

# Variance Application Process



## Step 1 Pre-Application Meeting

A scheduled meeting between planning staff and the applicant or representative. The purpose is to go through the feasibility, requirements, time frames, fees and concerns related to the proposal.

## Step 2 Application Submittal

Submit completed application, owners authorizations and application fee prior to scheduled deadlines.

**Note:** It is important to submit an accurate site plan which includes lot dimensions, proposed and existing structures, distances to property lines, individual parking spaces, traffic patterns, etc.

## Step 3 Review and Analysis

Comments on the proposal are solicited from relevant agencies. Staff analyzes applicable information and formulates recommendation to Planning Commission.

## Step 4 Sign Posting

Signs furnished by planning staff must be posted 20 days prior to the Public Hearing and remain until after the FINAL action. A signed affidavit and picture is required 20 days prior to the Public Hearing as proof of sign posting. A \$150.00 refundable deposit is required.

## Step 5 Notification

Planning staff will mail adjacent property owners written notification of the proposal. (within 500' inside City limits of Fairbanks or North Pole and within 1000' outside City limits) Legal advertisements will also appear in the newspaper.

## Step 6 Planning Commission Public Hearing

A Public Hearing is held in the Borough Assembly Chambers. After considering the proposal, staff recommendation and public testimony, the Commission will discuss and vote on the request. Applicants should be present and prepared to testify and answer questions at Public Hearings. (See Public Hearing Process)

## Time Frame

*Day 1*  
Application  
Deadline

*Day 10*  
Sign Posted

*Day 18*  
Staff  
Recommendation

*Day 30*  
PC Hearing

*Day 31+*  
Return  
Sign

*+10 Days*  
Refund  
Sign Deposit

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