



Municipality of Anchorage

Real Estate Department – Heritage Land Bank

DISPOSAL APPLICATION

Office use

Received by: _____

Received date: _____

Fee: _____

\$ _____

This is a request for:

☐ Purchase ☐ Lease ☐ Trade ☐ Easement

☐ 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 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 if applicable):
2. What are the intended uses of the land? Give a narrative explanation, noting the proposed uses, construction schedule (if applicable), proposed improvements, etc.:

3. How is this request consistent with HLB's Mission Statement and the current HLB Annual Work Program? Explain why the Heritage Land Bank Advisory Commission should recommend Assembly approval of this request.

4. 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, 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: _____

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).

Contract renewals, amendments, subleases, assignments, or extensions of existing HLB contracts 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, Anchorage Municipal Code regarding HLB disposal procedures (AMC § 25.40.025), and fees information.

Applicant's authorized representative:

Signed: _____

Date: _____

Print Name: _____

Title: _____