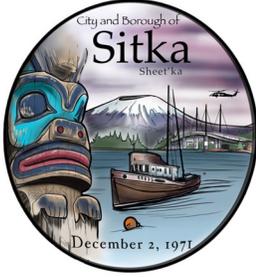


# SITKA POLICE DEPARTMENT



CITY AND BOROUGH OF SITKA  
A COAST GUARD CITY

304 Lake Street, Suite 102 | Sitka, Alaska 99835  
Robert Baty, Chief of Police  
www.cityofsitka.com | spdadmin@sitkapd.org  
907-747-3245 | FAX 907-747-1075



## TAXI APPLICATION CHECKLIST

You must submit your application in person to the Multi Service Officer with all required documents, fees paid, and inspections completed. *If you are renewing, please submit your application no less than seven days prior to your expiration date. A \$25 late fee shall be applied if submitted after expiration.* Your application must include:

- Permit/License fee of \$50 + tax (cash or check only) – non refundable
- Copy of DMV driving history
- Fingerprints
- Copy of criminal history  
(can be obtained at the Department of Public Safety)
- Copy of current Alaska State Business License
- Proof of Insurance Naming CBS as Additional Insured
- Proof of Safety Inspection Completed by ASE Certified Mechanic
- Proof of current City tax account
- You must be current on all City accounts

Once you have submitted your application, it will be forwarded to Chief of Police for review.



Sitka Police Department  
Taxi Owner/Operator or Driver Application



NAME \_\_\_\_\_  
Last First Middle Date of Birth

ALIAS \_\_\_\_\_  
(nicknames, maiden, or former names) Ht. Wt. Gender

\_\_\_\_\_  
Residence Address Mailing Address Alaska Driver's License

\_\_\_\_\_  
Place of Birth Social Security Number Phone: Home/Work

RESIDENTIAL HISTORY (residential address for the last ten years)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Include Completed and Signed Physical Examination Forms (examination must have been completed and signed within 30 days of application)

---

Business Name

---

Phone

---

Business Address

---

Mailing Address

---

Location of Terminal/Depot(s)

---

Business Color Scheme/Insignia

LIST VEHICLES TO BE OPERATED (Year, Make, Color, VIN, License#)

---

---

---

---

Include Inspection Forms for Each Vehicle, Signed by ASE Certified Mechanic  
(inspection must have been completed and signed within 30 days of application)

INSURANCE COVERAGE (Include Hard Copy of Certificate as Proof of Coverage)

COMPANY \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

EMPLOYMENT HISTORY

(including experience transporting passengers)

---

---

---

---

---

---

---

---

---

---

Alaska Driver's License # \_\_\_\_\_ Expiration \_\_\_\_\_

List all Traffic Citations Received in the Past Five Years (date, location, offense)

---

---

---

Include DMV Driving History

CRIMINAL HISTROY (list criminal conviction/arresting agency)

---

---

---

---

Include AST Criminal History Report and Fingerprints

I, \_\_\_\_\_, Do  
Certify That the Above Information is True and Complete and all Pertinent  
Information and Forms Requested Have Been Provided to the Best of My Knowledge  
and Belief.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE\*

\_\_\_\_\_  
NOTARY PUBLIC

Sworn (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_

Seal

Receipt # \_\_\_\_\_ Amount Received \_\_\_\_\_ Date Received \_\_\_\_\_

Application is for: Owner/Operator \_\_\_\_\_ Driver \_\_\_\_\_ Both \_\_\_\_\_

An applicant who fails to supply information so required or who submits false or  
misleading information shall be deemed ineligible.

USE BACK OF APPLICATION OR ADDITIONAL PAGES AS NEEDED

EACH CO-OWNER IS REQUIRED TO FILL OUT A SEPERTE APPLICATION

\*Applicant's signature shall constitute the applicant's consent to an investigation  
conducted by the municipality of the applicant's qualifications.



**City and Borough of Sitka  
Account Status Verification Form**

Name of Business or Owner:

To be eligible for any permit or license, the business or representative owner must be current and in good standing without any indebtedness to all City and Borough of Sitka accounts including electric, utilities, and sales tax accounts. Take this form to the appropriate City department for verification that the business or representative owner's accounts are current and in good standing.

**SALES TAX**

I confirm that the above-named applicant has an active sales tax account with the City and Borough of Sitka and the account is in good standing.

\_\_\_\_\_  
Sales Tax Employee Printed Name

\_\_\_\_\_  
Employee Signature and Stamp

\_\_\_\_\_  
Date

**ELECTRIC, UTILITIES, AND HARBOR**

I confirm that the above-named applicant is in good standing with the City and Borough of Sitka Electric, Utilities, and Harbor Departments.

\_\_\_\_\_  
Utilities Employee Printed Name

\_\_\_\_\_  
Employee Signature and Stamp

\_\_\_\_\_  
Date

# SITKA POLICE DEPARTMENT

(This side to be completed by applicant before examination by physician.)

THIS EXAMINATION IS FOR: TAXI DRIVER PERMIT [ ] RENEWAL [ ]

Applicant's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Person Physician: \_\_\_\_\_ Physician's Address: \_\_\_\_\_

ANSWER "YES" OR "NO" TO THE FOLLOWING QUESTIONS:

	YES	NO
1. Have you ever been rejected by any insurance company?	_____	_____
2. Have you been committed to a mental institution or alcohol program within the last 5 years?	_____	_____
3. Have you been rejected for military service? If yes, Why? _____	_____	_____
4. What type of military discharge? Regular _____ Medical _____ Other _____		
5. Have you any physical defect whatever, which might under strain, or in the performance of you duties requiring physical alertness and muscular activities, result in disablement or otherwise incapacitate you? If yes, explain: _____	_____	_____
6. Are you now under or have you been under a physician's care during the past 5 years? If yes, give details _____	_____	_____
7. Are you taking any medication? If yes, list them and explain _____	_____	_____
8. Have you ever received disability compensation? If yes, explain _____	_____	_____
9. Do you have a problem with alcohol or drug misuse? If yes, explain _____	_____	_____
10. Have you ever or do you now have any of the following symptoms?		
Dizziness	_____	_____
Chest Pains	_____	_____
Fainting Spells	_____	_____
Seeing Double	_____	_____
Convulsions	_____	_____
Spitting of Blood	_____	_____
Chronic Cough	_____	_____
Hearing Loss	_____	_____
11. Do you have or have you had any of the following in the last 5 years?		
Head Injuries	_____	_____
Arthritis	_____	_____
Epilepsy	_____	_____
Pleurisy	_____	_____
Tuberculosis	_____	_____
Stomach Trouble	_____	_____
Cardiac Ailment	_____	_____
Liver Disease	_____	_____
Kidney Trouble	_____	_____
Asthma	_____	_____
Hernia	_____	_____
Malaria	_____	_____
Varicose Veins	_____	_____
Nervous Breakdown	_____	_____
Blood Disease	_____	_____
Diabetes	_____	_____
High Blood Pressure	_____	_____

I, \_\_\_\_\_, CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 DATE

Sitka Police Department

**PHYSICAL EXAMINATION FOR TAXI DRIVER**  
(must be completed by standard- certified medical personnel)

Applicants Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Pulse: \_\_\_\_\_

**VISION:** Does applicant have at least 20-30 vision in one eye and at least 20-200 vision in the other eye?  
[ ] yes / [ ] no. With corrective lenses [ ] or, without corrective lenses [ ]

Does the applicant have good peripheral vision? [ ] yes [ ] no (A "no" answer disqualifies)  
Is applicant blind in either eye? [ ] yes [ ] no (A "yes" answer disqualifies)

**REMARKS:** \_\_\_\_\_

**HEARING:** Does applicant have normal hearing without a hearing aid? [ ] yes [ ] no  
With a hearing aid? [ ] yes [ ] no (Two "no" answers disqualifies))

**REMARKS:** \_\_\_\_\_

**CHEST:** Lungs: \_\_\_\_\_ Rhythm: \_\_\_\_\_

Rate: \_\_\_\_\_ Murmurs: \_\_\_\_\_

**REMARKS:** \_\_\_\_\_

**BACK EXTREMITIES & JOINTS:**

\_\_\_\_\_

List any abnormalities: \_\_\_\_\_

\_\_\_\_\_

To the best of your knowledge did applicant have history of fainting spells, cardiac ailments, dizziness, convulsions or epilepsy in the past 12 months preceding this examination: [ ] yes [ ] no (A :yes" answer disqualifies)

**REMARKS:** \_\_\_\_\_

At the time of this examination was applicant free of communicable disease: [ ] yes [ ] no (A "no" answer disqualifies)

**REMARKS:** \_\_\_\_\_

.....

**STANDARD- CERTIFIED MEDICAL PERSONNEL**

**I certify that I performed the physical examination of the above named individual as designated by this form in**

\_\_\_\_\_ **on** \_\_\_\_\_ **20** \_\_\_\_\_  
(City/State Date)

**I further certify that based on this information, that the applicant is: { } QUALIFIED { } DISQUALIFIED to operate a Taxi**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## CITY AND BOROUGH OF SITKA ANNUAL TAXI INSPECTION FORM



Each Taxicab must be inspected by a licensed automotive repair facility.

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

Taxi Owner Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

VIN #: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Odometer: \_\_\_\_\_

INSPECTED ITEMS	PASS	INSPECTED ITEMS	PASS
GLASS		DEFROSTING AND HEATING	
SIDE VIEW MIRRORS		ODOMETER	
REAR VIEW MIRROR		SPEEDOMETER	
TIRES		NO LEAKS	
BODY CONDITION		BRAKES	
DOORKNOBS, HANDLES, HINGES		EMERGENCY BRAKE	
SEATS		EXHAUST SYSTEM	
SEAT BELTS		STEERING	
FLOORBOARDS		DRIVE LINE/SUSPENSION	
INTERIOR CONDITION		RATES DISPLAYED	
HEAD LIGHTS/EXTERNAL LIGHTS		INSIGNIA DISPLAYED	
WIPERS AND WASHERS		FIRE EXTINGUISHER/FIRST AID KIT	
HORN		OTHER	

Date of Inspection: \_\_\_\_\_

**PASS:** I have examined the above vehicle and to the best of my knowledge found no conditions that violate state or federal laws or place users of the vehicle or general public at risk.

Name of Certified Mechanic: \_\_\_\_\_ ASE Certificate #: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Name: \_\_\_\_\_

Signature of Certified Mechanic: \_\_\_\_\_

## Taxi Inspection Notes

**GLASS:** no broken or missing glass; windshield cracks not interfering with driver's vision

**SIDE VIEW MIRRORS:** none missing, cracked, or broken to the extent to obstruct vision

**REAR VIEW MIRROR:** in place with no broken or missing glass

**TIRES:** fair to excellent condition; no wear bar level with the tread; no portion of tire groove worn flat; no visible cord or metal; no sidewall plugs

**BODY CONDITION:** clean and well maintained; no major body damage; no missing parts

**DOORKNOBS, HANDLES, HINGES:** in place and in good working order for each door

**SEATS:** clean and upholstery free of holes, tears, and stains

**SEAT BELTS:** in place and in good working order for all seats; no missing components; any locks that will not engage or disengage; no tears or rips in belt

**FLOORBOARDS:** complete and without holes

**INTERIOR CONDITION:** clean and well maintained; free of litter, holes, tears, and stains

**HEADLIGHTS/EXTERNAL LIGHTS:** functioning and properly aligned for both high and low beam use; all bulbs working; no glass or plastic cover broken or missing

**WIPERS AND WASHERS:** in good working order; no blades that are hard, cracked, frayed, or ripped.

**HORN:** operative; button or ring not broken beyond use

**DEFROSTING AND HEATING:** in good working order

**ODOMETER:** in good working order

**SPEEDOMETER:** in good working order

**LEAKS:** no measurable leakage of fuel, oil, and fluids

**BRAKES:** fair to excellent condition, no grooved rotors or drums; no leaking caliper, wheel cylinder, master cylinder, or line

**EMERGENCY BRAKE:** functioning; must hold vehicle at high idle

**EXHAUST SYSTEM:** no holes or leaks in system

**STEERING:** no looseness exceeding 1/8", missing bolts, bent components, or leaks in steering pump or line

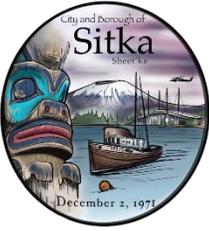
**DRIVE LINE/SUSPENSION:** no shocks leaking, missing grommets, won't recover when vehicle is pushed downward, broken or deteriorated motor or transmission mounts, U-joints loose, driveshaft bent, springs cracked or broken

**Rates:** rates list of fares clearly displayed for passengers to view

**INSIGNIA DISPLAYED:** color scheme and trade name insignia prominently displayed on body

**FIRE EXTINGUISHER/FIRST AID KIT:** readily accessible and fully charged/stocked

**OTHER:** any condition that would place driver or general public at risk



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

*Coast Guard City, USA*

Send completed application and deposit payment to:

City and Borough of Sitka  
Finance Department - Sales Tax  
100 Lincoln Street  
Sitka, Alaska 99835

Via email: [tax@cityofsitka.org](mailto:tax@cityofsitka.org)  
Call 907-747-1818 to make deposit payment

## BUSINESS REGISTRATION APPLICATION

**\$50.00 Deposit Required to Open an Account (\$100.00 for Taxi)**

<b>Business Identification</b>	Is this a: New Business ( ) Re-Opening ( ) Change in Ownership ( ) *See Page 2*		
	Business Name:		
	Line of Business:		
	Alaska Business License Number:	EIN/Social Security Number (please do not email SSN):	
<b>Contact Information</b>	Mailing Address:		
	City:	State:	Zip:
	Contact Name and Title:		
	Phone Number:	Email Address:	
<b>Specifics</b>	Physical Address in Sitka where business is based or occurring:		
	Nature of Business:		
	State Date of Business Activity in Sitka (Itinerants: Start and End Date):		

*Continued on next page. Applicants must complete both pages.*

<b>CBS USE ONLY</b>		
Sales Tax Account Number:		
Date:	SIC:	Reviewed By:
Deposit:	Itinerant \$2.00/day (min \$6.00) or \$25.00/year (100-300-320-3201-007):	
<b>Planning Department Clearance</b>		
Zone:	Date:	Approved By:
<b>Assessing Department Copy</b>		
Date:	Submitted By:	

**Individual information is required for ALL owners of the business**

<b>Owner Information</b>	Full Legal Name:	
	Mailing Address:	
	Physical Address:	
	Primary Phone Number:	
	Secondary Phone Number:	
	Social Security Number <u>OR</u> Driver's License Number/State:	
	Office/Title:	Date of Birth:
<b>Owner Information</b>	Full Legal Name:	
	Mailing Address:	
	Physical Address:	
	Primary Phone Number:	
	Secondary Phone Number:	
	Social Security Number <u>OR</u> Driver's License Number/State:	
	Office/Title:	Date of Birth:
<b>Owner Information</b>	Full Legal Name:	
	Mailing Address:	
	Physical Address:	
	Primary Phone Number:	
	Secondary Phone Number:	
	Social Security Number <u>OR</u> Driver's License Number/State:	
	Office/Title:	Date of Birth:
<b>Previous Owner Information</b>	Name:	Phone Number:
	Address:	

*I attest that to the best of my knowledge, that the information provided is true and correct.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

## **General Information on the Collection and Filing of Sales Tax**

**Business Registration** - A city business registration form and sales tax deposit of \$50.00 is required of anyone engaging in business or has a rental in the City and Borough of Sitka. For non-resident business or itinerant business, see section Itinerant Business.

**Sales Tax Rate** - All sales, rentals and services provided during the months of:

- October, November, December, January, February, and March are taxed at 5%.
- April, May, June, July, August, and September are taxed at 6%.

**Itinerant Businesses** – Itinerant businesses is any and all persons temporarily engaging in the sale of any goods and services. Itinerant businesses are required to register and remit tax in full prior to leaving the City and Borough, or within 24 hours after expiration of their license. A \$2.00/day six dollar minimum or \$25.00/year. To apply for an Itinerant License, see online for more information (SGC 6.04.010-120 & SCG 4.09.270.A4)

**Long Term Residential and Commercial Rent** - *Residential* Long Term Rent paid for thirty (30) consecutive days or more, or an entire calendar month is exempt from sales tax. *Other long term rentals*, including commercial property, trailer space and lot fees, rented for thirty (30) or more consecutive days or an entire calendar month by a single person or persons of a room, set of rooms, structure or suite such as trailer spaces, is tax year round at a rate of 5%.

**Short Term Residential and Commercial Rent** – Transient Room Tax (Bed Tax) = 6% year round, on short term rentals (less than 30 consecutive days). This tax shall be in addition to the general sales tax of the municipality and is required to file quarterly returns. See Sales Tax Rates.

**Filing a Return** – Each person engaged in business or non-casual sales in the City and Borough of Sitka, is subject to taxation under Section 4.09.010 and shall file a return. Important Note: Returns must be filed even if there are no sales transacted in that particular quarter. Returns are mailed to you prior to the file deadline. If you do not receive a return by quarter end dates (listed below), it is your responsibility to obtain one. Forms are available online at [www.cityofsitka.com/business/taxes](http://www.cityofsitka.com/business/taxes) or from the tax office, located at 100 Lincoln Street, 1<sup>st</sup> Floor Finance. Tax is charged on the first \$12,000 of a single sale or billing unit.

### **Quarterly Return and Due Dates:**

Q1	Ending March 31 <sup>st</sup>	Due April 30 <sup>th</sup>
Q2	Ending June 30 <sup>th</sup>	Due July 31 <sup>st</sup>
Q3	Ending September 30 <sup>th</sup>	Due October 31 <sup>st</sup>
Q4	Ending December 31 <sup>st</sup>	Due January 31 <sup>st</sup>

\*\*\*Late fees, penalty, and interest are charged on all late returns. Returns become delinquent one month following the end of the quarter. See Late fees, penalty, and interest for more information. \*\*\*

- **Discounts for Quarterly Filers** - Monthly tax payments are encouraged and are available for all businesses that meet the following guidelines. A 3% discount (up to \$100.00) will be available when a business files their quarterly returns, and only for those business who's accounts are current and make on-time consecutive monthly payments by the 15<sup>th</sup> of each month. Quarterly return are still required to be filed (showing revenue for all three months). If your business made no sales, a quarterly return is still required.

- **Yearly** – The yearly sales tax return is due January 31<sup>st</sup> or each year, for the prior year's revenue.

### ***To qualify for a Yearly Filing Returns***

- *Business must be current on their sales tax filings,*
- *File on-time quarterly returns, for a calendar year,*
- *The total amount collected and remitted to the City and Borough of Sitka is two hundred dollars (\$200.00) or less. SGC 4.09.270.A3*
- *Applicant must request this option by filling out a Yearly Filer Request Form.*

**Exemption**- The following sales are exempt from taxation per SGC 4.09.100:

- **Wholesalers** who do not wish to pay sales tax must have completed an annual Resale Exemption Application and be current with their sales tax. The card must be presented to the retailer and the item wishing to be tax exempt must fall under the category listed on the card in order to qualify for tax exemption. The businesses note charging tax must maintain this number in their records to justify their exemptions on the sales tax return.
- **Government agencies** are tax exempt.
- **Non-profit organizations** that derive 50% or more of their gross revenue from local, state, or federal government sources are exempt if they complete the exemption application and it is approved by CBS.
- **Tax Cap Exemption** is only to be charged on the first \$12,000.00 of a single sale or billing units, (i.e., if you sold an appliance for \$14,100.00, you would only charge tax on the first \$12,000.00). SGC 4.09.100(n)
- **Other exemptions** are available. See SGC 4.09.100 Exemptions.

**Late Fees, Penalties, and Interest**-Late fees, penalty, and interest are charged on all late returns. Returns become delinquent one month following the end of the quarter. (See quarterly due dates above).

- Late filing fees are charged at a minimum of \$15.00 increasing to a maximum of \$100.00.
- Penalty is charged at 5% of delinquent tax per month up to 25%.
- Interest is charged at 12% of delinquent tax per annum.

Months Late	Late Filing Fee	Penalty	Interest**Calculation below
1	\$ 15.00	5%	12% per annum
2	\$ 40.00	10%	12% per annum
3	\$ 65.00	15%	12% per annum
4	\$ 90.00	20%	12% per annum
5	\$ 100.00	25%	12% per annum

**\*\*Interest calculation: Tax Due \* .12 \* (# of days/365)**

**Filing Instructions** For filing instructions, see the back side of your blue quarterly return. Returns are mailed to you for competition no later than the last day of the quarter. If you do not receive a return by March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, or December 31<sup>st</sup>, it is your responsibility to obtain one from the city offices or online at [www.cityofsitka.com](http://www.cityofsitka.com) Business Tax Forms.

**Change in Ownership or Closing your Business** A final return must be filed for a business that has sold or has closed permanently within 10 days of closing the business.

- Front side of return: mark the box **CLOSED**: Permanently or Sold
- Update mailing address: if you have a deposit on file, we will use the address on file to mail the deposit back
- Back side of return: Fill in the new owner's information
- A final return must be submitted no later than 10 days after selling the business. If you are just closing out the account, you may wait until the end of the quarter to file your return.

**Additional Taxes and Fess**

- **Cigarette & Tobacco Products Excise Tax** = \$.1264 per cigarette (changes annually)/90% of the wholesale price on Tobacco Products
- **Fish Box Tax** = \$10.00 per box
- **Drivers Facility Charge** = 4% on rentals of motorized passenger vehicles.

Contact your sales tax office about licensing and forms for remitting these additional taxes and fees.

Need More Information?  
Visit us Online  
[www.cityofsitka.com](http://www.cityofsitka.com)  
Call: 907-747-1840  
Email: [tax@cityofsitka.org](mailto:tax@cityofsitka.org)

# Chapter 11.56

## TAXICABS

### Sections:

- [11.56.010](#) Definitions.
- [11.56.020](#) Operator's license.
- [11.56.030](#) Application for operator's license.
- [11.56.040](#) Police investigation of applicant.
- [11.56.050](#) Eligibility for operator license.
- [11.56.060](#) Consideration of application.
- [11.56.070](#) Insurance.
- [11.56.080](#) Suspension or revocation of license.
- [11.56.090](#) Taxi driver's permit required.
- [11.56.100](#) Application for driver's permit.
- [11.56.110](#) Police investigation of applicant for driver's permit.
- [11.56.120](#) Eligibility for driver's permit.
- [11.56.130](#) Consideration of application for driver's permit.
- [11.56.140](#) Permit to be posted.
- [11.56.150](#) Suspension and revocation of driver's permit.
- [11.56.160](#) Initial license/permit—Duration.
- [11.56.170](#) License/permit renewal and late penalty.
- [11.56.180](#) Fees.
- [11.56.190](#) Transfer of license or permit.
- [11.56.200](#) Licenses and permits property of the municipality.
- [11.56.210](#) Notice of suspension or revocation.
- [11.56.220](#) Hearing.
- [11.56.230](#) Rates.
- [11.56.240](#) Receipts.
- [11.56.250](#) Acceptance and discharge of passengers.
- [11.56.260](#) Vehicles.
- [11.56.270](#) Reports and records.
- [11.56.280](#) Preexisting licenses and permits.
- [11.56.290](#) Violation—Penalty.

### **11.56.010 Definitions.**

Unless expressly stated, wherever used in this chapter, the following words shall mean:

- A. "Municipality" means the city and borough of Sitka.
- B. "Police chief" means the chief of police of the city and borough of Sitka, or his/her authorized representative.
- C. "Person" means any natural person, firm, corporation, partnership, or association.
- D. "Street" means every road, highway, thoroughfare, alley and place, including bridges, viaducts and other structures within the boundaries of this municipality used or intended for the use of the public for vehicles.

E. "Taxicab" means every motor vehicle, except cars for rent without drivers, used for the transportation of passengers for hire within the corporate limits of the municipality, not operated exclusively over a fixed and defined route, but used for transportation of passengers where the destination and route are controlled by the passengers, for which a charge is made.

F. "Taxicab driver" means person who carries on the vocation of driving a taxicab.

G. "Taxicab operator" means any person engaged in the business of providing services of a taxicab.

(Ord. 85-679 § 4 (part), 1986.)

### **11.56.020 Operator's license.**

No person shall operate or permit a taxicab owned or controlled by them to be operated as a vehicle for hire upon the streets of the city and borough of Sitka without having first obtained an operator's license from the chief of police. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.030 Application for operator's license.**

A. An application for an operator's license shall be filed with the police chief upon forms provided by the municipality. The application shall be accompanied by a nonrefundable fee to be determined by the police chief per person named as owner or co-owner. Such application shall be verified under oath and shall include the following information:

1. The name and residence address of the applicant;
2. The business name and business address of the taxicab operation;
3. The experience of the applicant in the transportation of passengers;
4. The number of vehicles to be operated or controlled by the applicant and the location of proposed depots or terminals;
5. The color scheme or insignia to be used to designate the vehicle or vehicles of the applicant is to be approved by the police chief;
6. Information regarding any criminal convictions; and
7. Information as the police chief may require.

B. The application shall be signed by the applicant; such signature shall constitute the applicant's consent to an investigation conducted by the municipality of the applicant's qualifications.

(Ord. 09-59 § 4 (part), 2009; Ord. 85-679 § 4 (part), 1986.)

### **11.56.040 Police investigation of applicant.**

The police department shall conduct an investigation of each applicant for an operator's license, and a report of such investigation shall be maintained.

Applicants shall provide proof of their residence or residences for the ten years previous to their application and shall provide fingerprints and F.B.I. and state police record printouts as necessary. (Ord. 09-59 § 4 (part), 2009; Ord. 97-1463 § 4 (part), 1997; Ord. 97-1408 § 4 (part), 1997; Ord. 85-679 § 4 (part), 1986.)

### **11.56.050 Eligibility for operator license.**

Except as provided for in Section [11.56.060](#), no operator license shall be issued to:

- A. A person who has been convicted of murder in the first degree or murder in the second degree or any other unclassified felony, or their counterparts in another jurisdiction; or
- B. A person who has been convicted of any other crime included in the Alaska Statutes or its counterpart in another jurisdiction, within the time period specified as follows:

Years Immediately Preceding Application for License	Crime(s)
10	Class A or B felony
5	Class C felony or Class A misdemeanor or other felony or misdemeanor not specifically classified as unclassified, A, B or C
2	Class B misdemeanor

- C. An applicant who fails to supply information so required or submits false or misleading information.

(Ord. 00-1574 § 4(A), 2000; Ord. 85-679 § 4 (part), 1986.)

### **11.56.060 Consideration of application.**

A. The police chief, after considering the application, the reports required to be attached thereto, and the results of the police investigation, shall approve or deny the application for an operator's license. The chief of police shall issue a statement of reasons in writing for a denial. If the application is denied, the applicant may request a hearing, pursuant to Section [11.56.220](#), before the police chief, to offer evidence why the denial should be reconsidered. An adverse decision may be appealed to the municipal administrator and ultimately to the municipal assembly.

B. The purpose of these regulations is to promote the safety of taxicab passengers and of the public generally. In considering an appeal or application, the police chief, the administrator and the assembly shall consider the nature of the disqualifying offense or other justification for permit denial, the time which has passed, as well as the applicant's driving record and the applicant's completion of any condition or requirement of any probation imposed, in determining if public safety will be protected if the appeal is granted.

- C. No right of appeal should be afforded to persons convicted of a class A felony.

(Ord. 00-1574 § 4(B), 2000; Ord. 96-1353 § 4 (part), 1996; Ord. 85-679 § 4 (part), 1986.)

### **11.56.070 Insurance.**

A. Before a license is issued to any operator, the operator shall deposit with the police chief a policy or policies of an insurance company or companies duly licensed to transact business in the state, insuring the operator of any taxicab against loss and liability imposed by law for damages on account of bodily injuries or death, or for damages to property resulting from the ownership, maintenance, or use of any taxicab to be owned or operated under such license and naming the city as an additional insured. The policy or policies shall be approved by the municipal attorney as to form and compliance with this chapter. The limit in any such insurance policy shall be not less than fifty thousand dollars for damage to or destruction of property arising out of a single accident or occurrence, one hundred thousand dollars for bodily injuries to or death of one person, and two hundred thousand dollars for any number of claims arising out of a single accident or occurrence.

B. The policy or policies shall be maintained in full force and effect during the operation of the business and shall provide for thirty days' prior notification to the police chief of all changes in the terms and/or cancellation of the policy.

C. Any license issued under the provisions of this chapter shall expire automatically upon the cancellation of the insurance required by this section.

D. The licensed operator may not sublet or permit satellite business operations to extend from his license; and

1. The operator must be the person or entity controlling the business operations of the taxicab operation for which the license is issued;
2. The operator may allow drivers with permits required by SGC Section [11.56.100](#) to lease his vehicles or drive their own vehicles if all of the following exist:
  - a. The vehicles are properly licensed and registered, and
  - b. The vehicles and drivers are fully insured as required by SGC Section [11.56.070](#) and fully comply with the other requirements of this chapter, including, but not limited to insignia and color requirements, and
  - c. The operator shall maintain central records for all taxicabs in his operation, and
  - d. The operator shall be responsible for any damage or personal injury caused by negligent or wilful misconduct of drivers and vehicles in his operation;
- E. Any change in ownership shall require a new application for an operator's permit or license.

(Ord. 85-679 § 4 (part), 1986.)

### **11.56.080 Suspension or revocation of license.**

A. The operator's license issued under the provisions of this chapter may be revoked or suspended by the chief of police if the holder thereof has:

1. Violated any of the provisions of this chapter;
2. Discontinued operations for more than thirty days;
3. Committed any offense as listed in Section [11.56.050](#);
4. Violated subsection D of Section [11.56.070](#).

B. Except as otherwise provided in subsection C below, prior to suspension or revocation, the holder shall be given notice of the proposed action to be taken in accordance with the provisions of Section [11.56.210](#).

C. Upon determining that an immediate danger to persons or property exists, the police chief may suspend the license at once. The suspension shall take effect immediately upon notice of the suspension being received by the licensee, or being delivered to the licensee's business address as stated on the licensee's application for the license that is being suspended. The notice provided for in Section [11.56.210](#) shall be mailed to the licensee by certified mail.

(Ord. 85-679 § 4 (part), 1986.)

### **11.56.090 Taxi driver's permit required.**

No person shall drive a taxicab for hire upon the streets of the city and borough of Sitka and no person who owns or controls a taxicab shall permit it to be so driven unless the driver of the taxicab shall have first obtained and shall have then in force a taxicab driver's permit issued under the provisions of this chapter. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.100 Application for driver's permit.**

A. An application for a taxicab driver's permit shall be filed with the police chief on forms provided by the municipality; and such application shall be accompanied by a nonrefundable fee to be determined by the police chief. The application shall be verified, under oath, and shall contain the following:

1. Name and residence address of the applicant;
2. A concise history of the applicant's employment;
3. Name of prospective employer;
4. Information relating to criminal convictions;
5. Information relating to convictions of traffic infractions;
6. Number of valid Alaska driver's license;
7. Such other information as the police chief may require;
8. Two two-inch by two-inch full-face photographs, to be taken by the Sitka police department.

B. The application shall be signed by the applicant; such signature shall constitute the applicant's consent to an investigation conducted by the municipality of the applicant's qualifications.

C. A taxicab driver's license shall not be issued to any person who does not meet the medical standards set forth in [2 AAC 90.440](#).

(Ord. 15-11 § 4 (part), 2015; Ord. 09-59 § 4 (part), 2009; Ord. 85-679 § 4 (part), 1986.)

### **11.56.110 Police investigation of applicant for driver's permit.**

The police department shall conduct an investigation of each applicant for a taxicab driver's permit, and a report of such investigation shall be forwarded to the police chief.

Applicants shall provide proof of their residence or residences for the ten years prior to their application and shall provide fingerprints and F.B.I. and state police record printouts as necessary. (Ord. 09-59 § 4 (part), 2009; Ord. 97-1463 § 4 (part), 1997; Ord. 97-1408 § 4 (part), 1997; Ord. 85-679 § 4 (part), 1986.)

### **11.56.120 Eligibility for driver's permit.**

Except as provided for in Section [11.56.130](#), no driver's permit shall be issued to:

A. A person who does not have a valid driver's license issued by the State Department of Motor Vehicles; or

B. A person who has been convicted of murder in the first degree or murder in the second degree, or any other unclassified felony, or their counterparts in another jurisdiction; or

C. A person who has been convicted of any other crime included in the Alaska Statutes not described in Section 11.56.120D or its counterpart in another jurisdiction within the time periods specified as follows:

Years Immediately Preceding Application for Permit	Crime(s)
10	Class A or B felony
5	Class C felony or Class A misdemeanor or other felony or misdemeanor not specifically classified as unclassified, A, B or C
2	Class B misdemeanor

D. A person who has been convicted of a traffic offense, as is defined in Alaska Statute Title [28](#), or Title [11](#) of the Sitka General Code, or their counterparts in another jurisdiction, within the time periods specified as follows:

Years Immediately Preceding Application for Permit	Crime(s)
2	Major traffic offense, including driving while under the influence, refusal to take breath test
1	Accumulation of eight or more points under the Department of Motor Vehicles system in any one year

E. An applicant who fails to supply information so required or who submits false or misleading information.

(Ord. 00-1574 § 4(C), 2000; Ord. 86-679 § 4 (part), 1986.)

### **11.56.130 Consideration of application for driver's permit.**

A. The chief of police shall, upon consideration of the application and the police investigation, approve or deny the application for a driver's permit. The chief of police shall issue a statement of reasons in writing for a denial. If the application is denied, the applicant may request a hearing, which shall be held in accordance with the provisions of Section [11.56.220](#) to offer evidence why the denial should be reconsidered. An adverse decision may be appealed to the municipal administrator and ultimately to the municipal assembly.

B. The chief of police shall have the power, in his/her sole discretion, to issue temporary licenses pending completion of the application investigation.

C. The purpose of these regulations is to promote the safety of taxicab passengers and of the public generally. In considering an appeal or application, the police chief, the administrator and the assembly shall consider the nature of the disqualifying offense or other jurisdiction for permit denial, the time which has passed, as well as the applicant's driving record, and the applicant's completion of any condition or requirement of any probation imposed, in determining if public safety will be protected if the appeal is granted.

D. No right of appeal should be afforded to persons convicted of a class A felony.

(Ord. 00-1574 § 4(D), 2000; Ord. 96-1353 § 4 (part), 1996; Ord. 85-679 § 4 (part), 1986.)

### **11.56.140 Permit to be posted.**

The driver's permit shall be posted in a conspicuous place in the taxicab which the driver is operating. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.150 Suspension and revocation of driver's permit.**

A. The police chief may suspend or revoke any driver's permit issued under this chapter for failure to comply with the provisions of this chapter and for violation of the offenses listed in Section [11.56.120](#).

B. Except as otherwise provided in subsection C of this section, prior to suspension or revocation, the permit holder shall be given notice of the proposed action to be taken, in accordance with the provisions of Section [11.56.210](#).

C. Upon determining that an immediate danger to person or property exists, the police chief may suspend the license at once. The suspension shall take effect immediately upon notice of the suspension being received by the licensee, or being delivered to the licensee's business address as stated on the licensee's application for the license that is being suspended. The notice provided for in Section [11.56.210](#) shall be mailed to the licensee by certified mail.

(Ord. 85-679 § 4 (part), 1986.)

### **11.56.160 Initial license/permit—Duration.**

Unless a shorter period is specified, new licenses or permits shall be valid from the date of issuance for a term of one year. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.170 License/permit renewal and late penalty.**

The application for renewal of a license or permit shall be made to the municipality prior to the license or permit expiration date. A penalty to be determined by the police chief shall be added to the license or permit fee accompanying a renewal application received by the municipality after the expiration date. (Ord. 09-59 § 4 (part), 2009; Ord. 85-679 § 4 (part), 1986.)

### **11.56.180 Fees.**

No taxicab operator's license or taxicab driver's permit shall be issued or continue to be valid unless the holder thereof has paid the fees as required. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.190 Transfer of license or permit.**

No license or permit issued in accordance with the provisions of this chapter may be sold, assigned, or otherwise transferred. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.200 Licenses and permits property of the municipality.**

Any license or permit issued in accordance with the provisions of this chapter shall remain the property of the city and borough of Sitka, and upon expiration, revocation or suspension, it shall be returned to the municipality. If a license or permit is lost or destroyed, upon affidavit made as to its loss or destruction, it may be replaced upon payment by the applicant of a required fee to be determined by the police chief. (Ord. 09-59 § 4 (part), 2009; Ord. 85-679 § 4 (part), 1986.)

### **11.56.210 Notice of suspension or revocation.**

Unless otherwise provided, prior to revocation or suspension of a license or permit issued under the provisions of this chapter, the chief of police shall provide a notice to the holder of said license or permit. The notice shall contain the following information:

- A. The name and title of the person issuing the notice;
- B. The date on which the suspension or revocation will become effective;
- C. The reason for the revocation or suspension;
- D. That the licensee or permittee may request a hearing regarding the revocation or suspension;
- E. That the request for a hearing must be made in person or in writing and received by the police chief within ten days after receipt of the notice;
- F. That failure to appear in person or mail a letter within ten days after receipt of the notice or by its return by the Postal Service shall act as a waiver of the right to a hearing and the revocation or suspension will, if applicable, become effective on the date included in the notice.

(Ord. 85-679 § 4 (part), 1986.)

### **11.56.220 Hearing.**

- A. Upon request for a hearing, as provided above, a hearing shall be held before the chief of police. The hearing shall be set and conducted within forty-eight hours of receipt of the request, holidays, Saturdays, and Sundays not to be included. The hearing can be set for a later date if the applicant, licensee or permittee so requests.
- B. At the hearing the applicant, licensee or permittee may contest the denial, revocation or suspension of the license or permit.
- C. If the police chief finds that the applicant, licensee or permit holder is not eligible for a license or permit, the chief of police may declare the license or permit denied, revoked or suspended. The action of the chief of police is appealable to the assembly of the city and borough of Sitka. The decision of the assembly is final.
- D. If the applicant, licensee or permittee does not appear at the scheduled hearing, the police chief shall enter an order supporting the denial, revocation or suspension of the license or permit.

(Ord. 85-679 § 4 (part), 1986.)

### **11.56.230 Rates.**

- A. The police chief shall have the right, at any time, after notice to license holders and public hearing, to approve the maximum rates to be charged by taxicabs in the municipality, and no operator shall thereafter charge any passenger a rate higher than those approved by the police chief.
- B. The driver or operator of any taxicab shall post in a conspicuous place on such vehicle, and keep posted, a copy of such rates in accordance with the rates approved by the police chief.

(Ord. 09-59 § 4 (part), 2009; Ord. 85-679 § 4 (part), 1986.)

### **11.56.240 Receipts.**

The driver of a taxicab shall, upon demand by the passenger, render to such passenger a receipt for the amount charged, either by a mechanically printed receipt or by a specially prepared receipt, on which shall be the name of the owner, license number, charges, and the date of transaction. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.250 Acceptance and discharge of passengers.**

Drivers of taxicabs shall not receive or discharge passengers in the roadway, but shall pull up to the right-hand side as nearly as possible or, in the absence of a sidewalk, to the extreme right-hand side of the road and there receive or discharge passengers, except upon one-way streets, where passengers may be discharged at either the right-hand or left-hand sidewalk or side of the roadway in the absence of a sidewalk. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.260 Vehicles.**

A. Vehicles must be kept in clean and sanitary condition and shall be inspected by the Sitka police department prior to being used as a taxicab and each year upon renewal of the operator's license or permit or periodically as determined by the police chief. There will be a fee for each inspection.

B. All vehicles belonging to, or operated by, a particular operator shall be designated by an insignia or logo sufficient to identify that operator's taxicabs to the public.

C. Smoking in the vehicle is prohibited under Section [9.20.015\(L\)](#), entitled "Prohibition of smoking in public places."

(Ord. 09-59 § 4 (part), 2009; Ord. 87-787 § 4, 1987; Ord. 85-679 § 4 (part), 1986.)

### **11.56.270 Reports and records.**

Any accidents arising from or in connection with the operation of taxicabs which result in death or injury to any person or in damage to any vehicle or to any property in an amount exceeding the sum of five hundred dollars shall be reported within twenty-four hours from the time of occurrence to the police chief. (Ord. 85-679 § 4 (part), 1986.)

### **11.56.280 Preexisting licenses and permits.**

All operator licenses and taxicab driver permits valid on January 15, 1986, the effective date of the ordinance codified in this chapter, shall be and remain valid until their normal expiration dates, unless revoked or suspended in accordance with the provisions of Sections [11.56.080](#), [11.56.150](#) or [11.56.290](#). (Ord. 85-679 § 4 (part), 1986.)

### **11.56.290 Violation—Penalty.**

Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not exceeding one thousand dollars or by imprisonment not exceeding ninety days, or by both such fine and imprisonment. (Ord. 85-679 § 4 (part), 1986.)