



Municipality of Anchorage

Real Estate Department – Heritage Land Bank

APPLICATION

Office use

Received by: \_\_\_\_\_

Received date: \_\_\_\_\_

Fee: \_\_\_\_\_

\$ \_\_\_\_\_

**This is a request for:**

☐ Purchase    ☐ Lease    ☐ Trade    ☐ Easement    ☐ Land Use Permit

☐ Other (specify): \_\_\_\_\_

Term requested: From: \_\_\_\_\_ To: \_\_\_\_\_

**Location Description:**

☐ Eagle River    ☐ Anchorage    ☐ Girdwood    ☐ Other: \_\_\_\_\_

HLB Parcel(s): \_\_\_\_\_ PID(s): \_\_\_\_\_

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

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

**Applicant Information:**

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

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

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

Phone number: \_\_\_\_\_

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

Applicant is a (check one):    ☐ Proprietorship    ☐ Partnership    ☐ Private Individual

☐ Govt agency    ☐ Corporation    ☐ Non-profit    ☐ Other \_\_\_\_\_

### Application Questionnaire:

1. Size of area requested (identify minimum area necessary in number of acres or square footage, include site plan):
2. Intended and permitted uses of land. Give narrative explanation, noting date(s) of proposed use, construction schedule (if applicable), proposed improvements, etc.:
3. If seeking a disposal, explain why the Heritage Land Bank Advisory Commission should recommend Assembly approval of this request:

4. How is this request consistent with the current HLB Annual Work Program?

5. How is this request consistent with the affected region's comprehensive plan, district, or neighborhood plan and with any other adopted plans or policies?

Please read and initial the following HLB Mission Statement, HLB Policies regarding permits, Anchorage Municipal Code regarding disposals, and Fees information.

### **Heritage Land Bank Mission Statement**

It is the mission of the Heritage Land Bank to manage uncommitted municipal land and the Heritage Land Bank Fund in a manner designed to benefit present and future residents of Anchorage, promote orderly development, and achieve the goals of the Comprehensive Plan (AMC §25.40.010).

Initial: \_\_\_\_\_

### **HLB Policies regarding permits**

Pursuant to Sections V and IX of the HLB Policies, HLB may allow temporary use permits on HLB land, provided such permits do not exceed one year (12 months). Permits do not require a public hearing, HLBAC recommendation, or Assembly approval. These permits are not a disposal of HLB land; rather a permit is a temporary grant to an individual, corporation or agency of the right to use HLB land for a particular purpose for one year or less in duration. These authorizations include Land Use and Special Event Permits.

Initial: \_\_\_\_\_

### **Anchorage Municipal Code regarding disposals**

Pursuant to AMC §25.40.025.A-G, the HLB Advisory Commission (HLBAC) 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 HLB land or an interest in land. Land disposal under this chapter include land sales, land exchanges, leases, and easements.

After the public hearing, the HLBAC 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 HLB 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 HLB 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 HLB shall determine which land or interests in land should be disposed of; consistent with AMC §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 HLB 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 HLB 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 HLB land shall grant the applicant no right of preference or priority.

The HLB, with Assembly approval, may exchange HLB land for other land on at least an equal value basis, as determined by a fair market value appraisal.

The HLB, with Assembly approval, may lease land in the HLB inventory. Any lease shall be awarded by an open competitive bid process for at least appraised fair market rates, or a percentage of gross receipts, or user fee equivalent, pursuant to AMC 25.40.025. 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. HLB 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.

Initial: \_\_\_\_\_

## Fees

Pursuant to Section X of the HLB Policies, Applicants seeking to acquire HLB land through **Purchase, Lease, Trade or Easement are required to pay HLB a non-refundable \$500 fee to initiate the application review process.** The application fee must be submitted with the application. An additional \$500 fee may be charged by HLB for acquisitions or disposals where an expedited review, to be completed within ten business days, is requested. NOTE: An application to purchase HLB land grants the applicant no right of preference or other priority (AMC §25.40.025A).

Applicants seeking to acquire a **Permit are required to pay HLB a non-refundable \$250 fee to initiate the application review process.** An additional administration fee of \$250 may be charged by HLB for issuance of permits on an expedited basis, i.e., within 10 working days.

Permit Renewals, amendments, subleases, assignments, or extensions of existing HLB leases and permits may require a minimum administrative fee of \$250 for each action.

Initial: \_\_\_\_\_

I, the undersigned, have read and understand the above referenced HLB Mission Statement, HLB Policies regarding Permits, Anchorage Municipal Code regarding HLB Disposal procedures (AMC § 25.40.025), and Fees Information.

Applicant's authorized representative:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_