



**2006 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. Applications for annual permits are accepted year-round at the CBS Public Works Office, Room 201 (100 Lincoln Street, Sitka, AK 99835). Renewals for one year permits should be submitted by December 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. A separate application must be completed for each site.

- G One Year Permit (January 1, 2006 - December 31, 2006)
- G Temporary Permit (0 - 30 Days)
- G Renewal

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 Address: _____

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 location of each 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) **\$125.00 non-refundable application fee.**
- (p) Copy of proof of insurance as required under CBS 23.20.050.

Annual permit applications will be reviewed by the Parks and Recreation Committee who will make a recommendation regarding approval to the Public Works Director. The Public Works Director will make final decision as to annual and temporary permit issuance. Applicant may appeal an unfavorable decision to the City and Borough Administrator for final determination no later than ten (10) days after the Director's decision.

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: _____

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: _____

CURRENT APPLICATION FEE \$125

	<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 \$1.25 Only can be applied for once/year for same location. Special conditions or restrictions may apply.
Annual Permit	\$125	Must apply during application period. Additional permit fees required (see below) Must abide with existing approved commercial area criteria.

CURRENT PERMIT FEES

<u>Temporary and Annual Permits. Flat per person fees based upon type, duration and location of use.</u>
Use of Goddard Hot Springs and adjacent CBS lands by Guided Tour/Charter clients: \$2.00/client
Guided Tours (sightseeing, wildlife viewing, photography, historic or nature, etc.): \$1.00/client
Guided Trips (Freshwater-based activities and use of non-motorized water craft): \$1.00/client

- (a) Permits shall expire on December 31 of each calendar year except in subsection (d) below for temporary permits.
- (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 year by December 15, with revised information, for each permit.
- (d) The Director of Public Works may issue a temporary permit at any time, valid for not more than 30 days and that is not renewable within one calendar year. The application process for a temporary permit shall be the same as for the annual permit.