



**Fairbanks North Star Borough**  
**Department of Community Planning**  
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 planning@fnsb.us

For Office Use Only  
 Received By: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**APPLICATION FOR AFFIRMATIVE  
 RECOGNITION OF GRANDFATHER RIGHTS  
 USE**

File No. \_\_\_\_\_ Fee: \$50

\*\*\*\*FEES ARE NON-REFUNDABLE\*\*\*\*

<b>Applicant<sup>1</sup></b>		<sup>1</sup> FNSBC18.108.030(A)  The 'applicant' for this application and affidavit shall be: <ul style="list-style-type: none"> <li>• The owner of the property, or</li> <li>• The contract purchaser, or</li> <li>• The holder of an option to purchase the property, or</li> <li>• Such persons that possess a substantial proprietary interest in the property.</li> </ul> If 'applicant' is not the owner, the written consent of the owner is required; if there is more than one property owner, the written consent of all property owners shall be provided (e.g. letter signed by all property owners).
Contact Name:		
Business Name:		
Mailing Address:		
City, State Zip:		
Phone:	Cell:	
E-mail:		

<b>Property Information:</b>	
Property Description (Subdivision/TL-Block #-Lot#):	
Street Address:	Existing Use(s):
Parcel Account Numbers (PAN):	Zoning District:
Date use was established:	
Was the use ever discontinued? If yes, dates of discontinuation:	
Briefly describe non-conformity as it relates to use:	

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

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please send my Notice of Decision to the following additional recipients by email:

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

**What is a legal nonconforming use?**  
 A use has legal nonconforming status (grandfather rights) if it existed lawfully before the zoning change that made it nonconforming. For example, a business in a residential zone or a house in an industrial zone, which does not permit it, is a use that may request affirmation of grandfather rights.

## GRANDFATHER RIGHTS APPLICATION SUBMITTALS

1. Completed application for affirmative recognition of grandfather rights use
2. Sign the *Affirmative Recognition of Grandfather Rights Affidavit* form included in this application packet.
3. Attach a mortgage location survey or a *site plan drawn to scale* that includes:
  - a. Scale at which site plan is drawn (for example 1"= 20')
  - b. North arrow
  - c. All property lines and their dimensions
  - d. Location, type (i.e. house, garage, shop, shed, carport etc.) and dimensions of all existing structures and uses.
  - e. Location, type and dimensions of any proposed structures and/or uses
  - f. Names of adjacent roads
  - g. Floor plan, if applicable to the non-conforming use

Items which may accompany either the Grandfather Rights and/or the Amnesty Relief application can include, but are not limited to:

- |                                                                                            |                                                          |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Power of Attorney Documentation                                   | <input type="checkbox"/> Utility Bills                   |
| <input type="checkbox"/> FNSB Assessing Department Records                                 | <input type="checkbox"/> Plats                           |
| <input type="checkbox"/> Certified Plot Plans                                              | <input type="checkbox"/> Building Permits                |
| <input type="checkbox"/> Deeds                                                             | <input type="checkbox"/> Photographs, Imagery            |
| <input type="checkbox"/> Receipts, (i.e. Construction, Rental Records, Retail Sales, etc.) | <input type="checkbox"/> Other Records and Documentation |

