



City and Borough of Sitka

Parks & Recreation ▪ 100 Lincoln Street ▪ Sitka, Alaska

ph: 907.747.1804 ▪ fax: 907.747.3158 ▪

publicworks@cityofsitka.org

Dear Commercial Use Applicant:

In the enclosed packet you will find the following: permit application, regulations and a fee schedule. The application and processing fee is \$250, non-refundable.

In order for your application to be considered it must contain the following:

- One complete application listing all locations of use on CBS lands.
- \$250 non-refundable fee for the application and processing.
- All attachments enclosed.
- First time applications may be submitted anytime. Permit renewals are due by December 15, for permitting for the subsequent two years.
- Permits will be good for two years, after the initial year.
- Any significant operational changes for the interim permit year require the submission of a full application by December 15 and a subsequent review process.
- Proof of insurance, pre-payment, reconciliation and client reports must be submitted each year along with the \$250 processing/application fee prior to season start.

Permit applications will be reviewed by the Parks and Recreation Committee every other year after the first year. The Committee members will make a recommendation regarding approval to the Administrator. Some of the criteria used to evaluate the applications are: group size; number of groups per day; impacts of activity on resource, facilities and other users.

The Administrator will make final decision as to annual and temporary permit issuance. Applicant may appeal an unfavorable decision to the City and Borough Assembly for final determination no later than ten (10) days after the Administrator's decision.

If you have further questions please call the Parks and Recreation office at 747-1804.

Sincerely,

Michael Colliver
Buildings, Grounds & Parks Supervisor