



Fairbanks North Star Borough
Department of Community Planning
 907 Terminal Street/P.O. Box 71267
 Fairbanks, Alaska 99707-1267
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 planning@fnsb.gov

For Office Use Only
 Received By: _____
 Date Submitted: _____

**APPLICATION TO PLANNING COMMISSION
 FOR PRE-HEARING DETERMINATION
 Testimony by Affidavit**

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 to Testify by Affidavit:	
<i>You must submit the affidavit containing your proposed testimony with this application. The affidavit will <u>not</u> 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>	
<input type="checkbox"/> I would like a pre-hearing determination that I can submit my testimony by sworn affidavit. (please submit your written testimony with this application) <input type="checkbox"/> 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 as evidence until the Chair determines that you will be allowed to testify by written 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 cross examination questions in writing 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.

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.

AFFIDAVIT

for testimony to the Fairbanks North Star Borough
Planning Commission

STATE OF ALASKA)
) ss.
FOURTH JUDICIAL DISTRICT)

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.

I, _____, being duly sworn and under oath, depose and state that the following is true and based on my own personal knowledge:

Signature

(Print Name and Address of Affiant)

I hereby certify that on this _____ day of _____, 20____, before me, the undersigned Notary Public in and for the State of Alaska, personally appeared _____, known to me to be that individual, and made his/her oath in due form of law that the matters and facts set forth in this Affidavit are true. In witness whereof, I hereunto set my hand and official seal.

Notary Public (signature)
Printed name: _____

My commission expires: _____

