



# City and Borough of Sitka

Parks & Recreation • 100 Lincoln Street • Sitka, Alaska  
ph: 907.747.1852 • fax: 907.747.7403 • [parks@cityofsitka.org](mailto:parks@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.
- 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.

If you have further questions please call the Public Works office at 747-1804.

Sincerely,

Michael Colliver  
Buildings, Grounds & Parks Supervisor



**2018 Application for Commercial Use of Lands  
Owned by City and Borough of Sitka  
Parks and Recreation Division  
Title 23 Chapter 23.20**

**COMMERCIAL USE PERMIT**

*This application must be completed and all required attachments provided. An incomplete application will not be considered. It is the applicant's responsibility to provide all requested information with this application. Applicants will not be notified if an application is incomplete. All applications should be submitted by October 15 for permitting in the following calendar year with any changes in applicant information noted on the permit application. Temporary permits may be applied for at any time. One application can be completed for multiple sites on CBS lands or for use of multiple facilities.*

*Please check the applicable duration for the permit:*

- One Year only (January 1, 2018 - December 31, 2018)
- Temporary Permit (0 - 30 Days)

**I. Applicant Information**

Legal Business Name: \_\_\_\_\_

Form of Business Organization: \_\_\_\_\_  
(Sole Proprietorship/partnership/corporation)

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

Name(s) of Owner(s), Partners, Registered Agents: \_\_\_\_\_

Address and Contact Numbers for Above: \_\_\_\_\_

Local Mailing: \_\_\_\_\_

Local Contact Name/Title: \_\_\_\_\_

Local Email Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Local Fax Number: \_\_\_\_\_

**II. Attachments**

You must provide the following attachments with this application. If any information is confidential, such as proposed fee schedules, please attach that information under cover.

- (a) Description and map of each location of proposed use.
- (b) Description of the proposed services to be provided for a fee, at the site.
- (c) Description of how parking will be accommodated or how clients will be dropped off and picked up. Provide a statement of what additional accommodations or improvements may be needed for fee services to be effectively rendered.

- (d) Physical description and license numbers of each vehicle to be used in the activity for which the permit is sought.
- (e) A description of the method of customer transportation to the site and the mode of transport.
- (f) A description of the number, scheduling and size of participant groups.
- (g) Estimate of total number of participants expected to use a given site.
- (h) Time of desired usage.
- (i) Description of restroom accommodations provided/required.
- (j) Plans for emergency evacuation.
- (k) Plans for litter control.
- (l) Description of safety briefing presented to clientele.
- (m) Training requirements/standards of personnel conducting transport and tour activities.
- (n) A schedule of fees and charges to customers and a description of any collection, disbursement, royalty, commission or similar arrangements with others including tour brokers, agents, or cruise ship companies.
- (o) **\$250.00 non-refundable annual application and processing fee.**
- (p) Copy of proof of insurance as required under CBS 23.20.050.

*Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.*

**III. Certification**

I certify that I am registered on CBS sales tax and CBS property tax rolls and hereby give CBS permission to check on the status of such.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Please check box if not applicable:

I certify that I have no outstanding judgments to the CBS and hereby give CBS permission to check on the status of such.

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

**City and Borough of Sitka Staff Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_

**APPLICATION/PROCESSING FEE - \$250.00**

	<u>Application Fee</u>	<u>Conditions</u>
0 - 30 Days Temporary Permit	\$100	Can apply anytime. Maximum 30 days of operation. Per person fee of \$2.00 Only can be applied for once/year for same location. Special conditions or restrictions may apply.
Annual Permit Fee	\$250	Apply any time but allow 6 weeks to process. Additional client fees required (see below) Must abide with existing approved commercial area criteria.

#### **CURRENT PERMIT FEES**

All Permits. Flat per person fees based upon type, duration and location of use.

Use of Goddard Hot Springs, Baranof Warm Springs boardwalk and adjacent CBS lands by Guided Tour/Charter clients: \$2.00/client

Guided Tours (sightseeing, wildlife viewing, photography, historic or nature, etc.): \$2.00/client

Guided Trips (Freshwater-based activities and use of non-motorized water craft): \$2.00/client

- (a) Permits shall expire on December 31 of each calendar year for first year permits, except in subsection (d) below for temporary permits. After the first year of operation, permits will be issued for two years unless permittee has significant operational changes.
- (b) Permits are valid only for the dates, times, activities and areas specified.
- (c) Permits are not automatically renewable. Issuance of a permit shall not entitle the permit holder to any priority or preferential consideration for subsequent, new, or additional permits for the same or related uses or areas. A new application must be submitted every other year by October 15, with revised information, for each permit.
- (d) The Administrator may issue a temporary permit at any time, valid for not more than 30 days and that is not renewable within one calendar year.

**Parks and Recreation Division  
Commercial Operator Client Fees  
Prepayment: Estimate of the Number of Clients**  
(Retain a copy of this form to submit at end of season)

Today's Date: \_\_\_\_\_

**Applicant's Information:**

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

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_ X \$2 = \_\_\_\_\_ Total Client Fee

**Estimated Number of Clients**

\_\_\_\_\_ Annual Application Fee

\_\_\_\_\_ Subtotal

\_\_\_\_\_ Tax (5% Oct-Mar)  
(6% Apr-Sep)

\_\_\_\_\_ **Total Fee with tax**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The permit holder shall pay a fee deposit **prior to commencement of the permitted activity** in accordance with SGC 23.20.040. **The current fee for guided tours is \$2.00 per client. The minimum fee is one hundred dollars.** The permit holder shall use its best estimate of the number of clients and days they will be guiding.

The permit holder shall submit to the City Utilities Office: a reconciliation form, this prepayment form and client reporting sheet by October 31 every year.

*For Official Use: Parks and Rec Fees GL #: 100-300-320-3201.011  
Please make two copies, one for Commercial Operator and one for Parks and Recreation Division records*

**Check box if annual non-refundable application fee of \$250.00 is included**