



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

For Office Use Only Received By: _____ Date Submitted: _____
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COMMERCIAL-INDUSTRIAL SIGN 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:	
Street Address:	Lot Size: <input type="checkbox"/> acres <input type="checkbox"/> square feet
Parcel Account Numbers (PAN):	Existing Zone:
Existing Use & Structures:	

Proposed Use/Construction:		
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Multi-Family Residential (over 2 units) <input type="checkbox"/> Other		
Description of proposed use:		
Total number of employees:	Net floor area for office/Sales Floor: Office Sq ft. Sales Sq ft.	Number of dwelling units proposed:
Size of existing construction in square feet:	Size of proposed construction in square feet:	Building height and number of stories:

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 Commercial/Industrial Site Plan guidelines.

I certify that the information included in this application is to the best of my knowledge true and complete.

APPLICANT SIGNATURE: _____ **DATE:** _____



SIGN APPLICATION SUBMITTAL REQUIREMENTS

A site plan drawn to a verifiable scale with north arrow and dimensions in feet (i.e. 1" = 10' or 1" = 20', etc.), including all of the following information:

More than one site plan of different scales may be used to illustrate the site.

- Location of property lines
- Name of the access road(s) and other roads adjacent to the property lines
- Location of all buildings on the site
- Location of all driveways and traffic circulation areas on site
- Location and dimensions of all existing and proposed signs on site, except wall signs flat against the building
- Setback distances of all existing and proposed free standing signs
- If adjacent to residentially zoned property, indicate which signs are illuminated and by what method, including style and wattage of lighting

Additional information may be required beyond the items listed above.

All of the above permit submittal requirements may not be required if locating in a separate unit in a multi-unit building such as a strip-mall. Contact the Community Planning Department located on the second floor of the Juanita Helms Administrative Center at 907 Terminal Street or call 907-459-1260 for specific requirements.