



Municipality of Anchorage  
 REAL ESTATE DEPARTMENT  
 Heritage Land Bank Division  
 P.O. Box 196650  
 Anchorage, Alaska 99519-6650

<b>Office use</b> Rec'd. by: _____ Fee: \$ _____ Tentative HLBAC Meeting date: _____
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Land Disposal Application

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

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

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

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

Legal Description (please print): \_\_\_\_\_

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

Zoning classification: \_\_\_\_\_

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

Applicant Information:

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

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

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

Phone and fax numbers: (Ph) \_\_\_\_\_ (Alt) \_\_\_\_\_ (F) \_\_\_\_\_

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

Applicant is a (check one):

Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Private Individual \_\_\_\_\_

Government agency \_\_\_\_\_ Corporation \_\_\_\_\_ Non-profit organization \_\_\_\_\_

Other \_\_\_\_\_ (explain/describe): \_\_\_\_\_

Lease-Term requested: From \_\_\_\_\_ To \_\_\_\_\_

(Term cannot begin prior to HLB Advisory Commission and Assembly approval.)

Application Questionnaire:

1. Size of area requested (identify minimum area necessary in number of acres or square footage, include site plan):

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

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*Note: Proposed use(s) must be consistent with municipal zoning and code restrictions.*

3. Explain why Heritage Land Bank Advisory Commission should recommend Assembly approval of this request:

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

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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? \_\_\_\_\_

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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 10,000 acres of municipal land located throughout the Municipality, from Girdwood to Eklutna, which is classified as residential, commercial, industrial, open space and recreational areas. 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

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.

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

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

Application received by:

Authorized representative:

\_\_\_\_\_  
Robin E. Ward, Director  
Real Estate Department  
Heritage Land Bank Division

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

\_\_\_\_\_  
(Print name)

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

*Pursuant to Section X.A of the HLB Policies, applicants seeking to acquire HLB land are required to pay the HLB a non-refundable \$500 fee to initiate the application review process. An additional \$500 fee may be charged by HLB for acquisitions or disposals where an expedited review to be completed within ten (10) 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).*