

INSTRUCTIONS FOR APPLICATION TO PLATTING BOARD
FOR PRE-HEARING DETERMINATION FOR TELEPHONIC TESTIMONY



**APPLICATION TO PLATTING BOARD
FOR PRE-HEARING DETERMINATION**

Telephonic Testimony
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 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:
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:

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 TELEPHONIC TESTIMONY

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 schedule quasi-judicial hearing at which the applicant wishes to testify.

TELEPHONIC TESTIMONY DETERMINATION. A party, witness, or interested person wishing to testify telephonically at a quasi-judicial matter may apply for telephonic testimony on a form prescribed by the Platting Board and by demonstrating good cause for the request. Upon receipt of the request:

1. The Platting Board Clerk shall promptly notify the parties (to include only the Applicant, Staff and any interested person who has received a determination granting that interested person the level of standing equivalent to the Applicant and Staff).
2. The parties may assert that the request for telephonic participation will result in substantial prejudice by submitting the assertion as well as the basis for the assertion to the Platting Board Clerk no later than 5 p.m. on the business day following notification of the application.
3. The Chair or designee may deny the request for telephonic testimony upon finding that the applicant failed to demonstrate good cause for the request or upon finding that substantial prejudice to another party will result from the telephonic participation. The Chair or designee shall make the telephonic testimony determination with reasonable promptness and the Platting Board Clerk shall notify the person requesting telephonic testimony of the decision with reasonable promptness.

CONCURRENT APPLICATIONS. You may submit concurrent applications (Interested Person, Testimony by Affidavit determinations). Each application must comply with the respective requirements and procedures outlined in Platting Board Rules 36 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 Any deadline that falls on an FNSB-observed holiday will thereby be due the following business day. If a deadline falls on a holiday and the foregoing rule is not practicable under the particular circumstances, the Chair or the Chair's designee may modify the deadline in writing issued reasonably in advance of the deadline.