



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

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

**MARIJUANA FACILITY  
ZONING PERMIT APPLICATION**

FEES:  \$250 verification of sensitive use buffers

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

Property Information:	
Property Description:	
Situs Address:	Lot Size: <input type="checkbox"/> acres <input type="checkbox"/> square feet
Parcel Account Numbers (PAN):	Existing Zone:
Existing Use & Structures:	

Proposed Use/Construction:		
Description of proposed use:		
Include number of employees, seating capacity, net office or sales area (sq. ft.)		
Size of existing construction in square feet:	Size of proposed construction in square feet:	Building height/number of stories:

I have attached a detailed site plan drawn to scale and to the standards of the Commercial/Industrial Site Plan guidelines.

I certify that the information included in this application is to the best of my knowledge true and complete.

**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 18.104.040(B).

I understand that the Zoning Permit is appealable and that said appeal must be submitted and perfected within 15 days of the date of the decision in accordance with FNSBC 18.104.090.

I can be notified of the decision at the above  (phone number)  (address)  (e-mail).

The 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.



# **COMMERCIAL MARIJUANA FACILITY ZONING PERMIT INTAKE CHECKLIST**

**1. A completed zoning permit application form including all of the following information:**

- Property description and address
- Total (maximum) number of employees working on the site, including full and part-time, temporary and seasonal
- Property owner's signature or signed letter authorizing use of the property for a commercial marijuana facility

**2. A site plan drawn to a verifiable scale with north arrow and dimensions in feet (i.e. 1" = 10' or 1" = 20', etc.), including all of the following information:**

**More than one site plan of different scales may be used to illustrate the site.**

- Location and dimensions of property lines
- Name of the access road and any other roads adjacent to the property lines
- Location and dimensions of all existing and proposed buildings and structures (including additions) such as greenhouses, barns, offices, employee washrooms/restrooms, sheds, carports, etc. Label as existing or proposed
- In the Light Commercial (LC) zone, list the height of all buildings
- Uses of all existing and proposed buildings and structures, portions of buildings, and areas of the property, such as residence, barn, storage, land in crops, etc.
- Setback distances of all existing and proposed buildings and structures from property lines, except in the General Use (GU) zones
- Location and dimensions of all existing and proposed signage, except in GU zones
- If adjacent to residentially zoned property, show the location of all outdoor lighting

- Location, type and depth of surface material and dimensions of existing and proposed driveways. *A driveway permit may be needed if accessing a Road Service Area (RSA) road or AKDOT&PF permitted right-of-way (ROW) or if located within city limits.*
- Location, type and depth of surface material and dimensions of off-street parking spaces, except in the GU zones. Off-street parking spaces are required to be at least 9' by 18', with sufficient back-up and maneuvering area such that all back-up and maneuvering actions occur on the site (*FNSBC 18.96.060*). Label parking spaces with dimensions.
- Location, type and depth of surface material and dimensions of loading areas. This requirement does not apply in the GU zones.
- Location, type and depth of surface material and dimensions of all traffic circulation areas, except in the GU zones. Show drive aisles, backing and maneuvering areas and all areas where motor vehicles will travel on the site.
- Show any obstructions located within the parking and vehicle maneuvering areas, such as a wall, post, guard rail, or other obstruction, except in GU zones.
- Demonstrate compliance with Marijuana Facility Standards listed in *FNSBC 18.96.030*.

### **3. OTHER REQUIRED INFORMATION:**

- Provide a floor plan drawn to scale. This requirement does not apply in GU zones unless using only a portion of a building. If using a portion of a building, show how portions of building are separated (i.e. fire wall with person door, etc.). Label with dimensions, square footage and specific use of each floor area used for:
  - Production activities such as cultivation, drying, processing, manufacturing, retail sales, etc.
  - Non-production activities such as storage, employee areas such as locker room, break room, rest rooms, and stairs or hallways, etc.
- Provide a map showing all lots and parcels within 500 feet of the subject property to be utilized as a marijuana facility. Label all specific land uses located on each property including the subject property such as dwelling, restaurant, church, retail store, etc. The land uses on each property may be listed by tax lot on a separate sheet.

- Provide total square footage of all areas to be used for the marijuana facility, including the location and square footage of portions of existing and proposed buildings/structures and land in cultivation.
  
- For a marijuana manufacturing facility, provide information on the type of manufacturing and a list of the chemicals utilized in manufacturing operations.

***Additional information may be required beyond the items listed above. All of the above permit submittal requirements may not be required if locating in a separate unit in a multi-unit building such as a strip-mall. Contact the Community Planning Department located on the second floor of the Juanita Helms Administrative Center at 907 Terminal Street or call 907-459-1260 for specific requirements.***