

INSTRUCTIONS FOR APPLICATION TO PLANNING COMMISSION
FOR PRE-HEARING DETERMINATION



**APPLICATION TO PLANNING COMMISSION
FOR PRE-HEARING DETERMINATION**

Telephonic Testimony

Fairbanks North Star Borough

For official use only:

Rcvd by: _____

Date: _____

907 Terminal Street ☆ P.O. Box 71267 ☆ Fairbanks, Alaska 99707-1267

(907) 459-1401 ☆ FAX (907) 459-1244

Complete and return to the Clerk's Office or email to clerks@fnsb.gov

Your Information:	
Name:	
Physical Address:	
Mailing Address:	
Phone Number:	Cell Phone Number:
E-mail Address:	
Case Information:	
Case Number:	Hearing Date:
Please check one: <input type="checkbox"/> I am the <input type="checkbox"/> Applicant or <input type="checkbox"/> property owner in this case <input type="checkbox"/> I received a "Dear Property Owner" letter about this case <input type="checkbox"/> I did not receive a "Dear Property Owner" letter but I reside at a location that is within the hearing notification area <i>(Attach an affidavit or other proof of residence)</i> <input type="checkbox"/> I did not receive a "Dear Property Owner" letter but believe I am an "interested person" (attach Interested Person Determination Application) <input type="checkbox"/> I am the representative of one of the above parties (e.g., an attorney) (please indicate which category of party you represent _____)	
Request for Telephonic Testimony:	
<input type="checkbox"/> I would like a pre-hearing determination that I can testify telephonically at the hearing because <input type="checkbox"/> I will be outside of the Fairbanks North Star Borough on the date of the hearing <i>(please indicate the nature and dates of your time away from the FNSB):</i> <input type="checkbox"/> I have a disability that prevents me from attending <i>(please indicate how your disability prevents you from attending the hearing):</i> <input type="checkbox"/> Other "good cause" reason: <input type="checkbox"/> I would like a pre-hearing determination that I can present a witness telephonically at the hearing because:	

By my signature below, I attest to the truth of the statements made on this form and pursuant to FNSBC 4.04.150.A.1, I agree to pay any charges incurred by the FNSB related to my telephonic testimony.

Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

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DATE: _____

SIGNATURE: _____

This form is only for the types of pre-hearing determinations listed. When you complete this form, it is important that you limit your comments to those directly relevant to the information sought for each type of determination. Any information provided in addition to that sought (including information regarding your argument about or position on the matter) will be redacted and will not be provided to the Planning Commission Chair for consideration in making the pre-hearing determination.

Decisions on the pre-hearing application will be noticed by email or, if you do not have an email address, the Planning Commission Clerk will call you. You must provide a legible email address and/or phone number and you must check your email (including junk mail) or your voice mail for the Chair's determination. Deadlines will not be waived for your failure to check your email, voice mail, for your failure to answer your phone, because there is no way for the Clerk to leave a message, or because the contact information you provided was not legible.

PRE-HEARING DETERMINATION APPLICATION DEADLINE.¹ All pre-hearing determination applications must be received by the Community Planning Department no later than 5 p.m. on the Monday one week prior to the hearing at which you wish to testify.

Example: if you wish to testify at a Tuesday Planning Commission meeting, you must submit your application no later than 5 p.m. on the Monday, seven (7) days prior to the day of the public hearing.

TELEPHONIC TESTIMONY DETERMINATION. The Chair may allow telephonic testimony if a party or interested person can demonstrate good cause. Generally, pre-planned travel outside of the FNSB or a disability preventing in-person testimony will qualify you or your witness for telephonic testimony. However, if the Chair determines that another party will be substantially prejudiced by the telephonic nature of the testimony, the Chair may require in-person testimony.

- a. **ARRANGEMENTS.** If telephonic testimony is allowed by the Chair, the person submitting this request is responsible for making adequate arrangements to appear, including coordination with the Planning Commission Clerk for the telephonic testimony.
- b. **ALL TELEPHONIC TESTIMONY MUST BE OFFERED FROM A LANDLINE PHONE.**
- c. A hearing will not be postponed due to the person's failure to make adequate arrangements for the testimony by telephone. A person offering testimony from a non-landline phone who cannot be clearly understood may be disconnected.

CONCURRENT APPLICATIONS. You may submit applications to testify by affidavit or by telephone at the same time. If you have a preference as to one form of testimony over the other, please indicate that preference on your applications. Otherwise, the Chair will review the application to testify telephonically first and only if that application is denied will the Chair review the application to testify by affidavit.

¹ If a deadline falls on an FNSB-observed holiday, the deadline shall be the next business day unless otherwise set by the Planning Commission Chair in writing with notice given in advance.

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