



PO Box 608, Whittier, AK 99693
Phone: (907) 472-2327 | Fax: (907) 472-2404
www.whittieralaska.gov

LEASE APPLICATION

Per Whittier Municipal Code Chapter 3.38

- ☐ Request for New Lease; New Lessee
- ☐ Request for New Lease; Existing Lessee *(with no remaining options to renew)*
- ☐ Request for Assignment of Lease *(transfer existing lease to a new owner/business)*
- ☐ Request for Amendment of Lease *(modify existing lease)*

APPLICATION INSTRUCTIONS

- The information provided on the following pages shall be used by City Staff, City Council, and Commissions (as applicable) during the review process of your lease proposal. This application is considered public information and will be included in the public meeting packets.
- Any financial information included with your application is considered confidential and will be used by City Staff only; it will not be part of the public review process.
- All applicable fees must be included with your application in order to process the application. Payments can be made either by check payable to "City of Whittier" or by credit card. Current fees established by the City Fee Schedule are:

Lease Application Fee - \$500.00

Lease Amendment/Assignment Fee - \$250.00

- Submit your completed application, required attachments, and application fee to:

City of Whittier
Attn: Assistant City Manager
PO Box 608, Whittier, AK 99693
acm@whittieralaska.gov
(907) 472-2327 ext. 206

- Answer all questions, noting "N/A" on any question that is not applicable. Attach additional pages, if needed.
- Your application will go through an initial review to ensure completeness. Lease staff will be in touch to coordinate any follow-up meetings, requests for missing information, and to schedule your lease application for the applicable public meetings.
- Lease applications are evaluated based on the criteria outlined in [Whittier Municipal Code 3.38.380](#)

PROPERTY INFORMATION

Physical Address			
Legal Description			
Lot Size	☐ Full Lot ☐ Portion of Lot	If portion, list dimensions	

APPLICANT INFORMATION

Legal Name			
Doing Business As			
Type of Entity	☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Nonprofit ☐ Governmental Entity ☐ Other: _____		
Alaska Entity Number (if applicable)		Alaska Business License Number (if applicable)	
Authorized Representative Full Name & Title			
Mailing Address			
City, State, Zip Code			
Phone Number(s)		Email	

LEASE PROPOSAL

1. Proposed Use of Property

Briefly describe the proposed use of the property, including the primary activities to be conducted on the site.

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2. Proposed Improvements and Development

Describe any proposed improvements, development, structures, utilities, or other site work associated with this proposal. If applicable, include the anticipated phases of development and estimated commencement and completion dates.

3. Estimated Capital Investment (if applicable): _____

4. Funding Source

Briefly describe how the proposed project will be funded.

5. Applicant Experience

Describe the applicant's experience related to the proposed use, project, business, or activity.

6. Anticipated Employees at Site: _____

7. Community or Economic Benefits (Optional)

Describe any anticipated community, public, economic, or employment benefits associated with the proposal.

Requested Initial Lease Term: _____ years

Requested Renewal Options (if any): ☐ 1 additional term ☐ 2 additional terms of _____ years each

FINANCIAL DISCLOSURE

Has the applicant, or any principal of the applicant entity, within the last ten years:

☐ Yes ☐ No Filed for bankruptcy protection?

☐ Yes ☐ No Had a judgment entered against them that remains unsatisfied?

☐ Yes ☐ No Had a lien filed that could materially affect the applicant's ability to perform the proposed lease obligations?

If yes, explain:

REQUIRED SUBMITTALS

☐ Application Form (signed and dated)

☐ Site Plan or Concept Drawing

☐ Proof of Financing

☐ Nonrefundable Application Fee

CERTIFICATION

I understand that I may be required to pay the cost of surveys, appraisals, recording fees, permits, and other costs associated with lease processing, development, and lease administration.

I understand that insurance may be required as a condition of lease approval and ongoing occupancy of City property.

I certify that the information provided in this application is true and complete. I understand that submission of this form does not guarantee approval and that additional documentation, appraisal, or public process may be required before a lease is awarded.

I certify that I am authorized to submit this application and enter into lease negotiations on behalf of the applicant.

Applicant Signature: _____ **Date:** _____

City Use Only

Date		Current Lessee?	☐ Yes ☐ No
Application Fee Paid	☐ Yes ☐ No	In good standing?	☐ Yes ☐ No
Staff Reviewer		Completeness Review Date	
Alaska Entity Active Through		Next Steps	
Alaska Business License Expiration			