

# CITY AND BOROUGH OF SITKA

## COMMERCIAL RECREATIONAL LAND USE PERMIT



### APPLICANT INFORMATION

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

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Details of tour or guided activities:** (Important: This section is not optional. This information must be provided in detail even if the tour/guiding is not new per SGC 14.10.) Please provide the following information, attaching additional documentation such as maps and marketing materials as needed, to fully describe the event/activity you seek a permit for.

Planned tour season start: \_\_\_\_\_ Planned season end date: \_\_\_\_\_

Max # of customers per tour: \_\_\_\_\_ # of tours per week: \_\_\_\_\_ Estimated annual customers: \_\_\_\_\_

List of proposed areas of use: \_\_\_\_\_

Primary activities offered: \_\_\_\_\_

Description of tour activities (*Please attach description of EACH Tour.*)

I have read and agree to incorporate "Leave No Trace" practices into all activities. (<https://lnt.org/why/7-principles/>)

### Please include the following information and attachments with this form:

#### REQUIRED:

Appropriate permit fee(s) per SGC 14.10.030

\_\_\_ \$250 Annual Application Fee (permits issued will be valid until December 31)

\_\_\_ \$100 Minimum Client Fee

\_\_\_ \$2 Per Client for estimates above 50 clients

All location(s) where the tour(s) or event(s) will be offered (including a map)

Detailed explanation of activities, guide/client ratio, routes/locations, schedule, stops, days/hours of operation, estimated number of participants/customers, etc

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

Current safety & operating plan, including training requirements for personnel

CBS Sales Tax Number \_\_\_\_\_

Proof of insurance, as required under CBS General Code 14.10.040. All certificates must name the City and Borough of Sitka (100 Lincoln St, Sitka, AK) as additional insured

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

#### IF APPLICABLE:

Copies of federal, state, and local land use permits (DNR, USFS, NPS, etc.)

Complete inventory of Vehicles/Vessels to be used for proposed permit operations

In accordance with Sitka General Code, Chapter 14.10.040, the minimum fee is \$100 regardless 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 season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to sales tax.

Estimated # of Annual Clients: \_\_\_\_\_

\_\_\_\_\_ \$250.00 Annual Application Fee

\_\_\_\_\_ \$100.00 Minimum Client Fee

\_\_\_\_\_ # of Clients X \$2.00: \_\_\_\_\_ = Total Client Fee

\_\_\_\_\_ Amount over \$100 for estimated client fee (more than 50 clients)

(Line 1)

Example – 60 clients = \$120, hence \$20 should go on Line 1

Example – 40 clients = \$0 entered on Line 1

\_\_\_\_\_ SUBTOTAL

\_\_\_\_\_ CITY SALES TAX (6% if services are provided April – September, 5% if services are provided October-March)

\_\_\_\_\_ TOTAL

**Commercial use regulations:**

Permits shall expire on December 31<sup>st</sup> 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.

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 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, Planning Department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [recreation@cityofsitka.org](mailto:recreation@cityofsitka.org). (907-747-4031) Total fees shall be submitted prior to commencement of the permitted use.

Application received by CBS staff: \_\_\_\_\_ Date \_\_\_\_\_