



# ALEUTIANS EAST BOROUGH

## LAND USE COMPLAINT FORM

Authority Aleutians East Borough Municipal Code Title 40

Mail Complaint Form to:  
Aleutians East Borough  
P.O. Box 349  
Sand Point, Alaska 99661  
907-383-2699

### Part 1: Contact Information for Person Filing Complaint

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

Organization: \_\_\_\_\_

Address: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Cell Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

Aleutians East Borough Resident:  Yes  No

I certify that the information given by me in this complaint is true, complete, and correct.

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

### Part 2: Contact Information for Subject of Complaint (if known)

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

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

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

Address: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

### Part 3: Summarize the Complaint

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part 4: Location of Complaint**

Please provide address, GPS coordinates, or other landmarks to aide in identifying the location of the complaint.

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**Part 5: Type of Complaint (check all boxes that apply)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Zoning Violation              | <input type="checkbox"/> Permit Violation            | <input type="checkbox"/> Operating without a Permit |
| <input type="checkbox"/> Construction without a Permit | <input type="checkbox"/> Access Blocked              | <input type="checkbox"/> Improper Abandonment       |
| <input type="checkbox"/> Building/Structure Unsafe     | <input type="checkbox"/> Fire Hazard                 | <input type="checkbox"/> Spill                      |
| <input type="checkbox"/> Tundra Damage                 | <input type="checkbox"/> Historic or Cultural Impact | <input type="checkbox"/> Fish or Wildlife Impact    |
| <input type="checkbox"/> Litter                        | <input type="checkbox"/> Noise                       | <input type="checkbox"/> Water Pollution            |
| <input type="checkbox"/> Other _____                   |  |   |
| <input type="checkbox"/> Other _____                   |  |   |
| <input type="checkbox"/> Other _____                   |  |   |

**Part 6: Time and Duration**

- |                                   |                                    |                                  |                                 |                                      |
|-----------------------------------|------------------------------------|----------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Morning  | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening | <input type="checkbox"/> Night  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> One Time | <input type="checkbox"/> Non-Stop  | <input type="checkbox"/> Daily   | <input type="checkbox"/> Weekly | <input type="checkbox"/> Other _____ |
| Date Problem Started: _____       |                                    | Date Problem Stopped: _____      |                                 |                                      |

**Part 7: Urgency of Complaint**

Is this an Urgent Situation:  Yes  No  Don't Know If you checked "yes" explain why.

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**Part 8: Impact to You**

Please explain the impact this problem is having to you, your family, your business, etc.

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**Part 9: Compliant Reported to Other Agencies**

Please describe below whether you reported this complaint to any other local, state or federal agencies. Please provide the name of the agency, date it was reported and the contact information for that agency, so that AEB can coordinate a resolution.

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**Part 10: Desired Action & Remedy**

Please describe what action you recommend the AEB take to remedy the complaint.

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**Section No. 11: AEB Action Taken On Complaint [AEB Use Only]**

Date Form Received by AEB: \_\_\_\_\_

- Contacted Complainant to Discuss Complaint: Date: \_\_\_\_\_
- Contacted Subject of Complaint to Discuss Complaint: Date: \_\_\_\_\_
- Investigated Complaint: Date: \_\_\_\_\_
- Inspected Complaint Location: Date: \_\_\_\_\_
- Investigation and/or Inspection Report on Complaint Completed: Date: \_\_\_\_\_
- Enforcement Action Taken Date: \_\_\_\_\_
- Complaint Resolved Date: \_\_\_\_\_
- Called Complainant to Explain Resolution Date: \_\_\_\_\_

Summary of Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AEB Administrator or Designee Name (printed): \_\_\_\_\_

AEB Administrator or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Complaint Form Instructions

- ✚ **How do I complete the Application? Is there an electronic version of this form?** An Adobe Acrobat, PDF fillable version of this form can be found at <http://www.aleutianseast.org/> under the Permitting Page. Please save a copy to your computer, rename the file, and fill it in electronically on the computer. Please note that you must print and sign a final hard copy of the complaint and mail it to AEB at P.O. Box 349, Sand Point, Alaska 99661.
- ✚ **Can I submit a handwritten complaint?** Yes, the AEB will accept a hand written complaint. Please print clearly and legibly.
- ✚ **Where do I send the complaint form?** Please mail a completed copy of form to the AEB at P.O. Box 349, Sand Point, Alaska 99661.
- ✚ **Who do I call if I have a question?** Please contact the AEB Clerk/Planner at (907) 383-2699.
- ✚ **Can I submit this complaint anonymously?** No. You must provide your full contact information when filing a complaint. All complaints are a matter of public record. This information will allow the AEB staff to contact you to discuss your complaint. If enforcement action is taken, you may be called as a witness, or to testify; therefore, your identity must be known.
- ✚ **How much information should I provide on my complaint?** Please provide as much detail on your complaint as possible to assist AEB in investigating and resolving the complaint. You may also want to call and speak to the AEB staff personally about your complaint. You can attach additional paper to this form, if necessary to fully describe your concerns.
- ✚ **How do I know if my complaint is resolved?** The AEB staff will contact you to discuss your complaint when your form is received. The AEB may also call you periodically to appraise you of the status of the complaint resolution. You may call the AEB Clerk/Planner at (907) 383-2699 to get a status update on the complaint.
- ✚ **What action will AEB take to resolve my complaint?** The AEB staff will contact the subject of the complaint to discuss the problem. If you have reported the complaint to other agencies, the AEB staff will contact those agencies to coordinate investigation and resolution. Based on the information received in the complaint, the information provided by the subject of the complaint, and in coordination with other agencies that may be involved, AEB will determine if further investigation is warranted to bring the matter to resolution. AEB staff may be sent to the location to investigate the complaint depending on the nature, urgency and severity of the complaint. If the problem can be resolved by a limited investigation, AEB staff will contact you to apprise you of the resolution. If problem resolution requires a more in-depth investigation and inspection, that work will be completed and a report will be prepared. If enforcement action is required, AEB will take enforcement action. AEB will document its actions.
- ✚ **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 AEB. You may request a copy of the documents from the AEB Clerk/Planner at (907) 383-2699.