



**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.us

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.*