Fairbanks North Star Borough
Department of Community Planning
907 Terminal Street/P.O. Box 71267
Fairbanks, Alaska 99707-1267
(907) 459-1260 Fax: (907) 459-1255
planning@fnsb.us

For Office Use Only
Received By: _____
Date Submitted:

RESIDENTIAL (1-2 UNITS) & RESIDENTIAL ACCESSORY STRUCTURES ZONING PERMIT APPLICATION

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: ❒ acres ❒ square feet
Parcel Account Numbers (PAN):	Existing Zone:
Existing Use & Structures:	

Proposed Use/Construction:		
Description of proposed residential use:		
Number of existing dwelling units:	Number of proposed dwelling units:	Total Number of dwelling units:
Size of existing construction in square feet:	Size of proposed construction in square feet:	Building height and number of stories:

Please include any information regarding the applicability of reasonable accommodations for a person having a disability pursuant to FNSBC 18.12.030.

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 of the Residential Site Plan guidelines attached.
I certify that the information included in this application is to the best of my knowledge true and complete.

APPLICANT SIGNATURE: _____ **DATE:** _____

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.

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How to Draw a Residential Site Plan

A site plan is a detailed drawing which depicts the current and proposed structures and uses of a parcel of land. Site plans must be drawn to scale and are required for all zoning permits.

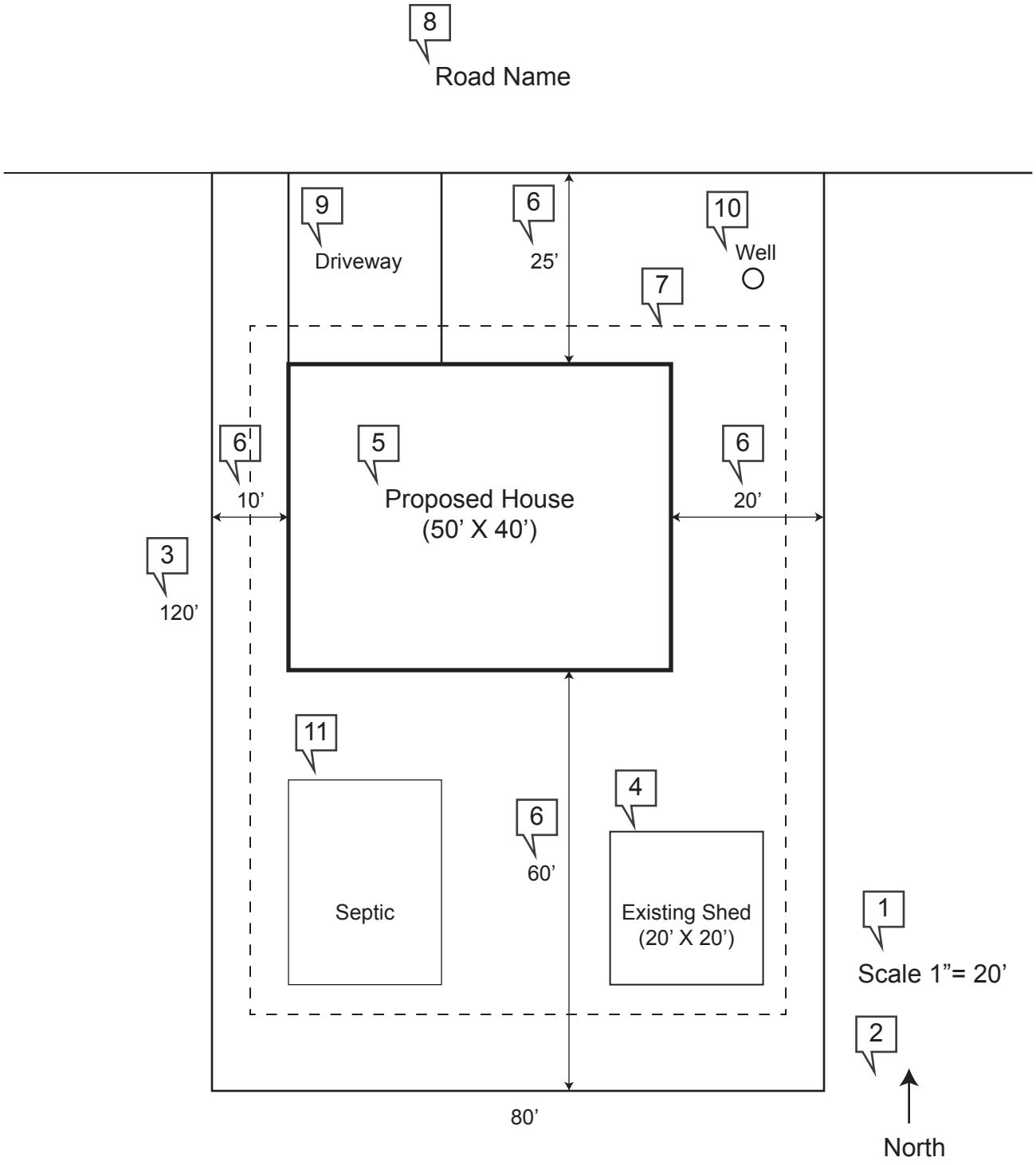
Drawing your own site plan is easier than you might expect. A site plan need not be professionally prepared and can be hand drawn. With a little work, you can draw an acceptable site plan for your project, if all information required on this guideline document is included. However, depending on the size, scope and complexity of the project you may need to obtain professional expertise. You may also submit multiple drawings at different scales.

A Residential Site Plan must include the following information:

(See the Key Numbers on the Example Site Plan on reverse)

1. Scale at which site plan is drawn (for example 1”= 20’)
2. North arrow
3. All property lines and their dimensions
4. Location, type (i.e. house, garage, shop, shed, carport etc.) and dimensions of all existing structures
5. Location, type and dimensions of all proposed structures and/or additions
6. Setback distances of all proposed structures and/or additions to all property lines, except in the General Use (GU) zones
7. Buildable area of the lot inside required setbacks (only required if the proposed structures and/or additions are within five feet from the required setback line)
8. Names of adjacent roads
9. Existing and/or proposed driveways
10. Well location (optional)
11. Septic location (optional)

These site plan requirements are applicable only for single-family residences, duplexes and their accessory structures.

Additional information may be required beyond the items listed above.

Example of a Residential Site Plan (see Key Numbers on reverse)