



**Municipality of Anchorage**  
 Heritage Land Bank  
 P.O. Box 196650  
 Anchorage, Alaska 99519-6650

<b>Office use</b> Rec'd. by: _____ Fee: \$ _____ Tentative HLBAC Meeting date: _____
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**APPLICATION TO LEASE OR PURCHASE**

HLB Application #: \_\_\_\_\_

This is a request for land disposal via (circle one):

**Purchase      Lease      Trade      Easement**  
**Other (specify):** \_\_\_\_\_

HLB PARCEL(S)#: \_\_\_\_\_ TAX ID #: \_\_\_\_\_

LEGAL DESCRIPTION (please print): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
 Zoning classification: \_\_\_\_\_

LOCATION (circle one): **Eagle River      Anchorage      Other** \_\_\_\_\_  
**Girdwood**

**APPLICANT INFORMATION:**

Name of company or organization (if applicable): \_\_\_\_\_

This is a (check one):

\_\_\_ **Proprietorship**      \_\_\_ **Partnership**      \_\_\_ **Private Individual**  
 \_\_\_ **Government agency**      \_\_\_ **Corporation**      \_\_\_ **Non-profit organization**  
 \_\_\_ **Other (explain/describe):** \_\_\_\_\_

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

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

Phone and fax numbers: Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**If Lease application:**

Term requested: From \_\_\_\_\_ to \_\_\_\_\_  
 (Term cannot begin prior to HLB Advisory Commission approval.)

1. Size of area requested (identify minimum area necessary in number of acres or sq. ft.):  
\_\_\_\_\_.

2. Intended and permitted uses of land. Give narrative explanation, noting date(s) of proposed use, construction schedule (if applicable), proposed improvements, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**NOTE: Proposed use(s) must be consistent with all applicable Anchorage municipal codes.**

3. Explain why this request should be approved by the Heritage Land Bank Advisory Commission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Is this request consistent with the current HLB Work Plan? \_\_\_\_\_.

5. Is this request consistent with the affected region's comprehensive plan and with other adopted municipal plans? \_\_\_\_\_  
\_\_\_\_\_.

Please read the following HLB Mission Statement and Anchorage Municipal Code and initial below.

#### HERITAGE LAND BANK MISSION STATEMENT

It is the mission of the Heritage Land Bank (HLB) to manage uncommitted land and the HLB Fund in a manner designed to benefit the present and future citizens of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan. In accordance with this mission, the HLB manages over 8,000 acres of municipal land located throughout the municipality, from Girdwood to Eklutna. Most of this land is vacant, although the HLB manages some leased improved property. In addition, the land management authority for some improved HLB land has been transferred to other municipal agencies whose purpose corresponds to the activity actually taking place on the land. All revenue produced from the management or sale of HLB land is placed in the HLB Fund, a fiduciary trust fund managed on behalf of the citizens of Anchorage. The HLB Fund can be used only for HLB operating expenses, to acquire land needed for municipal use, and to improve existing HLB land.

#### ANCHORAGE MUNICIPAL CODE

Per AMC 25.40.025.A-G, "The Heritage Land Bank Advisory Commission shall hold a public hearing, with public notice as specified in this chapter, prior to making a recommendation to the

mayor and assembly regarding the disposal of Heritage Land Bank land or an interest in land. Land disposal under this chapter include land sales, land exchanges, leases, and easements.”

“After the public hearing, the advisory commission shall submit a written finding and recommendation to the mayor and assembly, stating whether or not a proposed land disposal is in the best interest of the municipality and consistent with the Heritage Land Bank’s purpose and mission. The written finding shall identify the proposed land disposal, including details regarding its method, timing, terms, projected effects on the neighborhood and on public facilities, and other relevant information. All proposed land disposals shall also specify those terms and conditions necessary to ensure that the Heritage Land Bank receives the maximum overall benefit for the disposal of its land, including equivalent non-monetary public benefits, consistent with the municipality’s best interests.”

“The Heritage Land Bank shall determine which land or interests in land should be disposed of; consistent with section 25.40.020 and the comprehensive plan and implementing measures. If the information in the comprehensive plan and implementing measures is insufficient to determine whether the disposal of a parcel or parcels is consistent with the plan or measures, the Heritage Land Bank shall complete a site-specific land use study for the use of the land which has been adopted through the public process specified in this chapter. Each site specific land use study shall address: a) the need for community facilities such as roads, parks, trails, schools, satellite municipal officers, etc.; b) identify historical and natural landmarks, natural hazards, and environmentally sensitive lands; c) public utility needs; d) potential residential, commercial and industrial uses; e) land use compatibility with adjacent areas; and f) consistency with land uses identified in the comprehensive plan and zoning for the area.:

“All proposed Heritage Land Bank land sales shall occur by an open competitive bid process for at least the appraised fair market value of the land. **An application to purchase Heritage Land Bank land shall grant the applicant no right of preference or priority.**”

“The Heritage Land Bank may exchange Heritage Land Bank land for other land non at least an equal value basis, as determined by a fair market value appraisal.”

“The Heritage Land Bank may lease Heritage Land Bank land. The leases shall be awarded by open competitive bid process for at least appraised fair market rates, or a percentage of gross receipts, or user fee equivalent. The lease rates shall be adjusted at intervals of no more than five years to reflect current market conditions. **An application to lease shall grant the applicant no right of preference or priority.** Heritage Land Bank land may be leased non-competitively to a non-profit agency for less than its appraised fair market value if the municipal benefits which are projected to accrue are found by the mayor and the assembly to be in the best interest of the municipality.”

**I, the undersigned, have read and understand the above section of the Anchorage Municipal Code regarding Heritage Land Bank Disposal procedures (AMC 25.40.025).**

**Initial here: \_\_\_\_\_**

HLB FEE SCHEDULE:

Per Section X.A. of the Heritage Land Bank Policies, approved 12/4/96 by the HLB Advisory Commission, "Applicants seeking to use or obtain HLB land are required to pay the HLB a non-refundable \$250 fee to initiate the application process. The application fee must be submitted with the application."

Application received by:

Agency or company representative:

\_\_\_\_\_  
George J. Canelos  
HLB Executive Director

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Please print name)

\_\_\_\_\_  
(Title)



***Municipality of Anchorage  
Heritage Land Bank***

**Environmental Risk Assessment  
Questionnaire**

**The purpose of this questionnaire is to help identify the level of environmental risk associated with properties either offered for sale or to be acquired by the Heritage Land Bank-Municipality of Anchorage. The Heritage Land Bank’s evaluation of environmental risk does not imply that the property is an environmental risk from the presence of toxic or hazardous substances. This Environmental Risk Questionnaire may be supplemented by and in addition to other environmental evaluations and site studies commonly known as Phase I, II or III reports.**

Tax ID#: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(organization, company or owner name)

Legal Description: \_\_\_\_\_

Meridian      Township      Range      Section      Other (subdivision info.)

Has an on-site visual inspection of the property been conducted? Yes( ) No ( )  
If yes, please give date visited and name of person(s) who visited the property:

\_\_\_\_\_

Was any evidence observed of contamination or site degradation due to toxic or hazardous substance, waste, or petroleum products? Yes ( ) No ( ) If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

- Is the area populated? . . . . . Yes ( ) No ( ) Unk. ( )
- Are there any trails or roads? . . . . . Yes ( ) No ( ) Unk. ( )
- Is there any surface water or wells? . . . . . Yes ( ) No ( ) Unk. ( )
- Are warning signs posted? . . . . . Yes ( ) No ( ) Unk. ( )
- Is there dead fish or game? . . . . . Yes ( ) No ( ) Unk. ( )
- Are there any dwellings or structures? . . . . . Yes ( ) No ( ) Unk. ( )
- Are there any signs of chemicals? . . . . . Yes ( ) No ( ) Unk. ( )
- If yes, are the chemicals stored safely? . . . . . Yes ( ) No ( ) Unk. ( )

- Are there any vehicles or heavy equipment? . . . Yes ( ) No ( ) Unk. ( )
- Are there any signs of agricultural activity? . . . Yes ( ) No ( ) Unk. ( )
- Are there any visible barrels or containers? . . . Yes ( ) No ( ) Unk. ( )
- Are there signs of toxic or hazardous waste? . . . Yes ( ) No ( ) Unk. ( )
- Are there any signs of pipelines or storage tanks? . . . Yes ( ) No ( ) Unk. ( )
- Are there any signs of pits, impoundments or settling ponds? . . . Yes ( ) No ( ) Unk. ( )
- Are there any unusual colors, odors or brown vegetation? . . . Yes ( ) No ( ) Unk. ( )
- Is there evidence of asbestos in any of the improvements located on the property? . . . Yes ( ) No ( ) Unk. ( )
- Is there any indication that the property may have been used for waste disposal? . . . Yes ( ) No ( ) Unk. ( )
- Is there any evidence that the site has seen previous industrial, commercial or military activity? . . . Yes ( ) No ( ) Unk. ( )
- Is there evidence of any hazardous substance release, such as stained ground, drums, transformers, chemicals, areas where plants refuse to grow, or other indications of hazardous substance contamination? . . . Yes ( ) No ( ) Unk. ( )
- Are there any above ground or underground fuel or chemical storage tanks located on the property or the adjacent property? . . . Yes ( ) No ( ) Unk. ( )

Comments (e.g., location, size in gallons, abandoned or active, full or empty containers open or closed, condition of, amount of, leaking uphill or downhill of, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any otherwise unknown reasons to suspect surface or subsurface contamination of the property? 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.

\_\_\_\_\_  
 Printed name of Authorized Representative

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

Please use a separate sheet of paper for sketch map, diagram, or additional comments. If available, please include photographs or site with this questionnaire. Thank you!

