

**NEGOTIATED SALE, LEASE OR EXCHANGE OF BOROUGH LAND**  
**KENAI PENINSULA BOROUGH**  
**LAND MANAGEMENT DIVISION**

144 N. Binkley Street  
Soldotna, AK 99669-7599  
[lmweb@kpb.us](mailto:lmweb@kpb.us)

Phone: 907-714-2205  
Fax: 907-714-2378

A \$500.00 fee must be submitted with this application. The \$500.00 is not applied to the purchase price and is refunded only if the application is not found to be in the public's best interest.

This form is to be completed by individuals or organizations wishing to purchase, lease or exchange borough land pursuant to KP.B 17.10.100 (C) or (I). The application is to be completed in full to the best of knowledge of the individual or authorized representative. If requested, proprietary and financial information of the applicants, that is so marked, will be kept confidential. The assembly must approve, by ordinance, any disposition of borough land. The application process generally takes between 90-180 days.

Attach separate sheets of paper if more space is needed for explanation. If a section (*or portion thereof*) is not applicable, mark with the abbreviation "N/A". Contact Kenai Peninsula Borough Land Management staff if you have any questions about the information requested on the application. Please type or print.

**Applicant Information**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Anchor Point Food Pantry \_\_\_\_\_

Mailing Address: \_\_\_\_\_ PO Box 266, Anchor Point, AK 99556 \_\_\_\_\_

Phone: \_\_\_\_\_ 907-299-8437 \_\_\_\_\_ Email: \_\_\_\_\_ apfp.266@gmail.com \_\_\_\_\_

**Other individuals(s) or organizations(s) party to this application (*add additional pages if needed*):**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Organization (*check one*):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Individual            | <input type="checkbox"/> Sole Proprietorship       | <input type="checkbox"/> General Partnership |
| <input checked="" type="checkbox"/> Non-Profit | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Corporation           | <input type="checkbox"/> Other:                    |  |

Note: Please submit, as appropriate, the following items with this application:

1. Current Alaska Business License
2. Designation of Signatory Authority to Act for Organization or Individual
3. Non-Profits – IRS Tax Exemption Status
  - Yes – Please attach letter of determination
  - No – Please attach certificate, articles of incorporation, by-laws, or other appropriated documentation.

**Description of parcel(s) of interest (add additional pages if needed):**

Legal Description: T53 R 15W SEC 4 SEWARD MARIDIAN;

Plat Number (if applicable): \_\_\_\_\_ Recording District: \_\_\_\_\_

Tax Parcel ID: 16905071 Size/Acreage: 3.5

**This application is being made for the following (check the appropriate box);**

Purchase     Lease     Exchange     Other (please specify)

<p><b>Complete this section for Negotiated Sales Only:</b></p> <p>a. Offer Price: _____</p> <p>b. Are you wishing to seek Borough financing for this purchase    <input type="checkbox"/> Yes    <input type="checkbox"/> No (If yes, terms will be discussed during the negotiations)</p> <p>c. Please explain the reasons why you believe the Borough should sell this land to you, be specific (add additional pages if needed):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**If the proposal is for other than fair market value, please state why it would be in the public's best interest to approve this proposal. Include all supporting facts & documents.**

As a lease, the Anchor Point Food Pantry and its planning committee (June 2021)  
collaborated on plans to build a hall that will facilitate a revenue for the pantry, thus providing a  
venue for general public use.

**Are there any existing improvements on this land? If yes please describe and provide photos if available.**

None known

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**Attach a site plan depicting the proposed use of the property.**

Plan attached  Yes  No

**Has the applicant or affiliated entity previously purchased or leased Borough owned land or resources:**

No  Yes (*If yes provide legal description; type of purchase/lease and its' current status*)

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**Has the applicant or affiliated entity ever filed a petition for bankruptcy, been adjudged bankrupt, or made an assignment for the benefit of a creditor?**

No  Yes (*If yes please explain, including dates*):

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**Is the applicant or affiliated entity now in default on any obligation to, or subject to any unsatisfied judgment or liens?**

No  Yes (*If yes, please explain*):

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**Complete the following applicant qualification statement for each individual applicant or organization (*attach additional statements as necessary*):**

**APPLICANT QUALIFICATION STATEMENT**

**Name:** Anchor Point Food Pantry

**Address:** PO Box 266, Anchor Point, AK 99556

I hereby swear and affirm to the best of my knowledge:

- That I am eighteen years of age or older; and
- I am a citizen of the United States or a permanent resident who has filed a declaration of intention to become a citizen or a representative of a group, association or corporation which is authorized to conduct business under the laws of Alaska; and
- I am not delinquent on any deposit or payment obligation to the Kenai Peninsula Borough (KPB); and
- I am not currently in breach or default on any contract or lease involving land in which KPB has not acted to terminate the contract or lease or to initiate legal action.
- Unless agreed otherwise in writing and signed by the KPB mayor, the above named applicant agrees to provide a performance bond, general liability insurance, damage deposit, and pay for remote site inspection, if applicable.

I hereby certify that the information contained herein is true to the best of my knowledge and belief.

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

March 19, 2022  
Date

Melissa J. Martin  
Print Name

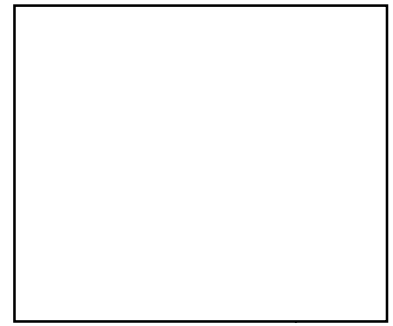
# Tax Compliance Certification

## Kenai Peninsula Borough

### Finance Department

144 N. Binkley Street  
 Soldotna, Alaska 99669-7599  
 www.kpb.us

Phone: (907) 714-2197  
 or: (907) 714-2175  
 Fax: (907) 714-2376



**Fill in all information requested. Sign and date, and submit with bid or proposal.**

For Official Use Only

Reason for Certificate:	Food Pantry relocation	For Department:	
Business Name:	Anchor Point Food Pantry		
Business Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other:		
Owner Name(s):			
Business Mailing Address:	PO Box 266, Anchor Point, AK 99556-0266		
Business Telephone:	907-299-8437	Business Fax:	
Email:	apfp.266@gmail.com		

As a business or individual, have you ever conducted business or owned real or personal property within the Kenai Peninsula Borough? (If yes, please supply the following account numbers and sign below. If no, please sign below.)  
 Yes     No    Kenai Peninsula Borough Code of Ordinances, Chapter 5.28.140, requires that businesses/individuals contracting to do business with the Kenai Peninsula Borough be in compliance with Borough tax provisions. No contract will be awarded to any individual or business who is found to be in violation of the Borough Code of Ordinances in the several areas of taxation.

REAL/PERSONAL/BUSINESS PROPERTY ACCOUNTS	
ACCT. NO.	ACCT. NAME

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)	
YEAR LAST PAID	BALANCE DUE

\_\_\_\_\_  
**KPB Finance Department (signature required)**

\_\_\_\_\_  In Compliance     Not in Compliance  
**Date**

SALES TAX ACCOUNTS	
ACCT. NO.	ACCT. NAME

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)	
YEAR LAST PAID	BALANCE DUE

\_\_\_\_\_  
**KPB Sales Tax Division (signature required)**

\_\_\_\_\_  In Compliance     Not in Compliance  
**Date**

CERTIFICATION: I, Melissa J. Martin  
(Name of Applicant)

President  
 \_\_\_\_\_, hereby certify that, to the  
03/19/2022  
(Title)

best of my knowledge, the above information is correct as of \_\_\_\_\_  
(Date)

\_\_\_\_\_  
**Signature of Applicant (Required)**

**IF ANY BUSINESS IS CONDUCTED OR IS AWARDED A BID WITHIN THE KENAI PENINSULA BOROUGH YOU MUST BE REGISTERED TO COLLECT SALES TAX. THE SALES TAX DEPARTMENT CAN BE REACHED AT (907) 714-2175.**

Resolution of the Anchor Point Food Pantry Board of Directors  
Regarding the application of a long-term property lease from the Kenai Peninsula Borough

Whereas the Board believes the mission of the Anchor Point Food Pantry is important to, valued by and needed by the Anchor Point and surrounding community; and

Whereas the Board believes the establishment of a permanent place for the Pantry is necessary to assure its long-term sustainable operation; and

Whereas the Board believes the establishment of a permanent place for the Pantry can be leveraged to further realize the long-term vision of the Anchor Point Food Pantry as a cornerstone community organization; and


Whereas the Anchor Point Food Pantry Board believes that the Kenai Peninsula Borough Property Tax Parcel ID: 16905071 (3.5 acres, Institutional Portion) is the best opportunity for the Pantry to establish a long-term permanent place that will sustainably continue the Pantry's mission for the community and the opportunity to realize the long-term vision of the Pantry, having the community's best interest in mind.

Now, therefore, be it resolved that the Board of Directors of the Anchor Point Food Pantry hereby directs Melissa Martin, President, Executive Director, to prepare and apply for a land lease to the Kenai Peninsula Borough for the subject property; and furthermore, authorizes the president to enter into a lease agreement with the Kenai Peninsula Borough; and to sign for and perform any and all responsibilities in relation to such agreement. The Board of Directors further authorizes the president to undertake such planning and development preparation activities as is necessary to establish sustainable Pantry operations on said property.

Location: **KPB Tax Parcel ID: 16905071 (3.5 acres, Institutional Portion)**



**Melissa J Martin,**  
**APFP President, Executive Director**



**Chris Syme,**  
**APFP Secretary**

Date: March 3, 2022

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**Anchor Point Food Pantry**

PO Box 266, 73358 School St., ANCHOR POINT, AK 99556-0266

owned by

Anchor Point Food Pantry

is licensed by the department to conduct business for the period

December 3, 2020 to December 31, 2022  
for the following line(s) of business:

62 - Health Care and Social Assistance



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Anderson  
Commissioner

Anchor Point Food Pantry  
PO Box 266  
73358 School St.  
ANCHOR POINT, AK 99556-0266



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 22 2016**

ANCHOR POINT FOOD PANTRY  
PO BOX 266  
ANCHOR POINT, AK 99556-0266

Employer Identification Number:  
46-1962921  
DLN:  
26053740003066  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
October 31  
Public Charity Status:  
509(a) (2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
December 01, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947