



INSTRUCTIONS FOR APPLICATION TO PLATTING BOARD OR PRE-HEARING DETERMINATION FOR INTERESTED PERSONS

APPLICATION TO PLATTING BOARD FOR PRE-HEARING DETERMINATION

Interested Person

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) 459-1224

Complete and return to Borough 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: _____
<p>I would like a pre-hearing determination that I meet the "interested person" standard to testify at the hearing. Please check one:</p> <p><input type="checkbox"/> I am the <input type="checkbox"/> Applicant or <input type="checkbox"/> property owner in this case</p> <p><input type="checkbox"/> I received a "Dear Property Owner" letter about this case</p> <p><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></p> <p><input type="checkbox"/> I did not receive a "Dear Property Owner" letter but believe I am an "interested person" (fill out the information requested below)</p> <p><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 _____)</p>	
Request for Interested Person Determination:	
<p><i>Per Fairbanks North Star Borough Code 17.04.010 "Interested persons means those individuals who received notice as an adjoining property owner or who timely apply to participate and prove that they possess a specific property interest that is significantly affected by the proposed action in a way different than that of the general public. For purpose of verbal testimony only, interested persons include, when the applicant is a public entity (including an agency, political subdivision or other component unit of the public entity), the citizens of the public entity."</i></p> <p style="text-align: center;">* * * * *</p> <p>Please explain, in detail, how your property interest is significantly affected by the action of the Platting Board. You may use additional sheets or attach maps, photos, narratives, or other evidence in support of your claim.</p> <p>I possess the following specific property interest:</p> <p>_____</p> <p>My property interest may be affected by the decision in this case in the following way(s):</p> <p>_____</p> <p>My property interest is different than that of the general public because:</p> <p>_____</p>	

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

DATE: _____

SIGNATURE: _____

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.

INSTRUCTIONS FOR APPLICATION TO PLATTING BOARD
FOR PRE-HEARING DETERMINATION FOR INTERESTED PERSON STATUS

This form is only for a pre-hearing determination for telephonic testimony. When you complete this form, it is important that you limit your comments to those directly relevant to the determination. Any information provided regarding your argument about or position on the hearing will not be considered by the Platting Board Chair when making the determination.

Decisions on the pre-hearing application will be noticed by email or, if you do not have an email address, the Borough Clerk's Office will call you. You must provide 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, answer your phone, no way for the Clerk to leave a message, or because the contact information provided was not legible.

PRE-HEARING DETERMINATION APPLICATION DEADLINE:¹ The Borough Clerk's Office must receive the application no later than 5 p.m. on the Tuesday one week before the scheduled quasi-judicial hearing at which the applicant wishes to testify.

INTERESTED PERSONS DETERMINATION: The Platting Board applies the definition of "Interested Person" found in FNSB Code 17.04.010. To determine interested person standing, the Chair will examine your application for

- ✓ A specific property interest that you hold;
- ✓ How that property interest may be affected by the decision in the matter; and
- ✓ Whether your property interest may be affected in a way different than the general public.

The Chair shall make the interested person determination with reasonable promptness and the Platting Board Clerk shall notify the person of the decision with reasonable promptness.

An interested person pre-determination application, although recommended, is not required if the individual is appearing in person.

CONCURRENT APPLICATIONS. You may submit concurrent applications (Telephonic Testimony, Testimony by Affidavit determinations). Each application must comply with the respective requirements and procedures outlined in Platting Board Rules 37 and 38. If the applicant has a preference to testify telephonically or by affidavit, that preference must be indicated on the application.

The Chair or designee will review the preferred application first and only if that application is denied will the Chair or designee review the second application. If no preference is indicated, the Chair or designee will review the application to testify telephonically first.

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