



# Port of Juneau

2023

## Application for Commercial Use of Lands or Facilities Managed by the CBJ Docks & Harbors

Applicants must complete this application and provide all required attachments. Incomplete applications will not be considered. Submit applications by mail to CBJ Docks & Harbors, 155 South Seward St., Juneau, AK 99801, or in person at the Port Director's Office, 76 Egan Drive, Juneau Alaska. A separate application must be submitted for each site.

### I. Applicant Information

Legal Business Name: \_\_\_\_\_

Form of Business Organization: \_\_\_\_\_  
(Sole proprietorship/partnership/corporation)

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

Name(s) of Owner(s), Partners, Registered Agents: \_\_\_\_\_

\_\_\_\_\_

Local Contact/Title: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

### II. Attachments

Provide the following attachments with this application. If there is any information that you wish to keep confidential, such as proposed fee schedules, please attach that information under separate cover.

1. Description and map of the location of each use.
2. Copy of Business License
3. Description of the services proposed to be provided at the site.
4. Description of parking available for your proposed use at the site and a statement of how customers will be dropped off or picked up. All vehicles under the ownership or control of the permittee must be legally parked while the permit holder is engaged in permit activities.
5. Physical description and license numbers of each vehicle that will be used as part of the operation.
6. Description of the method of customer transportation to the site and mode of transportation.
7. Description of the number, scheduling and size of participant groups at the site.
8. Estimate of total number of participants expected to use a given area per season.
9. Time of desired usage (hours/weeks/months).

## CBJ Docks and Harbors Commercial Use Application (Continued)

10. Description of restroom accommodations provided/required.
11. Plans for emergency evacuation.
12. Plans for litter and vandal control.
13. Description of safety briefing presented to clientele.
14. Training requirements/standards of personnel conducting transport and tour activities.
15. Membership in Tourism Best Management Practices (TBMP)

### III. Fees

- A non-refundable fee of \$100.00 must be paid with application.
- This permit is subject to \$1.78 per passenger fee. Reports due by the 7<sup>th</sup> of the month following passenger activities.

### IV. Insurance

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City & Borough of Juneau from any and all claims of injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City & Borough of Juneau. The Permittee will be required to submit a Certificate of Insurance **and** a policy endorsement demonstrating General Liability Insurance, Auto Liability Insurance, and Marine Protection & Indemnity Insurance in the amounts shown below. The City and Borough of Juneau must be named as additional insured in the policy.

The Permittee must maintain insurance as follows:

- a. \$1,000,000 in General Liability, naming the CBJ as additional insured;
- b. \$1,000,000 in Auto Liability, naming the CBJ as additional insured; and
- c. Full Workers Compensation Insurance;
- d. \$1,000,000 in Marine Protection & Indemnity Insurance, when a marine vessel is part of the commercial Use, and policy endorsement per occurrence & aggregate, naming the CBJ as additional insured.

### V. Land Use Permits

If initial staff review indicates that the area of proposed use is subject to Planning Commission review under Title 49 of the City Land Use Code, the operator may be required to obtain a Recreational Use Permit before permission to use the area will be granted.

### VI. Certification

I certify that the information provided in this application is true, complete, and accurate and that I am current on CBJ Sales tax, CBJ Property tax, and that I have no outstanding judgments to CBJ. I hereby give the Port Director permission to check on the status of such:

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**Owner Signature/Date**

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**Port Staff Use Only**

CBJ Sales Tax Status \_\_\_\_\_

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

CBJ Property Tax Status \_\_\_\_\_

Approved \_\_\_\_\_