



North Slope Borough

Department of Planning and Community Services
Land Management Regulation Division

Instructions for Completing Form 600 – TLUI Data Request Application

When do I need to submit a TLUI Data Request Application?

You must submit a Form 600 Traditional Land Use Inventory (TLUI) Data Request Application if you need to obtain TLUI data from the North Slope Borough (NSB) or request approval to publish TLUI data. The NSB Department of Planning and Community Services (Planning), Land Management Regulation (LMR) Division staff will coordinate filling the request.

What can TLUI data be used for?

Access to certain archaeological, historic, and paleontological information (hereafter, “Restricted Information”) is limited to representatives of federal, state or local governments on official business; researchers engaged in legitimate scientific research; individuals or representatives of entities conducting archaeological, historical, and cultural surveys in order to obtain clearance for any NSB permit; or persons who have a legitimate need for access as determined by the NSB Planning. Restricted Information includes, but is not limited to, information received from the TLUI; information regarding unregistered cultural and historic sites; any information you discover while pursuing an archaeological, historical, and/or cultural survey; and any information designated by Planning as Restricted Information.

1. **Educational Use:** Request is for “education use” if the resource or information in the resource is being used as part of an educational curriculum associated with a particular institution and the information will not be included in any written or published material.
2. **Industry Use:** Request is “industry use” if the information is gathered for use by an industry applicant.
3. **Government Use:** Request is “government use” if the information gathered is for official government business.
4. **Scientific Research Use:** Request is “scientific research use” if the information gathered is for a scientific study or research program that is conducted by a person/entity other than an industry or government.

If I plan to submit a Form 500 Certificate of TLUI Clearance Application do I need to submit Form 600?

Yes. You must submit a Form 600 TLUI Resource Request Application to obtain the most current TLUI data for your project area prior to completing your field study and literature review work.

When did the Form 600 Application process start?

The Form 600 application started on September 21, 2009. In 2009, the Form 600 application was developed to request all Iñupiat History, Language & Culture (IHLC) Resources (including photos, DVDs, TLUI data, audio, etc.) from the IHLC Department. The IHLC Department was part of the NSB Department of Planning and Community Services (Planning) at that time. The Form 600 application process will be retained by the NSB Planning, under the Land Management Regulation (LMR) Division. The Form 600 application was renamed from “IHLC Resource Request Application” to “TLUI Data Request Application,” to reflect the narrowed application scope. In this second revision (Rev. 2), the Form 600 application will be limited to requesting TLUI data and requesting NSB approval to publish certain TLUI information. The new Department of IHLC will be creating its own application form to request other IHLC resources (e.g., photos, DVDs, audio, etc.).

Why do I need this approval?

The Commission on IHLC has responsibility for developing and maintaining a complete historical record of the land, people, and villages of NSB. NSBMC §2.16.110. Development must not disturb traditional subsistence activities or values at historic, archaeological, and cultural sites (hereinafter referred to as “Critical Sites”) identified in published studies or by the Commission on IHLC. NSBMC §19.50.030 (F) and §19.60.040 (K). You must obtain NSB approval to use TLUI data. Applicants may also want to obtain information from the State Historic Preservation Office (SHPO) relating to state records.

The NSB is not authorized to distribute any SHPO Alaska Historic Resource Site (AHRS) information. Requests for AHRS data must be directed to the Alaska Office of History and Archaeology (OHA) in Anchorage, Alaska; please contact, the current state official in the Office of History and Archaeology, Review and Compliance Division, at (907) 269-8720.

How do I complete this request form?

Type or print in black ink. Do not write in shaded areas reserved for NSB official use.

Who do I call if I have a question on how to fill out this application?

Please contact the NSB Planning, LMR Division, Cultural Resource Specialist at (907) 852-0320.

How do I submit my application?

Submit signed applications in person, by mail or by email to:
North Slope Borough Department of Planning and Community Services
Land Management Regulation Division
P.O. Box 69, Utqiagvik, AK 99723
Email: NSBPermitSubmittal@north-slope.org
Tel: 907-852-0320

What information must I submit with my application?

You must fill out Form 600, and submit all the information required in the application. It is very important that your application clearly describe the TLUI data you need and clearly describe your plans (if any) for publishing that material.

What happens if my application is incomplete?

Submittal of an application does not guarantee that it will be accepted by the NSB. You must completely fill out all sections of the application. Only applications that are determined to be entirely complete will be accepted. The NSB will work with applicants to obtain the required information to ensure the application is complete before processing it. Incomplete applications that are not remedied by the Applicant in a timely manner will be returned to the Applicant.

What should I do if a section of the application does not apply?

Mark all non-applicable sections of the application "N/A," this way the NSB knows that you considered the application requirement and determined that it was not applicable. You can attach further written explanation to your application.

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/Code_of_Ordinances.php. For ease of reference, these instructions contain relevant parts of the NSBMC. Please refer to the entire NSBMC for full and complete guidance.

Who assigns an application number?

The NSB assigns the application numbers based on the date the application was received. Please refer to this number in all correspondence and communications.

Is there an application fee?

Yes. The application fee is \$100. Payment must be submitted with your application. Please make a check for \$100 payable to the North Slope Borough. All fees must be paid before TLUI data is provided.

Is there a process to waive the application fee?

Application fees may be waived by the NSB Planning Land Management Administrator if the NSB, state, federal, or a local government is the applicant. To apply for fee waiver, you must attach a NSB Form 1200 fee waiver application form to your Form 600 application. You can find these forms on the NSB website at <http://www.north-slope.org/departments/planning-community-services/applications-and-forms>.

Can I appeal the outcome of this application decision?

Yes, you may file an appeal in accordance with NSBMC §19.30.130. You must serve written notice to the clerk of the NSB Planning Commission within 30 days of receipt of the decision on your application. Your notice must state the reasons why you believe the decision was improper. The issues before the Commission are limited to those that arose on the appeal, and the evidence is limited to a review of the record, although further argument may be allowed. You will have the burden of proof on the appeal.