

# 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	Tongass Treks
Primary Contact	Alaina Brown
Address	<div></div> <div>Sitka, Ak, 99835</div>
Phone Number	<div></div>
Email	<div></div>

## DETAILS OF TOUR OR GUIDED ACTIVITY

Season Start Date	Friday, May 1, 2026
Season End Date	Wednesday, September 30, 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)	✓	10	1	10
Cross Trail South (8/23)	✓	7	1	7
Gavan Hill Access (7/19)	✓	6	1	7
Indian River (7/23)	✓	7	3	21
Thimbleberry/Heart Lake (14/24)	✓	7	1	7

	Area of use	Group Size	Groups per week	Total Clients
Herring Cove/Beaver Lake (7/18)	✓	7	6	42
Herring Cove Beach (6/24)				
Blue Lake Road (12/26)	✓	7	3	21
Blue Lake (6/20)				
Green Lake Road (8/26)				
Green Lake (6/20)				
Swan Lake (6/16)				
Eagle Beach ("Back Beach") (6/18)				
Sitka Sound Islands (6/18)				
Baranof Warm Springs (6/18)				
Goddard Hot Springs (6/14)				
Other (please list area below)				

**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.**

Guided hikes primarily on Herring Cove, Beaver Lake, and Indian River. Once Harbor Mountain Trail is open, more use on that trail results in less use of the others listed above.

**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.

State of Alaska Business Lic

## File Upload



2026 CBS Safety and operating plan.docx



2026 Business Lic.pdf



25-26 Certificates of Insurance-2.pdf



1\_SIT871PermitSigned.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**

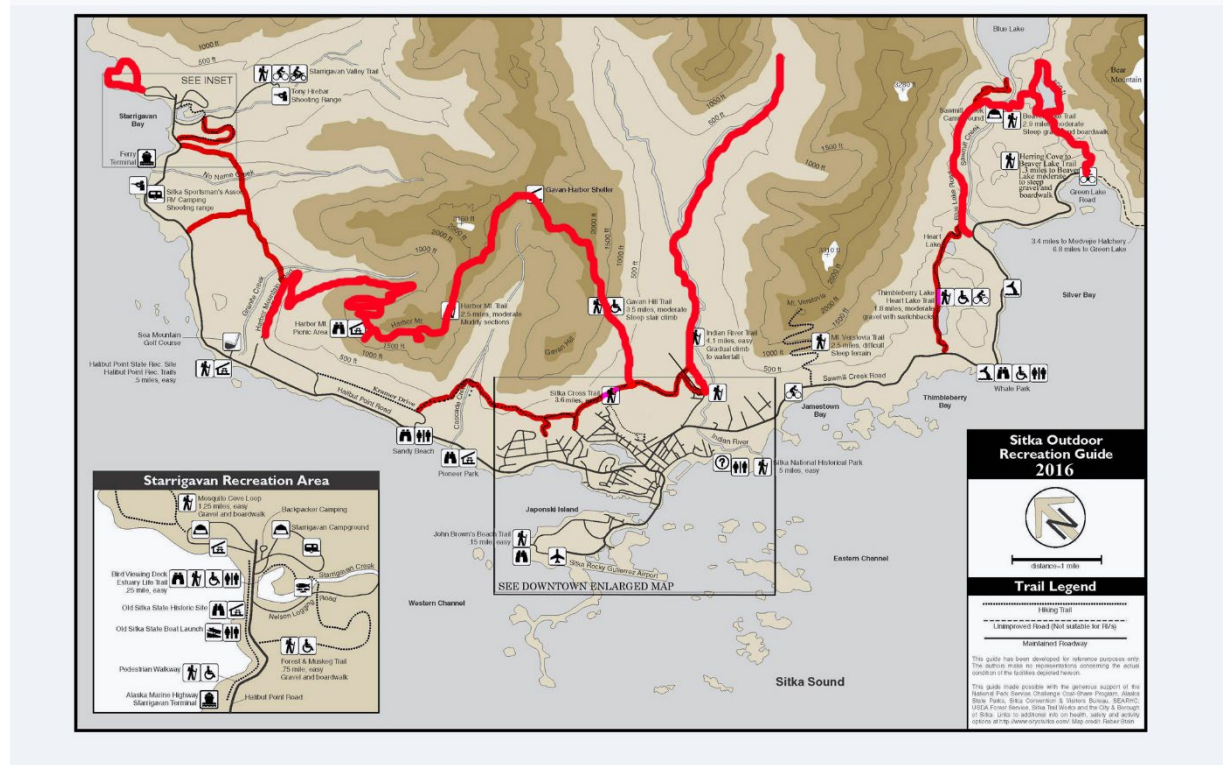
Thursday, December 11, 2025

**Signature**

## Description checklist:

### a. Location and explanation of proposed use, including maps.

- Tongass Treks is seeking the use of multiple locations including Thimbleberry, Heart Lake, Blue Lake, Whale Park, Gavan Hill, Sitka Cross Trail, and Indian River.



- Tongass Treks is permitted with the USFS for guiding and outfitting tours and is seeking a city permit to access and expand the use of those trails. The majority of Tongass Treks use will be on USFS land. Tongass Treks is seeking the use of as many areas as possible to spread guests out on trails, lessen the environmental impact, and accommodate for maintenance and/or bear activity on trails this summer. Below are general descriptions of tours to be offered this year. These tours will be small groups with a variety of areas offered.

Tongass Treks is to offer a guided tour with hikes from 2-9 miles long. Transportation is provided to and from the trailhead and a guide will have bear spray, a radio, first-aid kit, and other hiking and safety equipment. A Guide will accompany participants on primarily Beaver Lake, Indian River, Harbor Mountain to the shelter, Gavan to Harbor Mt. trails. Max group size is 7 on all USFS land hikes.

The self-guided (outfitted) trip is designed for experienced hikers who want to explore the trails on their own. Transportation is provided to and from the trailhead and participants are outfitted with bear spray, maps, first-aid kits, and other hiking and safety equipment. These trips are 2-9 miles in length. These trips are customized to accommodate each group according to their ability. Max group size is 7.

### b. Description of transportation to site, including mode of transportation and plan for client parking.

- Participants will be picked up at their accommodation or a communal location and transported in a 7-passenger vehicle to and from the trailhead.

c. Estimated number of participants and/or group size.

- Maximum 7 participants (most bookings will be capped at 6).

d. Time of desired usage.

- April 1<sup>st</sup> to September 30<sup>th</sup>.

e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

- All guests are encouraged to use the restroom before the trip departs. Depending on the tour, some participants can utilize public restrooms to and from the trailhead. Waste disposal bags will be available if needed on the hike.
- Tongass Treks follows federal regulations of trail impact including "Leave No Trace Behind". No guests go off-trail and no guests leave anything behind.
- The company has evacuation policies for both landslide and tsunami emergency situations, tsunami routes are established for each trail and landslide locations are established as well.
- A safety briefing is provided at the beginning of each trip. This includes bear safety training. In addition, all guides are trained in bear and wildlife safety by US Forest Service standards and trained in CPR and First-aid.

f. Training requirements for personnel conducting transport and tour activities.

- Guides are trained in bear and wildlife safety by US Forest Service standards and trained in CPR and First-aid.

g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission, or similar arrangements with other tour brokers, agents, or cruise ship companies.

- Payment and taxes/fees will be made by the participants when booking occurs. These payments will include taxes and fees for each booking. All bookings are done directly with Tongass Treks and there are no outside booking arrangements or brokers.

h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

- Black Honda Pilot - [REDACTED], White Honda Pilot [REDACTED]