

CITY OF CRAIG

APPLICATION FOR LEASE OF CITY PROPERTY

NAME _____

ORGANIZATION _____

ADDRESS _____

TELEPHONE NUMBER _____ OR _____

Are You: a. 18 years of age or over? Yes No

b. Authorized to conduct business
in the State of Alaska? Yes No

c. Acting as an agent for a
third party? Yes No

If you answered yes to question c, please specify the party you represent:

Name: _____

Address: _____

Telephone Number _____ or _____

1. Please provide below the address and legal description of the property you wish to lease.

2. What is the square footage of the area you wish to lease?

3. Please briefly state your intended use for the property you wish to lease.

4. What benefit will the community receive in return for leasing this property?

5. Are you claiming a public use exemption as defined in 16.02.030(B) of the Craig Municipal Code?

Yes No

6. All applications for lease of city property must be submitted with a development plot plan showing and stating:

1. The purpose of the proposed lease;
2. The use, value and nature of improvements to be constructed;
3. The type of construction;
4. Dates construction is estimated to commence and be completed; and
5. Whether the intended use complies with zoning and the Craig land use code.

Please attach a plot plan meeting these requirements.

I certify that the information contained in this application is truthful and accurate to the best of my knowledge. I understand that any intentional misrepresentation contained in the statements in this application is grounds for the forfeit of any fees, deposits or other moneys that have been deposited with the city regarding this application. I have had an opportunity to read Title 16 of the Craig Municipal Code and understand the obligations and commitments I incur by the filing of this lease application with the Craig City Clerk.

Signature of Applicant

Date

Once this application is complete, please file it with the City Clerk. Unless otherwise exempted per 16.02.070(B) of the Craig Municipal Code, a \$150 non-refundable filing fee must accompany the application.

City use only

Received by _____ Date _____ Fee Paid ___ Yes ___ No Check # _____

CITY OF CRAIG
LEASE APPLICATION PROCESS

1. The applicant completes the lease application and submits it to the city with the \$150 filing fee.
2. The city will post a public notice for 30 days regarding the lease application
3. During the 30 day public notice, the city council will hold the first reading of the ordinance authorizing city staff to negotiate the terms of the lease with the applicant.
4. At the conclusion of the 30 day notice, the city council will hold a second reading of the ordinance. The ordinance is usually either approved or defeated at the second reading.
5. If the ordinance is approved, the applicant hires an MAI certified appraiser who will write an appraisal report attaching a square foot value to the property subject to the lease. The city leases property at a rate that is no less than eight percent of the property's fair market value.
6. City staff will negotiate the final terms of the lease with the applicant.
7. The final terms are sent back to the city council for final approval.
8. If the council gives final approval to the terms, the lease is signed by both parties.