



## 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	Tribal Tours
Primary Contact	Jackie Ojala
Address	<div></div> <div>Sitka, AK, 99835</div>
Phone Number	<div></div>
Email	<div></div>

### DETAILS OF TOUR OR GUIDED ACTIVITY

Season Start Date	Sunday, April 26, 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)				
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
Herring Cove/Beaver Lake (7/18)				
Herring Cove Beach (6/24)				
Blue Lake Road (12/26)				
Blue Lake (6/20)				
Green Lake Road (8/26)				
Green Lake (6/20)				
Swan Lake (6/16)	✓	There was no option for "other" here so I chose this option to move on with the application process. Areas of use are listed below.		
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)				

**OTHER - Areas of proposed use not listed above. Please list each area, group size, maximum groups per week and total client estimates.**

Sea Walk (from Sitka National Historical Park to Harrigan Centennial Hall) and Downtown Sidewalks from Harrigan Centennial Hall, (Harbor Dr. and Harbor Way, Lincoln St., Katlian Ave., and Seward Ave.).  
Maximum number guests per tour = 20. Maximum number of tours per week = 7. Total client estimate = 1,140 Guests.

**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.**

See attached "2026 CBS Land Use Description - Tribal Tours"

\*Our 2026 permit with the National Park Service will not be completed until February or March of 2026.

\*Updated Insurance Certificate will be submitted after January 1st, 2026

**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.

2026 Tribal Tours Fleet - Buses that may be used to pick up or drop off guests at any given time.

## File Upload



2026 Tribal Tours Fleet.docx



2026 CBS Land Use Description - Tri... .docx



CBS 2025 COI - Sitka Tribe of Alaska d... .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**

Wednesday, November 19, 2025

**Signature**

## **Description of Tribal Tours Commercial Recreation Activities on CBS Lands**

### **Location of Proposed Tours (see attached maps):**

- 1) Rain Forest City Walk we will transport our guests from the ship to the Alaska Raptor Center. The guests will walk in a guided group of 20 or less from the Alaska Raptor Center through the park continuing down the Sea Walk to the Harrigan Centennial Hall where they will choose to stay downtown on their own or take the shuttles back to the Sitka Sound Cruise Terminal.
- 2) Discover Sheet'ká Kwáan walk. This guided tour will leave with a group of 15 or less from the O'Connell Bridge or Crescent Harbor lightering facility onto Harbor Drive, up to Castle Hill, cross Lincoln St. to Katlian Ave. to the Sheet'ká Kwáan Naa Kahídi, up to Kaagwaantaan St. and Seward St., then down American St. to Lincoln St., down to the Sitka Sound Science Center and back up the Sea Walk, ending back at the lightering facility.

Both of these tours will not need to utilize any CBS parking. However, in case of an emergency I have attached a list of the vehicles we will use to transport our guests.

### **Estimate of guests or group size**

- Rain Forest City Walk will not exceed 20
- Discover Sheet'ká Kwáan walk will not exceed 15

### **Time of usage.**

The times anticipated for use of these areas are Monday - Thursday 7:00 AM – 6:00 PM, during the tour season 4/29/2025 through 10/1/2025. Exceptions are:

2 Sundays in June, 2 Sundays in July, 1 Friday and 1 Sunday in September

### **Safety & Training requirements for our guides providing our tour activities**

All guides will be trained and certified in first aid and CPR

All guides will have a radio for communication to base

In case of emergency evacuation a bus will be sent to pick up our guide and guests

### **Fee charged to the ships**

Rain Forrest City Walk Child: [REDACTED] Adult [REDACTED]

Discover Sheet'ká Kwáan: [REDACTED]

### **Restroom accommodation and litter control**

Rainforest City Walk- restrooms are located at the Alaska Raptor Center, Sitka National Park, and Harrigan Centennial Hall.

Discover Sheet'ká Kwáan- restrooms are located at Harrigan Centennial Hall and the Sheet'ká Kwáan Naa Kahídi

All tour guides will carry trash bags.