



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) 459-1260 ☆ FAX (907) 205-5169

Complete and return to Department of Community Planning or email to FNSBPB@fnsb.us

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 that 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>My property interest may be affected by the decision in this case in the following way(s):</p> <p>My property interest is affected differently than that of the general public because:</p>	

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.

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 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) may not be considered by the Platting Board Chair 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 Platting Board Clerk will call you. You must provide a legible email address and/or phone number.

PRE-HEARING DETERMINATION APPLICATION DEADLINE.¹ All pre-hearing determination applications must be received by the Clerk of the Platting Board (located in the Community Planning Department) before close of business (5 p.m.) no less than 5 working days before the scheduled quasi-judicial hearing at which the applicant wishes to testify.

Example: if you wish to testify at a Wednesday Platting Board meeting, you must submit your application no later than 5 p.m. on the Wednesday, five (5) working days prior to the day of the public hearing.

INTERESTED PERSONS DETERMINATION. The Platting Board applies the definition of “Interested Persons” found in FNSB Code 17.04.010. In order to determine interested persons standing, the Chair will examine your application for

- ✓ Possession of a specific property interest;
- ✓ Which may be significantly affected by the proposed action; and
- ✓ Which may be affected in a way different than that of the general public.

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

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

CONCURRENT APPLICATIONS. A party wishing to testify either telephonically or by affidavit may submit concurrent applications with the Interested Person Application.

If the party fails to specify a preference and the Chair of the Platting Board grants both applications then the Commission will provide for telephonic testimony only and the requirements stated in Platting Board Rule 47 shall apply.

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.