



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HARRIGAN CENTENNIAL HALL

330 Harbor Drive | Sitka, Alaska 99835

[www.cityofsitka.org](http://www.cityofsitka.org)

[HCH@cityofsitka.org](mailto:HCH@cityofsitka.org)

907-747-4090

## APPLICATION

### FOR A COMMERCIAL OPERATIONS PERMIT UNDER SGC 6.19.030(C)(6)

### FOR AN HCH PLAZA VENDOR SPACE IN [YEAR] (BY BID)

Pursuant to Sitka General Code (SGC) Chapter 6.19, the City and Borough of Sitka (CBS), through its Harrigan Centennial Hall (HCH) Manager, will designate and assign ten (10) spaces in the HCH Plaza for vendors conducting commercial operations involving organized excursions in [YEAR].

#### **A. Process and procedure:**

1. An application will be accepted only from a person who has, or upon issuance of the permit, will have the legal authority to act in accordance with the permit. The application must be signed by the owners of the business to be subject to the permit. The HCH Manager may require an applicant to submit evidence of authority to apply for the permit.
2. An application must be on forms provided by the CBS which are available at the office of the HCH Manager at 330 Harbor Drive, Sitka, Alaska 99835. An application will not be considered unless it is complete, signed, accompanied by the applicable minimum bid, and filed together with any required attachments or exhibits at the office of the HCH Manager.
3. Applications for [YEAR] will be available by [DATE]. Applications must be filed on or before [DATE] for a [YEAR] permit.
4. Information required to be provided by applicant in application:
  - a. Name of each individual and/or business entity responsible for conducting business under the permit. Each person listed shall be jointly and individually responsible for compliance with the permit;
  - b. The permanent, temporary, local, and foreign residence and mailing address of each person responsible for conducting business under the permit;
  - c. Current phone numbers and email addresses of each person responsible for conducting business under the permit;
  - d. A copy of a current driver's license or other government identification card which includes a photograph, date of birth, and a written physical description of the applicant;
  - e. Physical descriptions and license numbers of each vehicle to be used in conducting business under the permit; and
  - f. A description of the commercial operations being conducted by the business.
5. Bid process and procedure:
  - a. Ten (10) spaces designated by the HCH Manager are available for assignment;
  - b. Applicants must submit a sealed bid to the HCH Manager with their application;

- c. The minimum bid is \$2,500, which must be submitted as a deposit with the application and will only be returned if the bid is unsuccessful, or the application is withdrawn before issuance of the permit;
- d. The application, sealed bid, and minimum bid (cashier's check, personal check, or credit card) must be filed by [DATE] at 4:30 p.m. at the office of the HCH Manager, and any noncompliant applications/bids will be rejected and returned within 48 hours with a written statement of reasons for rejection (which the applicant may cure, if submitted on or before the application deadline);
- e. The HCH Manager will open the accepted bids on [DATE] and the ten or less successful bidders will be notified and in order, highest to lowest, requested to select a space from those spaces designated by the HCH Manager, with the order for any bid tie(s) determined by random draw;
- f. The HCH Manager will assign spaces as selected by successful bidders for a term from April 1<sup>st</sup> through December 31<sup>st</sup> of the application year;
- g. Successful bidders must pay the balance of their bid (total bid minus the \$2,500 deposit) within ten (10) days of notice, or before issuance of the permit, whichever occurs first, or else the permit will be forfeited, and the space will be offered to the next highest unsuccessful bidder or rebid, if none; and
- h. Successful bidders must provide the HCH Manager with a broker's certificate of insurance showing that the applicant has obtained public liability insurance in the amount of \$1,000,000, in which the CBS is named as an additional insured and the insurer is required to notify the CBS if the policy is modified, canceled, or terminated, within ten (10) days of notice, or before issuance of the permit, whichever occurs first, or else the permit will be forfeited, and the space will be rebid.

**B. Eligibility requirements – applicants must:**

1. Pursuant to SGC 6.19.030(C)(1)(a), hold a current Alaska business license and submit a copy of the same with their application.
2. Pursuant to SGC 6.19.030(C)(1)(b), maintain a place of business under the name on the Alaska business license within the boundaries of the CBS.
3. Pursuant to SGC 6.19.030(C)(1)(c), maintain a year-round place of business and mailing address in the CBS, and must designate a single individual by physical address, mailing address, and phone number in the CBS upon whom service of notices and legal proceedings may be made.
4. Pursuant to SGC 6.19.030(C)(2), not have an overdue debt with the CBS, of any kind whatsoever, and submit written verification of the same from the CBS Finance Department with their application.
5. Pursuant to SGC 6.19.030(C)(3), not have a permit issued under SGC 6.19.030 revoked in the last two calendar years before April 1<sup>st</sup> of the permit year, unless upon appeal issued by the CBS Administrator for good cause shown by the applicant.
6. Pursuant to SGC 6.19.030(E)(6), not been convicted of a felony or certain misdemeanors listed and submit written proof from the State of Alaska of the same.

**C. Applicant information (attach sheet, if necessary):**

Applicant name (person or business)								
Contact person		Name						
		Address						
		Email						
		Phone(s)						
Business		Name						
		Address						
		Email						
		Phone(s)						
Agent for receiving service		Name						
		Address						
		Email						
		Phone(s)						
Description of commercial operation								
Vehicle(s)		Year	Make	Model	Color	License #	Registration #	
(attach sheet, if necessary)	(1)							
	(2)							
	(3)							
	(4)							
	(5)							

**Checklist of documents to be included with application:**

- ☐ Driver's license or other government identification card (copy).
- ☐ Certificate of Insurance (copy).
- ☐ Alaska business license (copy).
- ☐ Verification of no overdue debt with the CBS (from the CBS Finance Department) (original).
- ☐ Criminal history (from the State of Alaska) (copy).
- ☐ Sealed bid (signed and dated in sealed envelope) (original- form provided by HCH Manger).

**D. Applicant acknowledgment:**

By signing this application, applicant acknowledges, agrees, and certifies as follows:

1. To be bound to by all of the terms and conditions of the permit, if issued, and to abide by those terms and conditions and any other additional terms, conditions, provisions, limitations, rules (copy attached), and regulations established by the HCH Manager.
2. To be bound by all of the terms, conditions, and provisions set forth in SGC Chapter 6.19 (copy attached);
3. To indemnify, defend, and hold harmless the CBS from any and all claims for injury or damage to persons or property suffered in connection with it's activities unless such injury or damage is caused by the intentional misconduct or gross negligence of the CBS;
4. The permit may not be assigned or transferred;
5. The permittee has no property right in the permit; and
6. The CBS makes no representations concerning and assumes no responsibility for or regarding any goods or services sold or activities by permittee or any of permittee's employees, agents, representatives, contractors, or customers.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner signature  
(if different than Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner signature  
(if different than Applicant)

\_\_\_\_\_  
Date

**COMMERCIAL OPERATIONS PERMIT UNDER SGC 6.19.030(C)(6)**  
**FOR AN HCH PLAZA VENDOR SPACE IN [YEAR] (BY BID)**

The Applicant is hereby /granted/ denied/ (circle one) a Commercial Operations Permit for an HCH Plaza vendor space and, if granted, under the terms and conditions as follows:

1. The space assigned is space number \_\_\_\_\_, as shown on the attached diagram.
2. The term of the permit is from April 1<sup>st</sup> through December 31<sup>st</sup> of [YEAR].
3. Commercial operations involving organized excursions may only be conducted in the space assigned.
4. This permit is not renewable. A new application must be submitted each year for each permit.
5. This permit may not be assigned or transferred.
6. Any signs used by permittee must comply with SGC Section 6.19.030(C)(5).
7. Any vehicle(s) used by permittee for loading/unloading within the designated loading areas at the HCH Plaza and the O'Connell Bridge Tendering Facility must have a Commercial Vehicle Loading/Unloading Permit under SGC Section 6.19.040.
8. Additional terms, conditions, provisions, and limitations (if any):

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By signing the permit, the HCH Manager, acknowledges, agrees, and certifies as follows:

1. Applicant has submitted a compliant application;
2. Applicant is fit, willing, and able to comply with the permit and the law;
3. Granting the permit satisfies public convenience and necessity; and
4. Any additional terms, conditions, provisions, and limitations imposed in the permit are deemed appropriate as to public health, safety, and welfare.

\_\_\_\_\_  
HCH Manager signature

\_\_\_\_\_  
Date