



**FAIRBANKS NORTH STAR BOROUGH  
RURAL SERVICES DIVISION  
3175 Peger Road, Fairbanks, AK 99709  
CONSTRUCTION PERMIT APPLICATION FOR DRIVEWAYS  
ALLOW 5 WORKING DAYS TO PROCESS PERMIT**

(Department Use Only)

Applicant: \_\_\_\_\_

Title: \_\_\_\_\_  
(Owner/Contractor/Agent)

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

Phone: \_\_\_\_\_

The physical location to be affected:

Service Area \_\_\_\_\_ (Department Use)

Street Address \_\_\_\_\_

Permit # _____
Non-Refundable Fee:
Pre-Construction _____ \$ 60.00
Post-Construction* _____ \$120.00
Fee receipt # _____

**ALL CONSTRUCTION PERMITS REQUIRE AN ADDRESS, WHICH CAN BE OBTAINED FROM THE FNSB COMMUNITY PLANNING DEPARTMENT.**

Legal Description:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Date work to start by: \_\_\_\_\_

Date work to be completed by: \_\_\_\_\_ *WORK MUST BE COMPLETE WITHIN 2 YEARS FROM ISSUE DATE*

**The applicant certifies that he/she (or an authorized representative) has full authority to carry out the work at the above location, will comply with all conditions, restrictions and regulations of the Borough, and will maintain all property in accordance with the provisions of this permit.**

**The applicant, in carrying out any or all the work mentioned or referred to in this application and in the authorized permit issued, shall strictly conform to the terms of such permit, FNSB Code of Ordinances, Chapter 14.03, and such policy directives as issued.**

**The applicant shall comply with regulations of all other governmental agencies. The work shall be accomplished in a manner that will not change the roadway or appurtenances, or in any manner endanger the traveling public.**

**PERMITTEE IS RESPONSIBLE FOR IDENTIFYING ALL UTILITIES LOCATED WITHIN THE AREA OF THIS PERMIT AND FOR REQUESTING ALL NECESSARY UTILITY LOCATIONS FROM THE UTILITY COMPANY.**

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

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

Applicant Printed Name: \_\_\_\_\_

**DEPARTMENT USE ONLY**

Permit granted by: \_\_\_\_\_

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

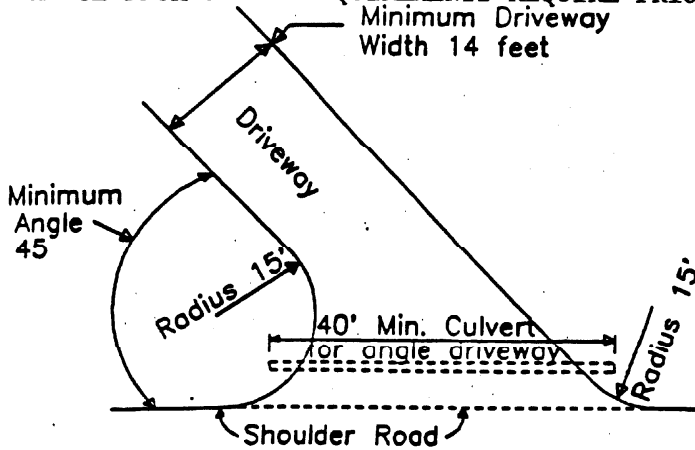
## DRIVEWAY PERMITS

This page to be completed for driveway permits.

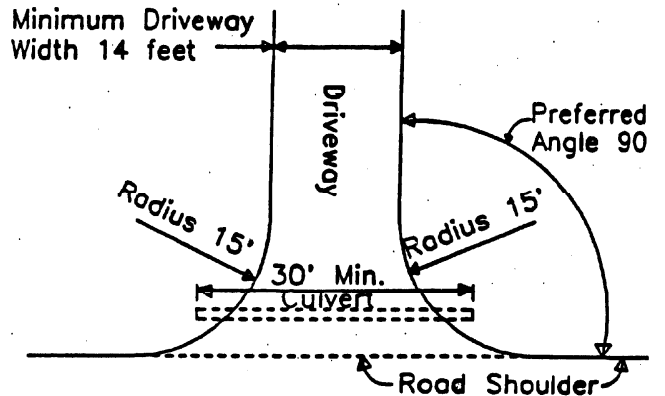
Uphill driveway \_\_\_\_\_ or downhill driveway \_\_\_\_\_

Culvert required? Yes \_\_\_\_\_ No \_\_\_\_\_ Length \_\_\_\_\_ ft. Inside diameter \_\_\_\_\_ in.

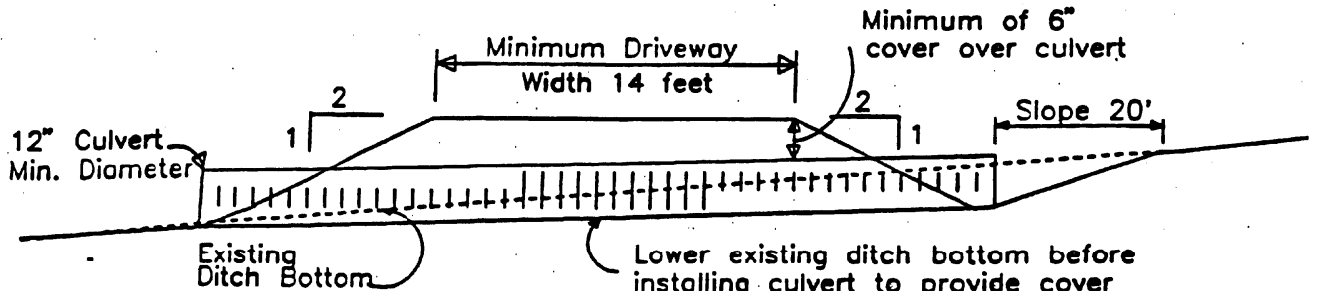
**\*\*\*\*VARIANCE FROM THESE REQUIREMENTS REQUIRE PRIOR APPROVAL FROM THE SERVICE AREA COMMISSION\*\*\*\***



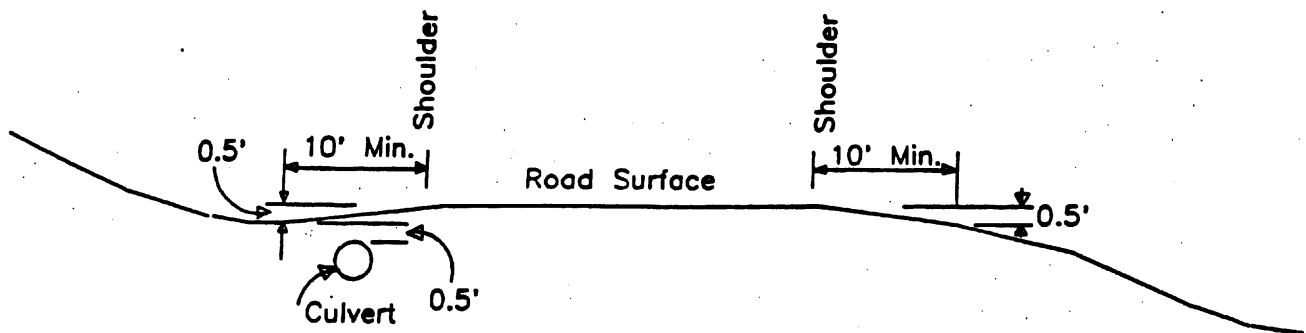
PLAN VIEW  
ANGLE



PLAN VIEW  
STRAIGHT



DITCH CROSS SECTION



Uphill Driveway                      Downhill Driveway  
DRIVEWAY CROSS SECTION

See conditions on back of this page.

## **CONDITIONS FOR DRIVEWAY CONSTRUCTION**

This permit is granted subject to the following conditions:

1. All costs and liability in connection with the construction and maintenance of the driveway shall be at the sole expense of the Permittee.
2. All driveways shall be constructed and maintained in such a manner that the roadway shall not be damaged. All utilities and driveway appurtenances or facilities, including, but not limited to, all drainage pipes and culverts, shall not be damaged or endangered in any way by the construction or maintenance of this driveway.
3. The Permittee shall assume all liability or costs in connection with the driveway and shall hold the Borough and its officers, agents, employees, and contractors harmless in any matters pertaining to the driveway.
4. The Borough has the right to inspect and reject materials or workmanship not to Borough standards, to stop work until corrections are made, or to require removal of the driveway and to charge time and equipment to the Permittee to correct the driveway if the Permittee fails to comply with the conditions of this permit or any applicable Borough codes.
5. The Permittee is required to meet the minimum clearances from the electrical utility. Contact your electrical power authority for clearance requirements.
6. Driveway approaches connecting to an asphalt road surface shall be required to construct a similar type asphalt approach surface. The configuration of the asphalt surface shall meet the width and grade requirements as shown in the detail including return radii. The length of the approach measured from the edge of the existing road edge shall not be less than 3 feet.
7. The permittee is responsible for cleanup of the ditches and roadway after construction activities. The permittee shall use the appropriate Best Management Practices (BMPs) for storm water erosion and sediment control during construction . BMPs shall minimize soil erosion and the deposition of sediment in drainage ditches. Appropriate BMPs may include mulching, riprap, soil roughening, seeding, silt fences and fiber rolls. Information on BMPs may be found in the FNSB Pamphlet "Erosion and Sediment Control Practices for Small Construction Sites." A *Site Development Permit* may be required also, or you could be subject to fines.
8. This permit is for construction of one driveway only, in accordance with Title 14.03 FNSB Code of Ordinance. Reconstruction of an existing driveway requires a new permit.
9. Permit applications are reviewed to ensure compliance with plat requirements, safety, drainage and other area specific needs.
10. In addition to recovering damages, non-complying driveways are subject to Title 1, Chapter 1.04 Penalty Provisions and a new construction permit for driveways.

Storm water runoff is generated when water from rain and melting snow flows over land instead of infiltrating into the ground. As runoff travels over the exposed soils typically found on construction sites, it accumulates pollutants such as sediment, vehicle fluids, litter, and debris. Local storm water conveyance systems, including the open ditches along many of our area roads, concentrate this runoff. When the concentrated flow leaves the system, it can empty into local water bodies carrying the pollutant load with it. The results can significantly alter our natural environment by contaminating drinking water supplies, making recreational areas unsafe and unpleasant, harming fish and wildlife populations, and killing native vegetation.



By implementing simple best management practices (like

those shown above) in the design and construction of your project, **you can help** control the pollutant loading entering our storm water and protect area resources!

## ADDITIONAL PERMITS MAY BE REQUIRED

If your total disturbed area equals or exceeds 1.0 acre, you may be required to submit a *Permanent Storm Water Control Plan* and obtain a *Site Development Permit* from the Department of Public Works. Plan and permit approval are required **before** you dig! Please plan ahead to avoid violations and possible fines!

Estimate your total disturbed area:

- 1) House and garage = \_\_\_\_\_
- 2) Yard (be sure to include areas disturbed for the septic, drain field, well, etc.) = \_\_\_\_\_
- 3) Driveway (be sure to include areas disturbed near the road and ditch line) = \_\_\_\_\_
- 4) Other disturbed areas = \_\_\_\_\_

TOTAL SQUARE FOOTAGE = \_\_\_\_\_

1 acre equals 43,560 square feet. If your disturbed area equals or exceeds 1 acre, contact the Department of Public Works for permit information at 907-459-1345

**REMEMBER approval is required  
before you dig!**

For additional information on the Fairbanks Storm Water Management Program, visit the web at:

<http://co.fairbanks.ak.us/PWorks/StormWaterManagementProgram/>

# EROSION AND SEDIMENT CONTROL PRACTICES FOR SMALL CONSTRUCTION SITES

**What you need to know  
before you build!**



Fairbanks North Star Borough  
Department of Public Works  
809 Pioneer Road  
907-459-1345

## SUCCESSFUL BEST MANAGEMENT PRACTICES FOR SMALL CONSTRUCTION

### ***Protect natural features.***

Undeveloped sites can have numerous natural features that provide environmental, aesthetic, and recreational benefits if protected from the impacts of construction. These features include wetlands, riparian areas, floodplains, forested areas, and other wildlife habitat. In addition, properties being redeveloped might have attractive open space, gardens, or other man-made features that could be protected.

- **Before** your dirt contractor arrives, identify areas where existing features are not to be disturbed.
- Protect these areas by fencing (**plastic orange snow fence** works well) or otherwise clearly marking them, but remember it can be hard to see some markers from the top of a bulldozer!

### ***Construction Phasing.***

Construction site phasing involves disturbing only one part of a site at a time. Grading and construction are completed and soils are stabilized in one area before grading and construction commence at another area. This reduces the potential for erosion and sediment transport.

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control devices (**silt fence or fiber rolls** for example) before site grading begins.
- Schedule site stabilization activities (**seeding, mulching, soil roughening**, etc.) to be completed immediately after the land has been graded to its final contour.

### ***Vegetative Buffers.***

Vegetation provides erosion control, storm water detention, biofiltration, and aesthetic values to a site during and after construction activities.

- **Protect and install** vegetative buffers along water bodies, drainage ditches, and neighboring properties to slow and filter storm water runoff.
- **Maintain** buffers by mowing or replanting periodically to ensure their effectiveness.

### ***Construction Entrances/Exits.***

Stabilizing the entrance to your construction site (with a pad of gravel over a filter cloth, for example) helps minimize the amount of sediment leaving the site on vehicles and tires. This is especially important when your site is along a paved roadway.

- Remove mud and dirt from the tires of construction vehicles **before** they enter the roadway.
- Properly size the stabilization zone for **all** anticipated vehicles.
- Make sure that the stabilization zone does not become buried in sediment.

**Each day that you have bare soil exposed, ask:**

- 1) *Is it going to rain? Today? Tonight?*
- 2) *How will I stop sediment from washing onto the neighbor's property? Into the drainage ditch?*
- 3) *How will I keep mud from being tracked out onto the public road?*
- 4) *How will I keep sediment from washing into any stream or wetlands near my project?*

### **Some simple ideas:**

You probably want a nice stand of grass on your yard...why not **seed and mulch early** in construction?

You most likely want a nice driveway...why not **put down some gravel early** in construction?

*Be a good neighbor.*

**PREVENT SEDIMENT  
DAMAGE!**

***Keep our ditches open and our roads smooth and stable.***