

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: _____

Business Name: _____

Commercial Use Location: _____

Contact: _____

Phone: _____

Address: _____

Email: _____

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- 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.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities, and areas specified.
- iii. 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.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100.00, regardless of if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee is non-refundable. All fees are subject to tax.

Estimated # of Clients: _____

of Clients X \$2.00: _____ = Total Client Fee

_____ \$250.00 Annual Application Fee (non-refundable)

+

_____ Estimated Client Fee (Minimum fee is \$100.00 – non-refundable)

=

_____ SUBTOTAL

_____ CITY SALES TAX (5% Oct.-March) (6% April-September) Per CBS Chapter 40.9.030D – For purposes of this chapter, a sale of services occurs at the time the services are provided.

_____ TOTAL

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 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 I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: _____

Date: _____

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: _____ Signature _____ Date _____
