

**CITY OF KETCHIKAN  
APPLICATION FOR LEASE OF CITY TIDELANDS**

\_\_\_\_\_ CTL# \_\_\_\_\_  
Date (assigned by City)

\_\_\_\_\_ Doing Business As  
Applicant Name

\_\_\_\_\_ City State Zip  
Mailing Address

\_\_\_\_\_ Contact Person  
Home Phone Work Phone

\_\_\_\_\_ Street Address of Adjacent Upland Property Survey, Block, and Lot # of Adjacent Upland Property  
Proposed Lease Location:

\_\_\_\_\_ What is the proposed use of and activity on the proposed lease area?  
\_\_\_\_\_

Are there any improvements on the proposed lease area now?  yes  no. If yes, who owns the improvements, and what is their estimated value? \_\_\_\_\_

Are there any improvements or construction planned?  yes  no. If yes, describe them and their estimated value.  
\_\_\_\_\_  
\_\_\_\_\_

State the proposed construction date: \_\_\_\_\_: estimated completion date: \_\_\_\_\_

Non-Refundable Filing Fee: \$500.00

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\_\_\_\_\_ Title

**Notice to Applicant:**

- This application will not be considered unless it is completed in full and accompanied by the filing fee, and by all applicable items described below. The filing fee will not be refunded nor is it transferable. All checks are to be made payable to the City of Ketchikan.
- **INCLUDE A DEVELOPMENT PLAN, SEE ATTACHED INSTRUCTIONS.**
- The applicant, at his additional cost, shall provide other information as requested by the City. This may include surveys, title reports, appraisals, feasibility studies, community impact studies, traffic studies, environmental analyses, navigational studies, public utility and facility studies, community impact studies, and others.
- The filing of this application and payment of the filing fee vests the applicant with no right or priority in the tidelands applied for. It is merely an expression of the desire to lease tidelands when and if they are available and the City Council approves. Filing an application serves the purpose of notifying the City that an individual is interested in leasing tidelands. It is not a claim, nor does it in any way obligate the City to lease the tidelands.

**CITY OF KETCHIKAN**  
**INSTRUCTIONS FOR COMPLETING A DEVELOPMENT PLAN**  
**TO LEASE CITY TIDELANDS**

A development plan is a written statement (narrative) and a diagram (drawing) which together describes and shows how you intend to develop and use the land. The information should be a detailed part of or extension of your general business plan or plan of operations.

The information contained in a development plan is needed to provide a complete review of the proposed use and development of the lease parcel, and helps in determining the terms and conditions of the lease. The amount and type of information included in the development plan will depend on the nature of the proposed use and level of development. Insufficient information or failure to provide a development plan may result in a delay in processing or rejection of the application as incomplete.

The development plan must represent preconstruction plans for the proposed improvements and/or use areas. For existing or expiring leases without a current development plan or if the development plan is being updated, the plan must show existing improvements and/or use areas, and any desired changes.

If your lease application is approved, the development plan becomes a part of the lease document. Authorized activities are limited only to those addressed in the development plan. The development plan must be updated whenever development changes are desired, or if there is a change in activity that was not addressed when the application was reviewed.

GUIDELINES: The development plan must include:

A. Narrative portion. A detailed written description of the type of activities or development planned for the parcel. Specify the timeframes of development including any planned phases. Discuss if any facilities are intended for commercial use, or will be rented out. Provide a description and explanation of the items shown on the drawing. Following is a list of specific information to be included in the narrative.

- Legal Description. Provide a legal description of the parcel, i.e. a metes and bound description, survey, lot, and block.
- Site Preparation. Describe any plans for dredge and fill operations including material sources.
- Describe each building and structure to be constructed, construction time schedule, building construction type, and activities within each structure.
- Description of the effects that the proposed use of the tidelands, submerged lands, and adjacent uplands will have on public streets, public facilities, public services, public utilities, traffic and parking. The description shall include a plan for mitigating adverse effects on streets, public facilities, public services, public utilities, traffic congestion, and parking , and a plan for paying the costs thereof.
- Description of utility connections needed.
- Complete the Environmental Risk Questionnaire
- The names and addresses of the owners, officers, and proposed managers.

- Describe how the applicant will fulfill the terms of any permit or approvals required by the Ketchikan Gateway Borough, State of Alaska, the Corps of Engineers and any other agency involved in the development process. Include plans required by other agencies.
- Proposed rent and a method of determination

B. Development Diagram. The diagram must be drawn to scale, and each item labeled in such a way that the information contained in the drawing can be located in the narrative portion of the development plan. It must be in Autocad format compatible with the City's software. Applicant is to submit the diagrams in electronic format and paper (8 1/2 x 11) format. The following information is to be shown on the drawing.

- Vicinity Map
- Plan View of the proposed activity (as if you were looking straight down on it from above) should show the following;
  - A. Boundary of the proposed lease area depicted with dark lines and label with metes and bounds description.
  - B. Location and dimensions of all building and other permanent structures including dredge and fill areas.
  - C. Show associated uplands development.
  - D. Show adjacent properties and list ownership in the narrative section.
  - E. Show major topographic features, including MLLW and Mean High Water line.
  - F. Show utility lines
- Diagram Drafting Standards
  - A. The format guide is the sample (8 1/2 x 11) format provided. Only sheet 1 needs a vicinity map.
  - B. The scale of the drawing shall not be more than 1" = 200'.
  - C. Diagrams produce in a larger format which are reduced to 8 1/2 x 11 will be acceptable as long as the information shown is in conformance with the other requirements of these instructions.

CITY OF KETCHIKAN  
APPLICANT ENVIRONMENTAL RISK QUESTIONNAIRE  
FOR LEASE OF CITY TIDELANDS

The purpose of this questionnaire is to help clarify the types of activities you propose to undertake. The questions are meant to help identify the level of environmental risk that may be associated with the proposed activity. The City of Ketchikan evaluation of environmental risk for the proposed activity does not imply that the parcel or the proposed activity is an environmental risk from the presence or use of hazardous substances.

Through this analysis, you may become aware of environmental risks that you did not know about. If so, you may want to consult with an environmental engineer or an attorney.

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Applicant Name	Doing Business As
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Address	City	State	Zip
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Home Phone	Work Phone	Contact Person
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Describe the proposed activity:

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In the course of our proposed activity will you generate, use, store, transport, dispose of, or otherwise come in contact with toxic and/or hazardous materials, and/or hydrocarbons. Yes { } No { }

If yes, please list the substances and the associated quantities. \_\_\_\_\_

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If the proposed activities involve any storage tanks, either above or below ground, address the following questions for each tank. Please use a separate sheet of paper, if necessary, and where appropriate, include maps or plats.

a. Where will the tank be located? \_\_\_\_\_

\_\_\_\_\_

b. What will be stored in the tank? \_\_\_\_\_

\_\_\_\_\_

c. What will be the tank's size in gallons? \_\_\_\_\_

\_\_\_\_\_

d. What will the tank be used for? (Commercial or residential purposes?) \_\_\_\_\_

\_\_\_\_\_

e. Will the tank be tested for leaks? \_\_\_\_\_

f. Will the tank be equipped with leak detection devices? Yes { } No { }. If no, describe: \_\_\_\_\_

\_\_\_\_\_

Do you have any reason to suspect, or do you know if the site may have been previously contaminated?

Yes { } No { }. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that due diligence has been exercised and proper inquiries made in completing this questionnaire, and that the foregoing is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Date	Applicant's Name
CITY OF KETCHIKAN TIDELAND LEASE DIAGRAM	
Location	
Sheet of	Lease No.

## Tideland Lease Application Checklist

### By applicant

- a. Submit completed application
- b. Submit \$500 processing fee
- c. Submit a development plan including
  - i. Description of proposed use of lease area and adjacent uplands
  - ii. Description of improvements to be placed on proposed lease area and adjacent uplands
  - iii. Dates of construction start and completion
  - iv. Estimated costs of improvements
  - v. Effects that proposed use of tidelands and adjacent uplands will have on;
    1. public streets
    2. public facilities
    3. public services
    4. public utilities
    5. traffic
    6. parking
  - vi. Names and addresses of the owners, officers, and proposed managers
  - vii. Plan to include and be consistent with plans required by other agencies involved in the development process
  - viii. Proposed rent (not less than 10% of appraised value of leased premise)

Applicant at his additional cost shall provide other information as the City Manager may request. This may include surveys, title reports, appraisals, feasibility studies, community impact studies, traffic studies, environmental analyses, navigational studies, public utility and facility studies, community impact studies and others

### By City

- a. Publish a Notice of Tidelands Lease Application, once a week for two consecutive weeks. Last publication not less than one week before final action to approve or reject lease.
- b. Mail notice to owners of upland property within a radius of three hundred feet of the proposed lease area.
- c. No sooner than one week after the last publication of the notice of lease application, the City Manager submits a report to council and recommendation on each lease.