



**Fairbanks North Star Borough**  
P.O. Box 71267  
Fairbanks, Alaska 99707  
(907)459-1241 Phone  
(907) 459-1122 Fax  
land@fnsb.us

**APPLICATION FOR A LEASE**

**APPLICANT INFORMATION**

Name and mailing address of APPLICANT:

Name and mailing address of the AUTHORIZED SIGNER:

*(If different from applicant)*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Agency Name (if applicable) \_\_\_\_\_

Incorporated? Yes  No

Telephone: ( ) \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Fax No.: ( ) \_\_\_\_\_

AK Business License No. \_\_\_\_\_

Email: \_\_\_\_\_

Taxpayer I.D. #: \_\_\_\_\_

**PREMISES, TERM, AND REQUESTED USES**

Premises: Description of property requested.

For what purpose do you plan to use the property?

*(If a block and lot number do not exist, attach a drawing showing the location and all applicable dimensions)*

List all specific uses planned *(monitoring wells, utility installations, road work, special event, etc.)*

Block/Lot: \_\_\_\_\_ Subd: \_\_\_\_\_

\_\_\_\_\_

Tax Lot: \_\_\_\_\_ Sec: \_\_\_\_\_ T: \_\_\_\_\_ R: \_\_\_\_\_

\_\_\_\_\_

Term Requested: \_\_\_\_\_

\_\_\_\_\_

Desired Begin Date: \_\_\_\_\_

Desired Term (yrs): \_\_\_\_\_

**IMPROVEMENTS**

Do you plan to construct improvements on the premises? Yes  No

If yes, attach a site plan drawn to scale showing all dimensions. Describe purpose of proposed improvements (example):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated total value of proposed improvements when completed: \$ \_\_\_\_\_

Proposed construction dates: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Source of Funding: Grant:  Other:

**BEFORE SUBMITTING THIS APPLICATION HAVE YOU:**

Provided all required documentation?

Signature: \_\_\_\_\_

Attached a site plan?

Attached an application fee?

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signed application?

**Note:** The Borough reserves the right to return incomplete applications or require additional information.

**FOR OFFICE USE ONLY**

New File No.: UA \_\_\_\_\_ Date entered into Issue Track: \_\_\_\_\_ Initials: \_\_\_\_\_

Acknowledgement Date: \_\_\_\_\_ By: Email  Letter

## INFORMATION FOR APPLICANTS

1. **“LEASE”** means an agreement granting exclusive possession or use of borough land for a specific period of time and in accordance with specific terms. *(25.10.030(A) Borough Code of Ordinances)*
2. **Fees:** All applications must be accompanied by a \$100 nonrefundable application fee, and \$500 processing fee. Checks must be made payable to “Fairbanks North Star Borough”. *(FNSB Approved User Fee Schedule)* Credit cards can only be accepted in person.
3. **Length of Term:** The term of the lease shall be based on the nature of the improvements to be made by the lessee and shall be long enough to allow for amortization of improvements made by the lessee, plus a period of not more than 10 years. A lease for a term in excess of 10 years shall be recorded. A lease may contain a provision granting the lessee of borough land the right to renew the lease. *(25.10.03(E) Borough Code of Ordinances)*
4. **Insurance Requirements:** The lessee will be required, at their expense, to obtain, maintain, and keep in force throughout the term of the lease adequate and appropriate liability insurance coverage protecting both the Borough and the lessee on an occurrence policy form covering all operations by or on behalf of the lessee with combined single limits not less than \$1,000,000 each occurrence or such higher limits as the borough reasonably finds necessary to provide for the risks posed by the lessee’s use of the premises.
5. **Bond:** If the borough determines that the lease use may cause damage to the borough land then the borough shall require the applicant to post a bond with the borough to ensure that the applicant restores the land to reasonably the same condition as it was in at the time the lease was executed. The bond will not be released until the user has complied with all conditions of the lease. *(25.10.060(D) Borough Code of Ordinances)*
6. **Public Notice:** If the borough determines that the proposed use may substantially affect the surrounding area, then the borough shall publish notice of the proposed lease. The notice shall include a description of the proposed lease, and notice of a two-week period during which the public comment on the proposed use will be accepted. If the borough receives substantial public comment adverse to the proposed use, then before issuing the lease the borough shall hold a public hearing on the proposed use before granting the Lease. *(25.10.060(B) Borough Code of Ordinances)*. FNSB 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.
7. **Surveys:** The mayor may require a proposed lessee to cause the borough land to be surveyed at the proposed lessee’s own expense. *(25.10.03(F) Borough Code of Ordinances)*
8. **Property Improvement Plan:** The proposed lessee shall submit a property improvement plan that includes a detailed description, schedule for proposed improvements and estimated value.
9. **Construction Plans/Engineered Drawings:** Detailed plans and drawings may be requested, depending on the complexity of the lease.
10. **Environmental:** Corps of Engineers Approval under the Clean Water Act (Public Law 95-217) for construction on some Borough-owned land may require a “Wetlands Permit”. For information contact: Alaska District, Corps of Engineers, Regulatory Branch, 3437 Airport Way, Suite 206, Fairbanks AK 99709; telephone number 474-2166. National Pollution Discharge Elimination System Permit (NPDES): Coverage under a NPDES permit is required for construction activities affecting an acre or more. Contractors are required to file a Notice of Intent (NOI) for coverage under the NPDES Multi-Sector General Permit; and prepare and implement a Storm Water Pollution Prevention Plan (SWWPPP) for their facility, if applicable. Hazardous Material: It is the responsibility of the applicant and their contractors to adhere to applicable laws and regulations concerning the acquisition, use, storage, labeling and disposal and reporting of any and all hazardous material, including petroleum products.
8. **Other Permits/Authorizations:** It is the responsibility of the applicant to obtain any other required permits or authorizations from local, state and federal agencies as may applicable to the use and purpose of this request.