



DENALI BOROUGH

PO Box 480 ▪ Healy, Alaska 99743
Phone: (907) 683-1330 ▪ Fax: (907) 683-1340
Website: www.denaliborough.org

LEASE OF BOROUGH REAL PROPERTY APPLICATION

OFFICE USE	
Fees Paid:	
<input type="checkbox"/>	Application
DATE: _____	
CK# _____	
VI MC AX DI	
Date Form was Received:	

<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	DENIED

Each application must be accompanied with the non-refundable application fee set by the fee schedule.

Full and detailed information on requirements for lease, qualifications of applicants or bidders, term of lease, etc. can be found in Chapter 4.17 "Leasing of Borough Real Property" in the Denali Borough Code. Applicants are encouraged to review these sections prior to submitting a lease application. Pertinent sections of Chapter 4.17 can be found on the last page of this application packet.

Is the applicant at least 18 years old? Yes No

Is the applicant authorized to conduct business under the laws of Alaska? Yes No

Is a person acting as an agent for another qualified person/group? Yes No

If yes, is the power of attorney or letter of authorization included? Yes No

Is the applicant in default on any deposits or payments to the borough including tax transactions?

Yes No If yes, what is the payment or deposit for? _____

Type of Organization: (check one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Non-Profit Association* |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____ |

***If nonprofit, has an IRS Tax Exempt Status been obtained?** Yes No

If yes, attach the Letter of Determination.

Is this parcel included in the 2020 Denali Borough Municipal Land Management Plan?

The borough may only lease land that has a borough approved management plan and conforms with the existing borough real property classifications for that land. The current Borough Municipal Land Management Plan can be found online: www.denaliborough.org/land.management or at the Denali Borough office.

Yes No

If yes, identify the Parcel, Subarea, and Land Classification (*Include the page number from the Plan*):

APPLICANT INFORMATION

Attach additional pages as needed if other individual(s) or organization(s) will be a party to this application.

Name:

Organization/Business:

Mailing Address:

City:

State:

Zip:

Telephone:

E-mail:

Contact Person:

Best Contact Method:

List and describe previous projects in which the applicant has been involved that are similar in nature and scope to the proposed use of borough property.

Has the applicant previously purchased or leased Borough owned land or resources? If yes, provide legal description, type of purchase or lease, and status.

If required, is the applicant prepared to spend funds for the following:

- Remote site inspection costs
- Survey and platting costs
- Credit report
- Appraisal fee

PROPERTY LEGAL DESCRIPTION AND LOCATION

Fill out all known information.

Subdivision: _____ **Lot:** _____ **Block:** _____ **Tract:** _____

Alaska State Land Survey (ASLS) #: _____

U.S. Survey (USS) #: _____

Plat #: _____ **Recording District:** _____

Highway/Road: _____ **Mile Post:** _____

Township: _____ **Range:** _____ **¼ section:** _____

Meridian: _____ **Latitude/Longitude (optional):** _____

Borough Parcel Number / Area Name: _____

Geographic Location (nearest community, river, creek or drainage, trail, mountain, etc.): _____

Is there any current activity on the parcel? Yes No

If yes, what is the activity?

Are there any existing improvements? Yes No

If yes, who owns the improvements or constructed them? Provide photographs if possible.

PROPOSED LEASE DETAILS

Include additional pages as needed.

Desired Parcel Size:

Desired Lease Length:

Timetable for development:

Provide a detailed description of the intended use of the real property, including itemized improvements:

Estimated value of the improvements: \$

Include any available supporting documentation for this estimated value if available.

Sources of capital for the improvements:

Include information on which sources of capital have already been secured and which will be contingent on grants or discretionary funding.

Describe why this proposal is in the best interest of the Borough:

OPERATIONS PLAN

An Operations Plan is a written narrative and detailed drawing describing the development of Borough Leased Land. The information contained in an Operations Plan is needed to provide a complete review of the proposed use and development. It also helps to determine the terms and conditions of the lease and the level of bonding and insurance that may be required. The amount and type of information included in the Operations Plan will depend on the proposed use and level of development. The Operations Plan will be made available for public review upon request.

If the application is approved, the Operations Plan becomes part of the authorization document. Authorized activities are limited to those described in the Operations Plan and/or authorization document. Please note that any development or material changes to the Operations Plan must be approved by the Denali Borough Assembly before any change occurs in use, construction, or activity.

Complete the narrative sections below and attach a scale drawing that includes planned structures, fuel storage facilities, access points, water sources, and power sources. Also attach any maps or drawings to help us better understand parcel location and/or access points. There is a blank diagram sheet provided on page 7 of this packet. Attach additional pages as needed.

Access points:

Planned structures and fuel storage facilities:

Water source(s):

Delineate power source:

Intended solid waste and wastewater disposal methods:

Potential impacts to adjacent lots (number of visitors, hours of operation, traffic patterns, sound, lighting, etc.):

If a nonexclusive lease, identify location points of passage for the general public.

Detailed description of how improvements will be removed at the end of the lease.

Use this diagram sheet to provide a scale drawing of any planned structures, fuel storage facilities, access points, water sources, power sources or to help us better understand the parcel location. The squares are 1/2”.

		Date Prepared:	Applicant's Name:	
		DENALI BOROUGH PLANNING OFFICE Diagram		
Scale: 1" =		Sheet	OF	
Section(s)	Township	Range	Meridian	

NOTICE TO LEASE APPLICANT:

Land Management has determined the above requested information is the minimum necessary in order to process a lease application for use of borough land. Should all or part of this requested information not be provided then Land Management may be unable to process the application.

If the parcel being requested to lease is not classified for the desired land use within the Denali Borough Land Management Plan, it will have to go through a public process to get it reclassified for an acceptable land use. If that is the case, staff will not be able to provide any assurances regarding the timing or the outcome of this lease application.

I do hereby swear and affirm for myself as applicant or as representative for the organization noted above that:

- The applicant is a legally competent person under the laws of Alaska; and
- The applicant is at least 18 years old; and
- If the applicant is a group, association, or corporation authorized to conduct business under the laws of Alaska; and
- If the borough, in its sole discretion, requires a sole proprietor, partnership, corporation, limited liability company or other entity to provide a credit application, I will fill out and submit a credit application to the borough; and
- I am not currently in breach or default on any deposit or payment to the borough including tax transactions.

I HEREBY CERTIFY THAT ALL OF THE FORGOING INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ANY LEASE GRANTED TO THE APPLICANT BY THE BOROUGH PURSUANT TO THIS APPLICATION IS SUBJECT TO ALL OF THE REQUIREMENTS OF THE DENALI BOROUGH CODE, (the "DBC") INCLUDING BUT NOT LIMITED TO DBC SECTIONS 4.17.005 THROUGH 4.17.130 AS NOW IN EFFECT OR HEREAFTER AMENDED.

_____	_____	_____
Applicant's Signature	Applicant's Print Name	Date
_____	_____	_____
Applicant's Signature	Applicant's Print Name	Date

DENALI BOROUGH CODE

The chapters of borough code dealing with leasing of borough owned property can be found in Chapter 4.01 GENERAL PROVISIONS and Chapter 4.17 LEASING OF BOROUGH REAL PROPERTY.

4.17.050 Requirements for lease.

- A. The borough may lease real property only when the affected real property has a management plan and the proposed lease conforms with existing borough real property classifications.
- B. Borough real property must be surveyed and platted per Chapter [9.10](#) DBC prior to lease.
- C. All real property shall be leased at fair market value as determined by appraisal per DBC [4.01.100](#), except as allowed by DBC [4.01.100\(B\)](#).
- D. Applicants to lease borough real property shall submit a complete application form prescribed by the borough. A nonrefundable lease application fee may be required per the Denali Borough fee schedule.
- E. The lease applicant shall submit to the borough for review and approval a Operations Plan as specified below. The lessee's Operations Plan must be consistent with the broad goals of this title, the area management plan, other applicable land use plans, and provisions of borough code. The Operations Plan shall include, at a minimum:
 - 1. Detailed description of the intended use of the real property.
 - 2. Desired lease length.
 - 3. Timetable for development.
 - 4. Planned structures and fuel storage facilities accompanied by a scale drawing.
 - 5. Estimated value of the improvements.
 - 6. Delineated access, water, and power sources.
 - 7. Intended solid waste and wastewater disposal methods.
 - 8. If a nonexclusive lease, identify location points of passage for the general public.
 - 9. Detailed description of how improvements will be removed at the end of the lease.

4.17.060 Qualifications of applicants or bidders

- A. A bidder at auction, or an applicant to otherwise lease, enter into a management agreement, or the use of borough real property must be:
 - 1. A legally competent person under the laws of the state of Alaska;
 - 2. At least 18 years old;
 - 3. A group, association, or corporation authorized to conduct business under the laws of Alaska; or
 - 4. A person acting as an agent for another person qualified under this section who has provided evidence of this status acceptable to the borough mayor or his designee, for example, by filing with the borough a power of attorney or letter of authorization.
- B. Under certain circumstances, the borough may require a sole proprietor, partnership, corporation or other entity to provide a credit application. All financial information supplied to the Denali Borough will be stamped confidential and will not be released for public scrutiny under applicable public records statutes.
- C. A person is not qualified if they are currently in breach or default on any deposit or payment to the borough including tax transactions.

4.17.070 Term of lease.

- A. The term of the lease shall be based on the type of lease, the nature of the improvements to be made by the lessee and shall generally be long enough to allow for amortization of improvements made by the lessee.
 - 1. Leases shall have a maximum term of 35 years.
 - 2. A lease for a term in excess of 10 years shall be recorded at the State Recorder's office.
 - 3. Lessee shall provide no less than 90 days' notice of a request to renew a lease.
- B. The lessee must comply with the operations plan.
- C. Proposed modifications to the operations plan requires submittal and approval of a request for plan amendment.
- D. Minor changes in the operations plan may be approved by the mayor or designee. Minor changes are defined as those that do not notably change the nature of the use, the footprint of any improvements, or the impact on surrounding uses. If changes are made without approval of the mayor or designee, the mayor or designee may require the changes to be reversed at the lessee's expense.
- E. Major changes to the operation plan shall be approved by the assembly. Major changes are defined as those that notably change the nature of the use, the footprint of any improvements, or the impact on surrounding uses.
- F. If changes are made without approval of either the mayor or designee or assembly, the mayor or designee may require the changes to be reversed at the lessee's expense. [Ord. 16-12 § 2.]