



**Fairbanks North Star Borough**  
**Department of Community Planning**  
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 planning@fnsb.us

For Office Use Only  
 Received By: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**APPLICATION FOR AFFIRMATIVE  
 RECOGNITION OF GRANDFATHER RIGHTS  
 STRUCTURE/SETBACK**

File No. \_\_\_\_\_ Fee: \$25

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:	
Street Address:	Existing Use(s):
Parcel Account Numbers (PAN):	Zoning District:
Date structure was created, if known:	
Briefly describe non-conformity as it relates to structure/setback(s):	

If grandfather rights for the structure setback are not affirmed, I am requesting consideration of Amnesty Relief if I qualify under FNSBC 18.116.030 eligibility criteria and I agree to pay the additional fee of \$25 (staff decision) or \$175 (Administrative Hearing) as applicable.

I certify that the information included in this application is to the best of my knowledge true and correct. I understand the determination is appealable to the Planning Commission. The Planning Commission's decision is then appealable to the Board of Adjustment.

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 pursuant to FNSBC 18.108.030(A).

Please send my Notice of Decision by the following:  mail  email



## SUBMITTALS

The following submittals are required to describe the nonconforming building(s) or structure(s):

### NONCONFORMING STRUCTURE:

1. Provide a *written narrative* that may address any of the following:
  - a. When was the structure built?
  - b. Following initial construction, was an addition ever added? If so, when and where?
  - c. Was the structure ever damaged? If so,
    - When and to what extent? and
    - How long before rebuild or repairs?
  - d. What is the current use of the structure? and
    - Has the structure always been used in this manner?
2. Attach a mortgage location survey or a *site plan* **drawn to scale** that depicts the subject property, including:
  - a. Scale at which site plan is drawn (for example 1"= 20')
  - b. North arrow
  - c. All property lines and their dimensions
  - d. Location, type (i.e. house, garage, shop, shed, carport etc.) and dimensions of all existing structures. Label all structures and additions with the date of construction
  - e. Location, type and dimensions of any proposed structures and/or additions
  - f. Setback distances of all existing and proposed structures and/or additions from all property lines, except in General Use (GU) zones
  - g. Names of adjacent roads
  - h. Existing and/or proposed driveways
  - i. Floor plan, if applicable to the non-conforming structure
3. Sign the *Affirmative Recognition of Grandfather Rights Affidavit* form included in this application packet.

**Items which may accompany either the Grandfather Rights and/or the Amnesty Relief application can include, but are not limited to:**

- |  |  |
|--|--|
| <input type="checkbox"/> Power of Attorney Documentation                                   | <input type="checkbox"/> Utility Bills                   |
| <input type="checkbox"/> FNSB Assessing Department Records                                 | <input type="checkbox"/> Affidavits                      |
| <input type="checkbox"/> Certified Plot Plans  | <input type="checkbox"/> Building Permits                |
| <input type="checkbox"/> Deeds   | <input type="checkbox"/> Photographs, Imagery            |
| <input type="checkbox"/> Receipts, (i.e. Construction, Rental Records, Retail Sales, etc.) | <input type="checkbox"/> Other Records and Documentation |

## AMNESTY RELIEF

For a complete Amnesty Relief application, the applicant must provide:

1. A written narrative explaining in detail how all of the amnesty relief criteria in FNSBC 18.116.030 are met for the violation, including:

### FNSBC 18.116.030

#### The Violation:

- Existed as of July 21, 2010; and
- Was not intentional or willful\*\*; and
- Does not pose a danger to the public health, safety and welfare of Borough residents; and
- Is not greater than 75% of the required setback and will not result in a setback of less than 5 feet; or is not greater than 75% of the required (lot) area; and
- The building or lot complies with all other FNSBC platting and zoning requirements, including use.

**\*\* Violations that are less than 50% of the required size, area or distance are presumed to be in good faith and can be processed by staff without an administrative hearing.**

2. Provide a mortgage location survey or a *site plan* **drawn to scale** that depicts the subject property, including:
  - a. Scale at which site plan is drawn (for example 1"= 20')
  - b. North arrow
  - c. All property lines and their dimensions
  - d. Location, type (i.e. house, garage, shop, shed, carport etc.) and dimensions of all existing structures. Label all structures and additions with the date of construction
  - e. Location, type and dimensions of any proposed structures and/or additions
  - f. Setback distances of all existing and proposed structures and/or additions from all property lines, except in the General Use (GU) zones
  - g. Names of adjacent roads
  - h. Existing and/or proposed driveways
  - i. Floor plan, if applicable to the non-conforming use
3. If Amnesty Relief is being sought, provide an Amnesty Relief Affidavit.







