

Port of Friday Harbor Full Lease Application Checklist

The purpose of the Commission's evaluation process is to seek leases with tenants who will, by access to Port property, create:

- (1) living wage, year-around jobs
- (2) local economic growth
- (3) revenue for local, county and state governments, and
- (4) other contributions to our community.

STEP 2 - LEASE APPLICATION – APPROVED CONCEPT PLAN

The Lease Application Packet will, at a minimum, contain:

- Architectural sketches showing the major design elements, building elevations, and building colors. (This information will be binding in the lease unless modifications are approved by the Commission)
 - A detailed site plan showing property lines, 5' or less contours, easements, building placement, access, parking, utilities, landscaping, setbacks, buffers, and impervious surfaces. (This information will be binding in the lease unless modifications are approved by the Commission)
 - A description of environmental impacts caused by the proposed use, and mitigation for those impacts, if any.
 - A description of how the project will be financed.
 - A description of the permitting requirements for the project, and a timeline for design, permitting, and construction of the project. (These may be incorporated into performance metrics for the lease)
 - A description regarding economic development, job creation, and/or periods of operation. (These may be incorporated into performance metrics for the lease).
 - A statement of what, if any, incentives the prospective tenant is seeking/requiring.
- The Commission may require an evaluation by the Port Auditor of the financial capacity of the applicant to accomplish the project contemplated in the lease. The financial review will be appropriate to the tenant and may include any or all of the following: credit report, Dunn and Bradstreet report, financial statements, tax returns, or such other information the Port Auditor deems necessary. The Auditor will examine and return hard copies of any financial data requested.

Note: Applications missing required elements will not be considered by the Commission.