



City Clerk's Office  
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 Kodiak, AK 99615  
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 Email: [clerks@city.kodiak.ak.us](mailto:clerks@city.kodiak.ak.us)

## APPLICATION FOR PURCHASE, LEASE, OR RENEWAL OF LEASE OF REAL PROPERTY

PURCHASE

LEASE

TERM REQUESTED: \_\_\_\_\_ YEARS

\*RENEWAL

TERM REQUESTED: \_\_\_\_\_ YEARS

\*KCC 18.20.340, the lessee shall, not sooner than 60 calendar days prior to expiration, and not later than 30 calendar days prior to the expiration, make application for a renewal lease in writing on forms provided entitled "application for renewal of lease."

1. DATE OF APPLICATION		
2. APPLICANT NAME (IF CORPORATION OR PARTNERSHIP, SEE #12 BELOW)		
3. MAILING ADDRESS		
4. PHYSICAL ADDRESS		
5. CITY	6. STATE	7. ZIP
8. WORK PHONE (____) _____		9. EMAIL
10. CELL PHONE (____) _____		11. FAX
12. IF CORPORATION OR PARTNERSHIP, ATTACH ADDITIONAL INFORMATION <small>CORPORATION: Attach Schedule C, Showing Principal Agent and Contact Information        PARTNERSHIP: Attach Schedule P, Listing Partners Names and Contact Information</small>		
13. LEGAL DESCRIPTION OF THE REQUESTED PROPERTY  U.S. SURVEY (USS) _____  LOT _____ BLOCK _____ SUBDIVISION _____  OR STREET ADDRESS OR OTHER IDENTIFYING DESCRIPTION:  _____		
14. AREA, IN SQUARE FEET OF REQUESTED PROPERTY		

**City of Kodiak**  
**Application for Purchase, Lease, or Renewal of Lease of Real Property, Page 2**

15. DESCRIPTION OF <u>PURPOSE OF THE PROPOSED LEASE</u> IN DETAIL (KCC 18.20.050 (b.1)). INCLUDE EXISTING IMPROVEMENTS, IF ANY, ON THE PROPERTY		
16. TYPE OF CONSTRUCTION PLANNED (KCC 18.20.050 (b.3)) (e.g.: FILL, FRAME, POST & BEAM, etc)		
17. DATE DEVELOPMENT IS PLANNED TO BEGIN, AFTER SALE (KCC 18.20.050 (b.3)):	18. DATE DEVELOPMENT IS EXPECTED TO BE COMPLETED, AFTER SALE (KCC 18.20.050 (b.4)):	
19. INVESTMENT, INCLUDING EQUIPMENT, PLANNED DURING DEVELOPMENT PERIOD (Optional)	\$	21. DESCRIBE ANY EXPANSION PLANS BEYOND THE INITIAL DEVELOPMENT (Optional)
20. ANTICIPATED TAXABLE VALUATION OF THE PROPERTY, AFTER DEVELOPMENT (Optional)	\$	

22. Is the applicant at least 18 years old (KCC 18.20.040 a)? .....  YES  NO
23. Are four copies of an accurate plan and elevations of the proposed improvements attached to this application? .....  YES  NO
24. Is the preliminary survey plat submitted with this application?.....  YES  NO
25. If required, can you post a performance bond amounting to 10% of the estimated taxable valuation?.....  YES  NO
26. Does your intended use of the property comply with the zoning regulations and the comprehensive plan of the Kodiak Island Borough (KCC 18.20.050 (b.5))? .....  YES  NO
27. Do you agree to comply with all applicable City ordinances and regulations, Borough ordinances and zoning regulations, and all applicable state and federal law? .....  YES  NO

**Notice to Applicant(s)**

A. This application will not be considered unless it is accompanied by a filing fee, as established by the City Council in the Schedule of Fees and Charges. The filing fee is not refundable and should be made payable to the City of Kodiak (KCC 18.20.050b and 18.20.340).

B. Unless specifically exempted by KCC 18.20.030, 18.20.195, 18.20.196 or other provisions of City Code, any sale or lease of City property shall be made by sealed bid or at public auction. The City Council may require specific development or use of property to be sold or leased.

C. If the Council directs staff to proceed with the proposed sale or lease of this property, staff will review the

application and set the amount of deposit required from the applicant in accordance with KCC 18.20.060 for costs of survey, appraisals, advertising, etc.

If the property is sold or leased to someone other than the depositor, the deposit will be refunded, unless the depositor fails to enter a bid equal to at least the minimum sale or rental price as established in accordance with KCC 18.20.100 and the property is not sold, in which case the deposit shall be forfeited.

D. Certificates of Insurance will be required to be produced within 10 business days of a lease agreement award.

I testify that I am a qualified applicant or bidder per KCC 18.20.040 and I am the authorized agent to execute the sale or lease documents.

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**CORPORATION  
PRINCIPAL AGENT AND CONTACT INFORMATION**

This schedule is attached to the Application for Purchase or Lease of Real Property submitted to the City of Kodiak as follows:

<b>CORPORATION NAME</b>	<b>DATE SUBMITTED</b>
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<b>C1. NAME OF PRINCIPAL AGENT AUTHORIZED TO EXECUTE THE SALE OR LEASE DOCUMENTS</b>		
<b>C2. TITLE</b>		
<b>C3. MAILING ADDRESS</b>		
<b>C4. CITY</b>	<b>C5. STATE</b>	<b>C6. ZIP</b>
<b>C7. TELEPHONE</b>	<b>C8. EMAIL</b>	<b>C9. FAX</b>

<b>C10. NAME OF ALTERNATE CONTACT</b>		
<b>C11. TITLE</b>		
<b>C12. MAILING ADDRESS</b>		
<b>C13. CITY</b>	<b>C14. STATE</b>	<b>C15. ZIP</b>
<b>C16. TELEPHONE</b>	<b>C17. EMAIL</b>	<b>C18. FAX</b>

**City of Kodiak****Application for Purchase, Lease, or Renewal of Lease of Real Property - SCHEDULE P**

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**PARTNERSHIP  
PARTNERS NAMES AND CONTACT INFORMATION**

This schedule is attached to the Application for Purchase or Lease of Real Property submitted to the City of Kodiak as follows:

PARTNERSHIP NAME	DATE SUBMITTED
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P1. NAME OF PRINCIPAL AGENT OR PARTNERS AUTHORIZED TO EXECUTE THE SALE OR LEASE OF DOCUMENTS		
P2. TITLE		
P3. MAILING ADDRESS		
P4. CITY	P5. STATE	P6. ZIP
P.7 TELEPHONE	P8. EMAIL	P9. FAX

P1. NAME OF PARTNER		
P2. TITLE		
P3. MAILING ADDRESS		
P4. CITY	P5. STATE	P6. ZIP
P7. TELEPHONE	P.8 EMAIL	P9. FAX

P1. NAME OF PARTNER		
P2. TITLE		
P3. MAILING ADDRESS		
P4. CITY	P5. STATE	P6. ZIP
P7. TELEPHONE	P.8 EMAIL	P9. FAX

If additional partners are involved, attach Partnership Addendum Page(s)