



Friday, November 21, 2025

## Commercial Recreational Land Use Permit Application

As required by Sitka General Code 14.10 No person may conduct commercial recreational activities on city and borough of Sitka lands subject to this title except as authorized by a permit issued by the municipal staff as designated by the administrator.

### APPLICANT INFORMATION

**Business Name** Sitka Sunshine Kayaks  
**Primary Contact** Patrick Swanson  
**Address** [REDACTED]  
Sitka, AK, 99835  
**Phone Number** [REDACTED]  
**Email** [REDACTED]

### DETAILS OF TOUR OR GUIDED ACTIVITY

**Season Start Date** Wednesday, April 15, 2026  
**Season End Date** Tuesday, September 15, 2026

**Commercial Allocations:** For each area, the commercial carrying capacity is indicated in the far left column next to the area name, denoted as (maximum client group size/maximum groups per week). For each area at which you would like to request commercial recreational use, check the "Area of use" box. Additionally, provide your maximum proposed group size (clients only, not including guides) for each area; may not exceed commercial carrying capacity maximum group size. For groups per week, provide your estimated number of groups per week based on a season average that will use each area. Enter an estimated total client number using each area in the far right column.

	Area of use	Group Size	Groups per week	Total Clients
Cross Trail North (12/26)				
Cross Trail South (8/23)				
Gavan Hill Access (7/19)				
Indian River (7/23)				
Thimbleberry/Heart Lake (14/24)				

	Area of use	Group Size	Groups per week	Total Clients
<b>Herring Cove/Beaver Lake (7/18)</b>				
<b>Herring Cove Beach (6/24)</b>	✓	6	7	42
<b>Blue Lake Road (12/26)</b>	✓	6	2	12
<b>Blue Lake (6/20)</b>	✓	6	2	12
<b>Green Lake Road (8/26)</b>				
<b>Green Lake (6/20)</b>				
<b>Swan Lake (6/16)</b>	✓	6	2	12
<b>Eagle Beach ("Back Beach") (6/18)</b>	✓	6	3	18
<b>Sitka Sound Islands (6/18)</b>	✓	6	3	18
<b>Baranof Warm Springs (6/18)</b>				
<b>Goddard Hot Springs (6/14)</b>				
<b>Other (please list area below)</b>				

**Details of tour or guided activity: Fully describe tour or activity in each area, including guided activity, outfitting resources provided, typical areas of use, etc.**

SITKA SUNSHINE KAYAKS

BLUE LAKE TOUR

Description of Tour: Blue Lake is located in the Tongass National Forest and is a beautiful place to paddle. You will kayak past majestic mountain views, many breathtaking waterfalls, all while watching for wildlife.

- Difficulty: Moderate to high
- Duration: 4 to 5½ hours (depending on group dynamics and water/weather conditions)
- Fees: [REDACTED]
- Minimum: 4 clients (2 clients per tandem kayak)
- Ground Transportation to/from launch site: None provided
- Tandem Kayak limitations: 265# weight capacity per client / 6' 6" height capacity
- Client preparation for guided kayak tour:
  - Utilize restroom prior to arrival at launch site
  - Dress the weather:
    - ☒ Wear quick-drying clothing (i.e. fleece or wool)
    - ☒ Wear layered clothing
    - ☒ Wear waterproof footwear (i.e. rain boots)
    - ☒ Wear water-resistant rain coat and pants
    - ☒ Bring extra set of dry clothing, if possible
- Explanation of activities:
  - Tour commences at Blue Lake launch
  - Client will review and sign waiver
  - Minor Children: Parent/legal guardian must review and sign waivers and accompany all minor (under age 18) children
  - Tour briefing including "No Trace"

- o Safety briefing
- o Tour Route / Locations:
  - ☒ Important Note: This location can be very weather dependent. If conditions are unfavorable, an alternate location may be substituted
  - ☒ Launch from Blue Lake launch site
  - ☒ Kayak along the shoreline of Blue Lake
  - ☒ Possible rest stop along shore
  - ☒ Return to launch site
- Schedule
- o Daylight hours (mornings are best)
- o To be arranged with individual groups
- o Dependent on guide availability
- Restroom accommodations/litter control
- o Leave No Trace Practices

### SITKA SUNSHINE KAYAKS ISLAND TOUR

Description of Tour: Commencing at Back Beach, located south of Totem Park, we will cross the channel and wind our way through the small islands that make up the Galankin Island group. Before returning to our launch site, we will skirt the edge of the Eastern Channel. All the while, we will keep an eye on the horizon as humpback whales are often spotted on this route.

- Difficulty: Low to moderate
- Duration: 2 to 3 hours
- Fees: [REDACTED]
- Minimum: 2 clients (tandem kayak)
- Tandem Kayak limitations: 265# weight capacity per client / 6' 6" height capacity
- Ground Transportation to/from launch site: None provided
- Client preparation for guided kayak tour:
  - o Utilize restroom prior to arrival at launch site
  - o Dress the weather:
    - ☒ Wear quick-drying clothing (i.e. fleece or wool)
    - ☒ Wear layered clothing
    - ☒ Wear waterproof footwear (i.e. rain boots)
    - ☒ Wear water-resistant rain coat and pants
    - ☒ Bring extra set of dry clothing, if possible
  - Explanation of activities:
    - o Tour commences at Back Beach launch
    - o Client will review and sign waiver
    - o Minor Children: Parent/legal guardian must review and sign waivers and accompany all minor (under age 18) children
    - o Tour briefing including "No Trace"
    - o Safety briefing
  - ☒ Importance Notice: Boat traffic is probable and expected on this tour. We will yield to All vessels and travel in a close group at ALL times
- o Tour Route / Locations:
  - ☒ Launch from Back Beach launch site
  - ☒ Kayak Galankin Island group to Eastern Channel
  - ☒ Return to launch site
- Schedule
- o Daylight hours
- o To be arranged with individual groups
- o Dependent on guide availability
- Restroom accommodations/litter control
- o Leave No Trace Practices
- o No stops

### SITKA SUNSHINE KAYAKS SILVER BAY TOUR

Description of Tour: Commencing at Herring Cove launch, the tour follows the inland waters of Silver Bay

out to Medevjie Hatchery/Bear Cove and back. Keep an eye out for wildlife as we glide along on our journey as eagles, seals, sea lions, and bear have been viewed on previous tours.

- Difficulty: Low to moderate
- Duration: 2 to 3 hours (depending on group dynamics)
- Fees: [REDACTED]
- Minimum: 2 clients (tandem kayak)
- Tandem Kayak limitations: 265# weight capacity per client / 6' 6" height capacity
- Ground Transportation to/from launch site: None provided
- Client preparation for guided kayak tour:
  - Utilize restroom prior to arrival at launch site
  - Dress the weather:
    - ☒ Wear quick-drying clothing (i.e. fleece or wool)
    - ☒ Wear layered clothing
    - ☒ Wear waterproof footwear (i.e. rain boots)
    - ☒ Wear water-resistant rain coat and pants
    - ☒ Bring extra set of dry clothing, if possible
- Explanation of activities:
  - Tour commences at Herring Cove
  - Client will review and sign waiver
  - Minor Children: Parent/legal guardian must review and sign waivers and accompany all minor (under age 18) children
  - Tour briefing including "No Trace"
  - Safety briefing
  - Tour Route / locations
  - ☒ Launch from Herring Cove
  - ☒ Kayak along Silver Bay shorelines to Medvejie Hatchery/Bear Cove location
  - ☒ Possible rest stop along shore
  - ☒ Return to launch site
- Guide/Client ratio
  - 1 guide to 4 tandem kayaks (8 clients)
- Routes/locations
  - Launch Herring Cove
  - Kayak to Medvejie Hatchery / Bear Cove
  - Return to launch site
- Schedule
  - Daylight hours
  - To be arranged with individual groups
  - Dependent on guide availability
- Restroom accommodations/litter control
  - Leave 'No Trace' Practices

**Please include the following information and attachments with your application.**

Certificate of Insurance (City & Borough of Sitka named as additionally insured)

Safety & Operating plan

Additional documentation (as needed/if applicable):  
Copy of permit(s) from other agencies for use of joint-jurisdiction areas. If use of Baranof Warm Springs or Goddard Hot Springs is requested, attach copy of bathing instructions/etiquette provided to clients.

**File Upload**



2025 - Certificate of Liability Insuranc... .pdf



Sitka Sunshine Kayaks Standard Ope....docx



USFS 2025-2026 TOMGASS PERMIT\_... .pdf

## APPLICANT ACKNOWLEDGEMENT

### Commercial Use Regulations:

- Applications and permits issued under [SGC 14.10 COMMERCIAL RECREATIONAL USE OF MUNICIPAL LANDS AND FACILITIES](#)
- Guidance provided by the [2026 Commercial Recreational Land Use Plan](#)
- Permits shall expire on December 31st of each calendar year.
- Permits are valid only for the dates, times, activities, and areas specified.
- Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.
- Permit Fees will be invoiced after January 4, 2026 application closure.

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.

I certify that the business/operator(s) are registered with the CBS Sales Tax Office, unless specifically exempt from collecting and remitting sales taxes for sales outside of City and Borough of Sitka jurisdiction, and have no outstanding judgements to the City and Borough of Sitka.

### Terms and Conditions

Accepted

### Date

Friday, November 21, 2025

### Signature

**SITKA SUNSHINE KAYAKS**  
**STANDARD OPERATING PLAN**

- Check weather forecast and current conditions for intended paddle location
- Consider alternate location if unfavorable weather conditions exist for primary paddle location
- Provide family member with float plan for location, including number of clients and expected time of return
- Transport kayaks and all safety equipment to launch location
- Ensure all gear is in good working order before and after each use
- Properly clean gear before storage
- All additional guides will have proper kayak and CPR training
- Each client will sign a liability waiver; including minors (signed by parent/legal guardian)
- All minors must be accompanied by a parent/legal guardian
- All clients will be outfitted with proper safety gear and acknowledge that they will wear their Personal Floatation Device (PFD) at all times
- Kayak guide will present a safety briefing and a pre-tour briefing