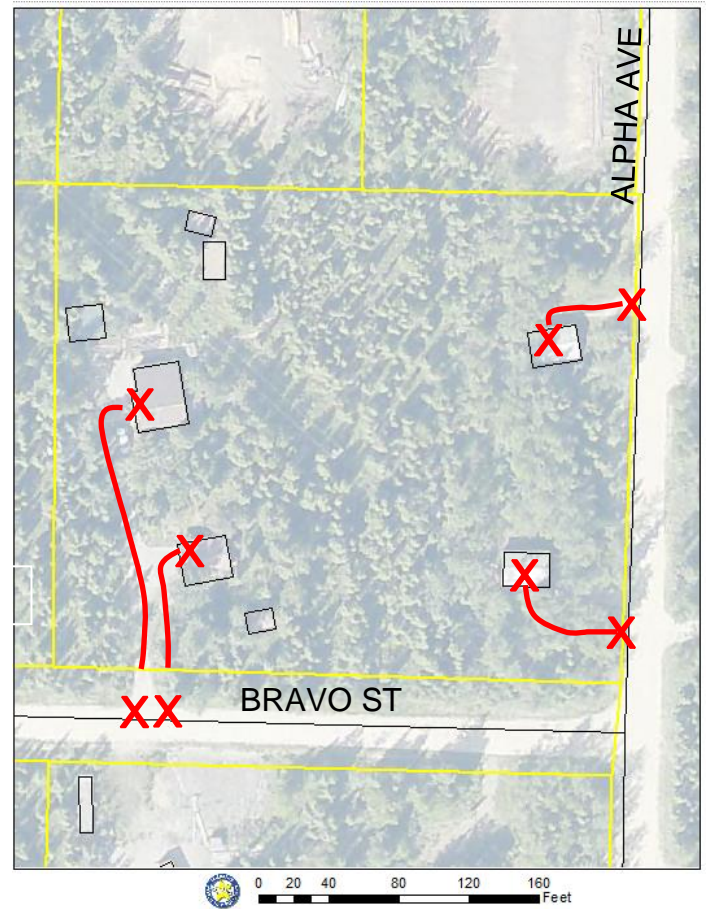
- Any change of use in any zone other than GU-1 requires a Zoning Permit Application.*
- Any new construction, substantially improved structure, or development in a special flood hazard area requires a Floodplain Permit.*
- Any new or changed driveway in a Road Service Area requires a Driveway Permit Application.*
- Any new or changed driveway onto DOT&PF, City of Fairbanks, or City of North Pole roads requires a driveway permit from the applicable entity.*

# EXAMPLE STREET ADDRESS SITE PLANS



← Simple Single Address

One Lot, Multiple Structures →



← One Structure with multiple Sub-Addresses, owner prefers A, B, C, D