



# North Slope Borough

## NORTH SLOPE BOROUGH LAND USE APPLICATION

This is an application for:  Lease  Contract  other (Describe below)

<p>1.) Name and Mailing Address of Applicant</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>E-Mail: _____</p>	<p>2.) Name and other information to appear on Lease/Contract/Other</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>E-Mail: _____</p>
<p>3.) Description of property and term requested:</p> <p>_____</p> <p>Lot or Tract _____ Block _____</p> <p>_____</p> <p>Subdivision Name &amp; Plat or Survey Number _____</p> <p>_____</p> <p>Other (Aliquot Part, Section, Township, Range) _____</p> <p>Term Requested: _____</p> <p>Beginning Date: _____</p>	<p>4.) How will interest under this lease, permit, or contract be held?</p> <p><input type="checkbox"/> Individual or sole proprietorship*</p> <p><input type="checkbox"/> Partnership*</p> <p><input type="checkbox"/> Corporation*</p> <p><input type="checkbox"/> Limited Liability Company (LLC)*</p> <p><input type="checkbox"/> Other: _____</p> <p>*See attached for required submittals.</p> <p>If a business, also enclose a copy of current State of Alaska Business License.</p>
<p>5.) Proposed use of property. Include all uses of and activities on the property you propose will occur during the term of occupancy. Describe all improvements and/or construction planned.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Attach additional sheets if necessary)</p>	
<p>6.) Do you plan to store, handle, or distribute fuel or other hazardous materials, alcohol and/or tobacco products on or from the property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you intend any form of personnel occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes to any of the foregoing, provide complete details about the intended product(s), volumes and quantities, storage, tankage, containment, occupancy, etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Attach additional sheets if necessary)</p>	

7.) Is this intended to be a competing application in response to a current Public Notice?  Yes  No

If Yes, provide the lease/contract number: \_\_\_\_\_, and Property Description: \_\_\_\_\_

8.) RESERVED SPACE

9.) Mail or deliver completed application and non-refundable application fee of \$ 100.00 to:

North Slope Borough  
Department of Planning and Community Services  
Division of Planning & Real Estate, Land Services  
Attention: Land Services Specialist  
P.O. Box 69  
Utqiagvik, Alaska 99723

10.) Lease/Contract Application No. NSB \_\_\_\_\_  
(to be assigned by NSB staff)

---

This application vests no legal, equitable or other interest in North Slope Borough land or property in any Applicant under any circumstance. Interests in NSB lands may only be created or conveyed in an intended proper document executed by the NSB Mayor. The NSB reserves the right to request additional information in support or clarification of this Application.

Having undertaken diligent investigation to my satisfaction, I hereby warrant that I am authorized to make the foregoing representations on behalf of the applicant and further that the foregoing representations are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name and Title

\_\_\_\_\_  
Name of Applicant (Entity)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.  
My Commission expires: \_\_\_\_\_

**The Borough reserves the right to verify any and all representations on this Land Use Application.**

## LAND USE APPLICATION REQUIRED SUBMITTALS:

- 1.) AFFIDAVIT OF LAND USE APPLICANT QUALIFICATIONS (Notarized)
- 2.) DISCLOSURE OF OWNERSHIP (Notarized)

### A. **For an Individual:**

In the case of a person, a signed and dated statement including the bidder's name, current address, telephone number, fax number, e-mail address and a certification that the bidder is of the age of majority; and

In the case of a guardian, trustee, or other legal representative of a person, a certified copy of the court order authorizing the representative to act in that capacity; or

In the case of an agent acting on behalf of an individual, an original or certified copy of a notarized power of attorney.

### B. **Corporation:**

In the case of a corporation, the corporation's current name, mailing address, phone and fax number and e-mail address;

If an agent is not a current officer in the corporation, an original or certified copy of a notarized power of attorney authorizing said agent to act on its behalf with respect to the bid;

Or, if the agent is a current officer, verification that this individual holds such office (executive meeting notes, etc.)

A current Certificate of Good Standing or Certificate of Incorporation for a corporation qualified to do business in Alaska;

Or, if qualifying to do business in Alaska for the first time, either:

A Certificate of Authority for a foreign corporation qualified to do business in Alaska (a foreign corporation is a corporation incorporated outside Alaska); or

A Certificate of Incorporation for a domestic corporation qualified to do business in Alaska.

The Certificate of Good Standing provides written proof that the corporation has paid all taxes, complied with all applicable laws and thus remains qualified to do business in the state.

### C. **Limited Liability Corporation (LLC)**

An LLC must submit a copy of its most recent Biennial Report filed with the State of Alaska which contains all of the information required by AS.10.50.755 and a copy of its Articles of organization.

### D. **Partnership, joint venture, or other unincorporated association:**

A partnership, joint venture, or other unincorporated association must file a statement describing the business relationship between the members of the association, joint venture or partnership; and the documents required for individuals or corporations for each participant as appropriate.

Materials previously filed, if current and accurate, may be used by referring to the filing date of the previously filed material and by providing a statement as to any material changes or amendments.

**AFFIDAVIT OF LAND USE APPLICANT QUALIFICATIONS**

UNITED STATES OF AMERICA )  
 ) ss  
STATE OF ALASKA )

I, \_\_\_\_\_  
(Name & Title of Officer) (Name of Firm)

Being duly sworn, do depose and state:

That I, or the firm, association, corporation or LLC (circle one) of which I am a shareholder/officer/member (circle one) being an applicant for a land use authorization to be issued by the North Slope Borough, and legally described as \_\_\_\_\_ (enter legal description of the parcel here), acknowledge the following required qualifications of applicants and that this applicant meets all qualifications without exception.

NSBMC §2.38.180 sets forth qualifications of applicants for Borough land lease/purchase/contract, specifically that:

- (A) An applicant for authorization to lease/purchase/contract for Borough land must be:
  - (1) A citizen of the United States and 18 years of age or over;
  - (2) A permanent resident who has filed a declaration of intention to become a citizen, and be 18 years of age or over; or
  - (3) A group, association or corporation which is authorized to conduct business under the laws of Alaska or the United States of America.
- (B) A person acting as an agent for a qualified applicant must independently meet the requirements NSBMC §2.38.180 and must submit with the Land Use Application a proper power of attorney creating such agency. The agent shall represent only one principal, who must meet the qualifications of NSBMC §2.38.180.
- (C) A person is not a qualified applicant if:
  - (1) The person has failed to pay a deposit or payment due to the Borough in relation to borough land in the previous five years and full payment, including interest in the legal rate, is not made; [and/or]
  - (2) The person is currently in breach or default on any contract or lease involving land in which the borough has an interest; [and/or]
  - (3) The person has failed to perform under a contract or lease involving borough land in the previous five years and the Borough has acted to terminate the contract or lease or to initiate legal action; or
  - (4) The borough has other good cause to believe that the person is unlikely to make payment or responsibly perform under the lease/purchase agreement or other contract.
  - (5) No land, nor any interest in land, may be sold, leased or otherwise transferred to any person who is delinquent in the payment of any obligation to the Borough nor may the Borough process the application for the sale, lease or other disposal of land or any interest in land to such a person.

(75 Code, § 2.38.170) (Ord. 86-6, passed 2-3-87; Am. Ord. 86-6-1, passed 5-4-99)

(Signature)

\_\_\_\_\_  
(Typed or Printed)

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.  
My Commission expires: \_\_\_\_\_

The Borough reserves the right to verify any and all representations on this Affidavit of Land Use Qualifications.

**DISCLOSURE OF OWNERSHIP**

DISCLOSURE OF OWNERSHIP. All persons, companies, corporations, organizations, partnerships, LLC's or other entities contracting with the North Slope Borough must disclose the names of any owners, directors, officers and in case of an LLC, its members and, as applicable, its Manager(s). This disclosure must accompany the Land Use Application submitted to the North Slope Borough.

\_\_\_\_\_  
APPLICANT NAME

**Applicant will do business as:**

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation     |
| <input type="checkbox"/> Joint Venture   | <input type="checkbox"/> LLC         | <input type="checkbox"/> Other (Specify) |

**Owner(s) or Members of all involved:** (give percentage of ownership)

Name	Title	Percentage
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

(Add additional sheets if necessary)

**Directors, or Officers or Managers/Members of this firm/entity:**

Name	Office or Title	Company Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Add additional sheets if necessary)

\_\_\_\_\_  
Signature of person holding signature authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My Commission expires: \_\_\_\_\_

The North Slope Borough reserves the right to verify any and all representations on this Disclosure of Ownership.