



# North Slope Borough

Department of Planning and Community Services

## Form 900 – NSB Land Use Complaint Form

**This form is used to submit a complaint to the North Slope Borough (NSB) regarding a possible violation of NSB land use ordinances. Please provide as much information about the complaint as possible, and attach any photos or additional information that would assist in investigating the complaint. For assistance, please call the NSB Department of Planning and Community Services at (907) 852-0320.**

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### PART 1 – CONTACT INFORMATION FOR PERSON FILING THE COMPLAINT

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### PART 2 – CONTACT INFORMATION FOR SUBJECT OF COMPLAINT (please provide as much information as known)

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Name: \_\_\_\_\_

Company: \_\_\_\_\_

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**GPS, Landmarks or other information that would help identify people, property, business or industrial operation that are the subject of the complaint** (please enter information in the box below):

**Use or Development on Property** (check any that apply)

- Residential                       Commercial                       Public Facility                       Study
- Oil & Gas                       Mining                       Other \_\_\_\_\_

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**PART 3 – TYPE OF COMPLAINT** (check any that apply)

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**Subsistence** (check any that apply)

- Access Blocked                       Adverse Impact                       Aircraft Disturbance                       Habitat Impact
- Other \_\_\_\_\_

**Buildings and Structures** (check any that apply)

- Construction Without Permit                       Too Close to Street                       Encroaching on Property Line                       Within Setback
- Abandoned                       Not Maintained                       Insufficient Parking                       Fire Hazard
- Other \_\_\_\_\_

**Nuisance** (check any that apply)

- Litter                       Noise                       Fumes                       Junked Equipment
- Other \_\_\_\_\_

**Permitting or Zoning** (check any that apply)

- Operation Without Permit                       Zoning Violation                       Occupation Without Permit                       Permit Violation
- Other \_\_\_\_\_

**Other Adverse Impacts** (check any that apply)

- Tundra Damage                       Spills                       Historic or Cultural Resource Impact                       Wildlife Impacts
- Other \_\_\_\_\_

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**PART 4 – COMPLAINT DETAILS**

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**Time of day that possible violation occurs** (check any that apply)

- Morning                       Afternoon                       Evening                       Night
- Other \_\_\_\_\_

**Frequency that possible violation occurs** (check any that apply)

One Time       Continuous, Non-Stop       Daily       Once or Twice a Week       Once or Twice a Month

Other \_\_\_\_\_

Date problem started or was first noticed: \_\_\_\_\_

Date problem stopped: \_\_\_\_\_ (if ongoing, note that in this box)

Tail Numbers on Aircraft: \_\_\_\_\_

**Is this an Urgent Situation?** (If you check the box “yes”, please explain the urgency in the box below)

Yes                       No                       Unsure or Don't Know

**Have you or someone you know previously filed a complaint with NSB regarding this issue?** (If you check the box “yes”, please explain in the box below and provide the previous complaint was filed)

Yes, I did                       No                       Yes, Someone I know did

**Facts or details of complaint** (Please enter information in the box below and use additional sheets if necessary):

**Impact on you or your household/business** (please enter information in the box below):

**Desired action from NSB Department of Planning and Community Services** (please enter information in the box below):

**Please mail or fax this form to the NSB Department of Planning and Community Services, Attention of the NSB Director, 251 Pisokak Street, P.O. Box 69, Barrow, AK 99723; fax (907) 852-0322.**

**NSB OFFICE USE ONLY BELOW**

Date form received by NSB: \_\_\_\_\_

This box checked if complaint was made orally and this form was completed by NSB Staff Member

**Action Taken:**

- Called Complainant To Discuss Complaint      Date: \_\_\_\_\_
- Called Subject of Complaint to Discuss      Date: \_\_\_\_\_
- Inspected Complaint      Date: \_\_\_\_\_
- Inspection Report on Complaint Completed      Date: \_\_\_\_\_
- Enforcement Action Taken      Date: \_\_\_\_\_
- Problem Resolved      Date: \_\_\_\_\_
- Called Complainant To Explain Resolution      Date: \_\_\_\_\_

**Summary of Resolution**

\_\_\_\_\_  
NSB Director DPCS Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Instructions for Completing

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## Form 900 – NSB Land Use Complaint Form

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### GENERAL INFORMATION

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#### **What types of complaints can be filed using Form 900?**

Title 19 of the North Slope Borough Municipal Code (NSBMC) provides the NSB Director of Planning and Community Services (DPCS), also referred to as NSB Administrator, with the authority to resolve land use complaints. NSBMC §19.30.100 states that:

“Any use or development, including one administratively approved, may be ordered to cease by the Administrator if in conflict with the terms of this title or if the terms and conditions of any rezoning, Planning or Zoning Commission approval, administrative approval or Master Plan are violated.

(A) Violation Complaint. Any person may bring to the attention of the Administrator suspected violations of this title. The complaint may be by phone or in writing. The Administrator is authorized to levy fines, seek remedies, initiate compliance plans, make inspections and take such actions authorized herein as may be necessary to ensure compliance with this title.

(B) Violation Notice. After a violation has been discovered, investigated and verified, the Administrator will notify by written finding the person responsible for the violation and the property owner by certified mail and/or notice posted on the site of the violation. The finding will specify the violation(s) and order abatement. The finding shall direct the person to cease the violation, or appeal the finding within ten days after receipt. All violation notices will be reported to the appropriate Commission at its next meeting.”

#### **Where do I send the form?**

Please mail or fax this form to the NSB Department of Planning and Community Services, Attention of the NSB Director, 251 Pisokak Street, P.O. Box 69, Barrow, AK 99723; fax (907) 852-0322.

#### **Who do I call if I have questions when filling out this form?**

Please call the NSB Department of Planning and Community Services at (907) 852-0320.

#### **How will I know if my complaint is resolved?**

The NSB Department of Planning and Community Services will contact you to discuss your complaint when your form is received, and will also call you to appraise you of the status of the complaint resolution.

#### **What action will NSB take to resolve my complaint?**

The NSB Department of Planning and Community Services will either call the subject of the complaint to discuss the problem and identify a resolution, or send a NSB Inspector to investigate depending on the nature, urgency and severity of the complaint. If the problem can be resolved by a phone call, NSB will contact you to apprise you of the resolution. If problem resolution requires an inspection, the inspection will be completed and a report will be prepared. If enforcement action is required, NSB will take enforcement action. NSB will resolve the problem and document the manner in which was resolved on the complaint form.

#### **Can I request a copy of the inspection report or enforcement action documents related to my complaint?**

The inspection report and enforcement action documents are public record once finalized and approved by the NSB Director of DPCS. You may request a copy of the documents from the NSB Department of Planning and Community Services at (907) 852-0320.

#### **Where can I find the NSBMC?**

Title 19 of the North Slope Borough Municipal Code (NSBMC) governs zoning and land use permitting. The NSBMC can be found at <http://www.north-slope.org/departments/law/ordinances/>

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**PART 1 – CONTACT INFORMATION FOR THE PERSON FILING THE COMPLAINT**

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**Do I need to provide my contact information, or can I submit this complaint anonymously?**

You must provide your full contact information when filing a complaint. All complaints are a matter of public record. This information will allow the NSB Director of DPCS and/or NSB staff to contact you to discuss your concerns further. If enforcement action is taken, you may also be called as a witness or to testify.

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**PART 2 – CONTACT INFORMATION FOR THE SUBJECT OF THE COMPLAINT**

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**Can I still file a complaint if I only have a portion of the information on the subject of the complaint?**

Yes, you can file a complaint without completing all sections of Part 2; however, the more information that you can provide NSB will expedite investigation and resolution.

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**PART 3 – COMPLAINT DETAILS**

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**How much information should I provide on my complaint?**

Please provide as much detail on your complaint as possible to assist NSB in investigating and resolving the complaint. You may also want to call and speak to the NSB personally about your complaint. You can attach additional paper to this form, if necessary to fully describe your concerns.