



APPLICATION TO PLANNING COMMISSION FOR PRE-HEARING DETERMINATION

Testimony by Affidavit Fairbanks North Star Borough

For official use only:

Revd by: _____

Date: _____

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

(907) 459-1401 ☆ FAX (907) 459-1244

Complete and return to 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:

- I am the Applicant or property owner in this case
- I received a "Dear Property Owner" letter about this case
- I did not receive a "Dear Property Owner" letter but I reside at a location that is within the hearing notification area
(Attach an affidavit or other proof of residence)
- I did not receive a "Dear Property Owner" letter but believe I am an "interested person" (attach Interested Person Determination Application)
- I am the representative of one of the above parties (e.g., an attorney) (please indicate which category of party you represent _____)

Request to Testify by Affidavit:

You must submit the affidavit containing your proposed testimony with this application. The affidavit will not be submitted as evidence until the Chair determines you are eligible to testify by affidavit. See the back side of this form for more information.

- I would like a pre-hearing determination that I can submit my testimony by sworn affidavit.
(please submit your written testimony with this application)
- I would like a pre-hearing determination that I can present a witness' testimony by sworn affidavit. (please submit witness' written testimony with this application)

By my signature below, I attest to the truth of the statements made on this form:

DATE: _____

SIGNATURE: _____

INSTRUCTIONS FOR APPLICATION TO PLANNING COMMISSION
FOR PRE-HEARING DETERMINATION FOR TESTIMONY BY AFFIDAVIT

This form is only for the type of pre-hearing determination listed. When you complete this form, it is important that you limit your comments to those directly relevant to the information sought for the 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. 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.

TESTIMONY BY AFFIDAVIT DETERMINATION. The Chair may allow testimony by affidavit as follows:

- a. You must submit the affidavit containing your testimony at the time you submit the form applying to testify by affidavit. The affidavit will not be submitted to the Planning Commission or any party as evidence until the Chair determines that you will be allowed to testify by affidavit.
- b. The Planning Commission Clerk will send a copy of your affidavit to the parties (usually only the Applicant and Staff).
- c. Those parties may then submit relevant written questions to the Planning Commission Clerk.
- d. The Chair will determine whether the submitted questions are necessary and, if so, the Chair may either require you to testify in person or by telephone or the Chair may require you to answer the questions in a second affidavit.
 - i. If you fail to answer the questions in a second affidavit, the Chair may determine that all or part of your first affidavit will not be admitted for consideration by the Planning Commission.
 - ii. If the Chair determines that the submitted questions are not necessary, or if no questions are submitted, your affidavit will be accepted for Planning Commission consideration.

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.

AFFIDAVIT

for testimony to the Fairbanks North Star Borough

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

Instructions:

1. Return this completed affidavit to the Department of Community Planning with the application form seeking leave of the Planning Commission to allow testimony by affidavit.
2. This affidavit must be notarized. The Borough has notaries on staff or you may use your own notary.

