

# COMPLAINT FORM



**Fairbanks North Star Borough**

P.O. Box 71267  
Fairbanks, AK 99707  
(907)459-1260

*(Official use only)*

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Your Name:

Your Address:

Phone Number:

(907)

Your Signature:

Date:

## **Title 18.58.030 Initiation of Complaints.**

***Any complaints brought under this title must meet the following conditions:***

- A. To initiate a complaint the alleged violation must personally and adversely affect a matter in which a person has a specific interest or property right in a way different than that of the general public.***

What specific interest or property right has been adversely affected by this alleged violation?

How does the alleged violation personally and adversely affect your specific interest or property right?

How does this affect you differently from the general public?

**B. The complainant bears the burden of proving the adverse effect the alleged violation has on their own property.**

Location of your property ( ) or specific interest ( ) adversely affected by the alleged violation:

What evidence do you have that the alleged violation has an adverse effect on your property?

**C. The complaint shall:**

**1. Be in writing.**

**2. State in ordinary and precise language the provisions of Title 18 alleged to have been violated and the facts alleged to constitute the violation.**

FNSB Title 18. \_\_\_\_ . \_\_\_\_ ( \_\_\_\_ ) ( \_\_\_\_ ) ( \_\_\_\_ )

Facts alleged to constitute a violation of the above-referenced title:

**3. Include statements of support and/or other evidence supporting the allegations.**

Evidence presented to support allegations of a violation:

**Information on location of complaint:**

Name:

Address:

Location:  Phone Number:

Property Description:

Site Drawing to identify roads or nearby landmarks:



OFFICE USE ONLY
Zone: _____
Date Zoned: _____
Ordinance Violation: _____

**D. The Department may investigate a complaint provided that the above conditions have been met.**