



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

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

**APPLICATION FOR AFFIRMATIVE  
 RECOGNITION OF GRANDFATHER RIGHTS  
 USE**

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 Use was created, if known:	
Briefly describe non-conformity as it relates to use:	

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 and this decision is 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 use(s):

### NONCONFORMING USE:

1. Provide a *written narrative* that addresses the following:
  - a. When did the use begin?
  - b. Has the use ever changed or been altered? If so,
    - What was the prior use? and
    - What is the new use?
    - How did it change? and
    - When did it change?
  - c. Has the use ever been discontinued? If so, when and for how long?
  - d. Has the use intensified or been expanded? If so,
    - When and how was the use expanded or intensified? and
    - For what period of time did this occur?
  - e. Have any modifications or alterations been made on the property to accommodate the use? If so,
    - what was modified or altered? And
    - when was it modified or altered?
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 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. 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 |

**AFFIRMATIVE RECOGNITION OF**  
**GRANDFATHER RIGHTS AFFIDAVIT**

STATE OF ALASKA )  
 ) ss.  
FOURTH JUDICIAL DISTRICT )

I, \_\_\_\_\_ being duly sworn, under penalty of perjury, depose and state that:

1. I have submitted the attached application for Affirmative Recognition of Grandfather Rights (GR\_\_\_\_\_) for a nonconforming use of \_\_\_\_\_.
2. The information submitted in this application and supporting materials is, to the best of my knowledge, true and complete.
3. I have first-hand knowledge that this property has Grandfather Rights, specifically:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
4. I understand that the decision is appealable in accordance with 18.108.030 C
5. I understand Grandfather Rights, if affirmed, are subject to restrictions outlined in 18.108.

\_\_\_\_\_  
*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 Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Fairbanks North Star Borough

