



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

For Office Use Only
Received By: _____
Date Submitted: _____

PRIVATE ROAD NAMING/RE-NAMING

REQUEST TYPE: New Road Name Road Name Change

Applicant:	
Contact Name:	Contact Phone #:
Mailing Address:	E-mail:

Applicant's Property Information (Applicant must be an owner of an affected property):	
Property Account Numbers (PAN):	Applicant property's access Street:
Property Description: (Subdivision/TL – Block # – Lot #)	

Preferred Street Names (Staff will review per T17, and pick one prior to petition signatures):	
1 st Choice:	3 rd Choice:
2 nd Choice:	Staff approval signature/Date:

Procedure (FNSBC 17.40)

- 1) A pre-application meeting with staff is encouraged.
- 2) Consult with platting staff to determine if the road to be named meets the criteria of a private road.
- 3) Develop a site plan of the road to be named consistent with FNSBC 17.40 and 21.05.050.C.010.
- 4) Develop a list and map of affected properties and affected property owners.
- 5) Submit a private road naming application with the required submittals (below).
- 6) Within 5 working days after submittal a platting officer or designee will either accept the application for review and action or return it to applicant with a written list of deficiencies to be satisfied for acceptance.
- 7) Procedure for completed application continued on next page.

Submittal Requirements

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> This completed application <input type="checkbox"/> List of affected owners <input type="checkbox"/> Existing rights of way and easements <input type="checkbox"/> Centerline of <input type="checkbox"/> Driveway (draw single line) <input type="checkbox"/> Street Naming Map
(See example street naming map) | <p><u>Street Naming Map must show:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Recent aerial image base map <input type="checkbox"/> Lot Lines <input type="checkbox"/> Existing named road centerlines <input type="checkbox"/> Lots keyed to petition signatures <input type="checkbox"/> Scale and north arrow <input type="checkbox"/> Existing rights of way and easements |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Scan and email to address@fnsb.us or FAX to 907.205.5169 or drop off at the Community Planning Dept.

I certify that (I am) (I am authorized to act for) the owner of the applicant's property.
 I have attached a detailed site plan, drawn to scale and to the standards above.
 I certify that the information included in this application is to the best of my knowledge true and complete.

APPLICANT SIGNATURE: _____ **DATE:** _____

PROCEDURE FOR PRIVATE ROAD NAMING (Continued) FNSBC 17.40

- 8) After acceptance, the Department will process the private road naming application within 30 days.
- 9) Written notification of the Department's decision will be issued to all adjoining property owners. Including any required addressing changes for the affected adjoining properties.
- 10) Any affected property owner may appeal in writing within two weeks of the decision.
- 11) After the appeal period passes a platting officer or designee will notify the applicant and specify the location of required street name signs and provide the successful applicant with specification for the street sign installation. Applicant will be required to provide and install standard street name sign(s) on standard post(s).
- 12) The applicant will document the installation of the street signs with digital photos of the signage showing the sign post and proper location and submit the images to Community Planning Department.
- 13) New road name will not become effective until photo verification is submitted to the Department that the sign(s) has (have) been installed.
- 14) Upon receipt of the photo documentation of the signs the following data will be updated:
 - a. The FNSB GIS centerlines & addresses. Address update letters will be sent to affected owners.
 - b. Assessor street address records (but not mailing addresses, the applicant shall contact the assessor to update mailing addresses)