CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL
330 Harbor Drive | Sitka, Alaska 99835
www.cityofsitka.com
HCH@cityofsitka.org
907-747-4090

APPLICATION FOR A COMMERCIAL OPERATIONS PERMIT UNDER SGC 6.25.030(C)(7) FOR AN HCH PLAZA OUTFITTER SPACE IN 2027 (BY BID)

Pursuant to Sitka General Code (SGC) Chapter 6.25, the City and Borough of Sitka (CBS), through its Harrigan Centennial Hall (HCH) Manager, will designate and assign five (5) spaces in the HCH Plaza for outfitters conducting commercial operations involving organized excursions, with the intent of accommodating vehicles necessary for customer outfitting and rental of equipment to be used on an excursion in 2027.

A. Process and procedure:

1. An application will be accepted only from a person who has, or upon issuance of the permit, will have the legal authority to act in accordance with the permit. The application must be signed by the owners of the business to be subject to the permit. The HCH Manager may require an applicant to submit evidence of authority to apply for the permit.

2. An application must be on forms provided by the CBS which are available at the office of the HCH Manager at 330 Harbor Drive, Sitka, Alaska 99835. An application will not be considered unless it is complete, signed, and filed together with any required attachments or exhibits at the office of the HCH Manager.

3. Applications for 2027 are available online or at the front desk at Harrigan Centennial Hall. Applications must be filed on or before **January 7, 2027,** to be eligible for a 2027 permit.

4. Information required to be provided by applicant in application:
   a. Name of each individual and/or business entity responsible for conducting business under the permit. Each person listed shall be jointly and individually responsible for compliance with the permit;
   b. The permanent, temporary, local, and foreign residence and mailing address of each person responsible for conducting business under the permit;
   c. Current phone numbers and email addresses of each person responsible for conducting business under the permit;
   d. A copy of a current driver's license or other government identification card which includes a photograph, date of birth, and a written physical description of the applicant;
   e. Physical descriptions and license numbers of each vehicle to be used in conducting business under the permit; and
   f. A description of the commercial operations being conducted by the business.

5. Bid process and procedure:
   a. Five (5) spaces designated by the HCH Manager are available for assignment;

b. The application must be filed by **January 7, 2027**, at **4:00 p.m.** at the office of the HCH Manager, and any noncompliant applications will be rejected and returned with a written statement of reasons for rejection (which the applicant may cure, if submitted on or before the application deadline);
c. Spaces will be assigned to successful bidders at an open outcry auction conducted by the HCH Manager or his/her designee;
d. The auction will be conducted in accordance with standard procedures determined by the HCH Manager as approved by the Municipal Administrator, and will be held at HCH on **January 8, 2027**, starting at **10:00 a.m.**;
e. The minimum/starting bid for a space is $5,000 per year of a "permit term," which is for three consecutive calendar years for the period from April 1st through October 15th of each of those calendar years;
f. The auctioneer will auction off the five (5) designated spaces by offering an undetermined space location for a three-year term duration, and each successful bidder will then choose a space location, as available;
g. Successful bidders must pay their bid for each calendar year of the permit term, or a prorated amount if prepayment is made, before March 1st of each calendar year of the permit term, or else the permit shall be forfeited, and the space shall be forfeited, and the space will be rebid;
h. Permittees may prepay permit fees; however, no prepaid permit fees shall be refunded for any calendar year of the permit term unless the permittee gives prior written notice of termination before March 1st of a calendar year within the permit term; and
i. Successful bidders must provide the HCH Manager with a broker's certificate of insurance showing that the applicant has obtained public liability insurance in the amount of $1,000,000, in which the CBS is named as an additional insured and the insurer is required to notify the CBS if the policy is modified, canceled, or terminated, within ten (10) days of notice, before March 1st of each calendar year of the permit term, or else the permit shall be forfeited, and the space will be rebid.

B. Eligibility requirements – applicants must:

1. Pursuant to SGC 6.25.030(C)(1)(a), hold a current Alaska business license and submit a copy of the same with their application.

2. Pursuant to SGC 6.25.030(C)(1)(b), maintain a place of business under the name on the Alaska business license within the boundaries of the CBS.

3. Pursuant to SGC 6.25.030(C)(1)(c), maintain a year-round place of business and mailing address in the CBS, and must designate a single individual by physical address, mailing address, and phone number in the CBS upon whom service of notices and legal proceedings may be made.

4. Pursuant to SGC 6.25.030(C)(2), not have an overdue debt with the CBS, of any kind whatsoever, and submit written verification of the same from the CBS Finance Department with their application.

5. Pursuant to SGC 6.25.030(C)(3), not have a permit issued under SGC 6.25.030 revoked in the last two calendar years before April 1st of the permit year, unless upon appeal issued by the CBS Administrator for good cause shown by the applicant.

6. Pursuant to SGC 6.25.030(E)(5), not been convicted of a felony or certain misdemeanors listed and submit written proof from the State of Alaska of the same.

C. Applicant information (attach sheet, if necessary):

Applicant name (person or business)							
Contact person		Name					
		Address					
		Email					
		Phone(s)					
Business		Name					
		Address					
		Email					
		Phone(s)					
Agent for receiving service		Name					
		Address					
		Email					
		Phone(s)					
Description of commercial operation							
Vehicle(s)		Year	Make	Model	Color	License #	Registration #
(attach sheet, if necessary)	(1)						
	(2)						
	(3)						
	(4)						
	(5)						

Checklist of documents to be included with application:

☐ Driver's license or other government identification card (copy).

☐ Alaska business license (copy).

☐ Verification of no overdue debt with the CBS (from the CBS Finance Department) (original).

☐ Criminal history (from the State of Alaska) (copy).

Checklist of fees/documents required before <u>March 1st</u>:

☐ Permit fees – the bid amount for each year of permit term (cash or certified check).

☐ Certificate of Insurance (copy).

D. Applicant acknowledgment:
By signing this application, applicant acknowledges, agrees, and certifies as follows:

1. To be bound to by all the terms and conditions of the permit, if issued, and to abide by those terms and conditions and any other additional terms, conditions, provisions, limitations, rules (copy attached), and regulations established by the HCH Manager.

2. To be bound by all the terms, conditions, and provisions set forth in SGC Chapter 6.25;

3. To indemnify, defend, and hold harmless the CBS from any and all claims for injury or damage to persons or property suffered in connection with its activities unless such injury or damage is caused by the intentional misconduct or gross negligence of the CBS;

4. The permit may not be assigned or transferred;

5. The permittee has no property right in the permit; and

6. The CBS makes no representations concerning and assumes no responsibility for or regarding any goods or services sold or activities by permittee or any of permittee's employees, agents, representatives, contractors, or customers.

_____ _____
Applicant signature Date

_____ _____
Owner signature Date
(if different than Applicant)

_____ _____
Owner signature Date
(if different than Applicant)

COMMERCIAL OPERATIONS PERMIT UNDER SGC 6.25.030(C)(7)
FOR AN HCH PLAZA OUTFITTER SPACE IN 2027 (BY BID)

The Applicant is hereby /granted/ denied/ (circle one) a Commercial Operations Permit for an HCH Plaza outfitter space and, if granted, under the terms and conditions as follows:

1. The space assigned is space number _____, as shown on the attached diagram.

2. The term of the permit is from April 1st through October 15th for each calendar year of the permit term.

3. Commercial operations involving organized excursions may only be conducted in the space assigned. Designated areas will be 25 feet long / 10 feet wide / 9 feet high. Trailer and tongue must not exceed these dimensions.

4. This permit is not renewable. A new application must be submitted once this permit terminates at the end of the permit term.

5. This permit may not be assigned or transferred.

6. Any signs used by permittee must comply with SGC Section 6.25.030(C)(5).

7. Any vehicle(s) used by permittee for loading/unloading within the designated loading areas at the HCH Plaza and the O'Connell Bridge Tendering Facility must have a Commercial Vehicle Loading/Unloading Permit under SGC Section 6.25.040.

8. Additional terms, conditions, provisions, and limitations (if any):

_____
_____
_____
_____
_____

By signing this permit, the HCH Manager, acknowledges, agrees, and certifies as follows:

1. Applicant has submitted a compliant application;

2. Applicant is fit, willing, and able to comply with the permit and the law;

3. Granting the permit satisfies public convenience and necessity; and

4. Any additional terms, conditions, provisions, and limitations imposed in the permit are deemed appropriate as to public health, safety, and welfare.

_____ _____
HCH Manager signature Date