

# HAINES BOROUGH REAL PROPERTY USE APPLICATION

## INFORMATION SHEET

This is an application form covering several different types of requests by a person, persons, firm or group regarding borough-owned real property. Not all questions will apply to your particular type of request. **Please complete the application form and return it to the Borough Clerk's office with the \$100 filing fee.**

The planning commission will review your application and make a recommendation to the assembly regarding approval. Within 30 days of the planning commission's review, the assembly will decide whether or not to approve your application for processing. If approved, the lands manager will prepare an estimate of the costs of processing the application including, but not limited to, the costs of appraisal, advertising, plat filing, deed preparation/recording and legal fees as required by law. If a survey is required, the applicant is required to obtain the services of a surveyor independently, who will then work with Borough staff to prepare the plat. A notice of the estimated costs will be sent to you. Deposit by you of these estimated costs must be made by you to the Haines Borough within thirty days of the notice mailing date or your application will be cancelled and the application fee forfeited. If actual application processing costs exceed the estimate, you will be required to reimburse the Borough for such costs before a sale, use, easement, or lease agreement is signed.

If the Borough Assembly approves your application and offers the land to you for the use applied for, you have thirty days after such offer to accept the Borough's terms in writing. Should you not accept these terms by the 30-day deadline, all actual costs of processing the application up to that point will be forfeited and any remaining balance, if any, will be refunded to you.

Once this occurs, except in the instance of a right-of-way vacation, any interested party may claim the right to the property under the conditions of the original application by paying the application fee and actual costs of the application, which would then be refunded to you.

The appropriate Borough Code sections which apply to the type of use you have requested are attached to this application. Please read them carefully so that you may make an informed decision.

If you have any questions, please contact the Borough Manager or Borough Clerk at 907-766-6400.

Annette Kreitzer  
Borough Manager

**HAINES BOROUGH**

**APPLICATION FOR USE OF / PURCHASE OF /  
EASEMENT THROUGH OR VACATION-PURCHASE OF  
BOROUGH-OWNED REAL PROPERTY**

TYPE OF APPLICATION

(check one)

\_\_\_ PURCHASE    \_\_\_ LEASE    \_\_\_ LEASE ASSIGNMENT    \_\_\_ EASEMENT  
\_\_\_ VACATION-PURCHASE    \_\_\_ USE PERMIT

Legal Name of Applicant(s) \_\_\_\_\_  
Please Print

Mailing Address \_\_\_\_\_ Day Phone: \_\_\_\_\_

1. Legal Description of Property (attach map/drawing):
2. Existing Parcel Size: Sq. Feet: \_\_\_\_\_ Acres: \_\_\_\_\_
3. Existing Utilities: None: \_\_\_\_\_  
Water: On Site \_\_\_\_\_ Public \_\_\_\_\_  
Sewer: On Site \_\_\_\_\_ Public \_\_\_\_\_
4. Access: \_\_\_\_\_
5. Proposed Term of Usage: (leases may be issued for not less than five years nor more than 35 years)\_\_\_\_\_
6. **Include with this application the following:**
  - A. \$100/Lease (+ \$25/Easement) non-refundable filing fee
  - B. Plans, reports, a narrative, and other material sufficient to permit the Borough to evaluate the need for the land request including:
    - A. Purpose/reasons
    - B. Use, value and nature of proposed improvements to be constructed (including plans and maps).
    - C. Date construction to begin and projected completion date.
7. Comprehensive Plan designation for property: \_\_\_\_\_
8. Zoning designation for property: \_\_\_\_\_
9. Current assessment by Borough Assessor: \$\_\_\_\_\_

**I HEREBY CERTIFY THAT ALL OF THE STATEMENTS MADE IN THIS APPLICATION AND ITS INCORPORATED ATTACHMENTS ARE TRUE AND CORRECT.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date:

- A. Receipt of this application with all required attachments, together with the \$100 filing fee (non-refundable) is hereby acknowledged. (Note: an *additional* \$25 fee is required with easement applications.)      \$100     \$125

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

- B. Planning Commission's Official Comment:

Meeting Date: \_\_\_\_\_ (attach comment)

Public Hearing Date (required for vacation-purchase requests): \_\_\_\_\_  
(attach newspaper ad and posting showing a minimum of seven days notice given)

- C. Assembly Action to Approve Application: Approved  Not Approved

Meeting Date: \_\_\_\_\_ (attach minutes excerpt)

- D. Land Manager's (or designee's) *estimate* of additional application costs (including survey, appraisal, advertising, etc.): \$ \_\_\_\_\_ (attach itemization)

- E. Receipt of *estimated* costs from applicant (within 30 calendar days of mailing cost notice) in the amount of \$ \_\_\_\_\_ is hereby acknowledged:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

- F. Public Hearing on the proposed lease scheduled at least 30 days from receipt of estimated costs:

Time & Date of Hearing: \_\_\_\_\_ (attach posting and newspaper ad)

- G. Assembly Action to Establish Terms of Lease or Borough Land Use:

Meeting Date (may be the same as F. public hearing): \_\_\_\_\_  
(attach resolution or ordinance)

- H. Terms accepted by applicant:      Date: \_\_\_\_\_

- I. *Final* application costs: \$ \_\_\_\_\_ Amount billed or credited \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

or Credit Issued: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_