



# AVIATION DEPARTMENT

## AIRPARK AIRCRAFT SALES AERONAUTICAL BUSINESS PERMIT APPLICATION CHECKLIST

COMPANY/APPLICANT NAME \_\_\_\_\_ PROPERTY NUMBER-AP \_\_\_\_\_  
DATE \_\_\_\_\_

ALL APPLICANTS SHALL SCHEDULE A PRE-APPLICATION MEETING WITH THE AVIATION DEPARTMENT REPRESENTATIVE (ADR) BY CALLING 480-312-2321. DURING THE MEETING, THE ADR WILL MARK ALL OF THE REQUIRED ITEMS FOR THE PERMIT THAT IS BEING REQUESTED. AFTER THE INITIAL MEETING TAKES PLACE, IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT ALL OF THE REQUIRED ITEMS. APPLICATIONS THAT ARE INCOMPLETE OR MISSING ITEMS CANNOT BE PROCESSED.

### PART 1 – GENERAL REQUIREMENTS

- | REQ'D                    | REC'D                    |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1. Scottsdale Airpark Aeronautical Business Permit Form-</b> The form must be completed in its entirety and signed/dated by the applicant or authorized representative.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2. Articles of Organization-</b> for the applicant applying for the permit. Applicants must provide <u>one</u> of the following: 1). If the applicant is a corporation, a copy of the articles of incorporation as filed with the Corporate Commission; 2). If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission; 3). If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State; 4). If the applicant is a general partnership, a copy of the written partnership agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3. Documentation Regarding Authorized Representative-</b> If the applicant/authorized representative is not listed on the Articles of Organization, then the applicant must secure a letter from one of the company's officers who is listed on the Articles of Organization. This letter must indicate that the authorized representative is authorized to act on behalf of the company and it must be written on company letterhead. This letter must also contain current contact information for the person who is granting the authority to the representative.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4. Description of the Scope of Service-</b> Provide a detailed explanation of the intended scope of operations and the types of services to be offered.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5. Aircraft Slot Verification-</b> If displaying the sales aircraft at an airpark hangar, then Aviation Staff will determine whether or not the property has a sufficient number of "slots" to support their Aeronautical activity (see Airpark Rules and Regulations, Section 310).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6. City of Scottsdale Business/Privilege Tax License-</b> The applicant must provide a copy of their Scottsdale Business/Privilege Tax License if the applicant maintains an office in the City and, advertises its location or customers are able to visit the location. An application and proof of fee payment is also acceptable.  |

### PART 2 – AIRPARK MINIMUM OPERATING STANDARDS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7. Office Space Requirement-</b> If the permittee intends to display aircraft that are for sale, then the applicant must own or lease at least 100 square feet of office space at the display site. A copy of that lease must be provided to the Aviation Coordinator.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>8. Dealer's Certificate-</b> Applicant must maintain and provide proof of an approved Aircraft Dealers Certificate from the State of Arizona.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>9. Direct Access Area or Self-Staged Remote Area Verification-</b> Applicant must provide proof that the property at which they intend to operate from is a Direct Access Area or a Self-Staged Remote Area as defined in the Airpark Minimum Operating Standards, Section 1-1.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>10. Insurance Certificates-</b> The applicant must provide the certificates and supporting documentation in accordance with Article 4 and attachment A specifically required for this Minimum Operating Standard in the airpark. Attachment A can be found on the airport's website at:<br><a href="http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airpark+Insurance+Requirement">http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airpark+Insurance+Requirement</a> |

**PART 2 - ADVISORY ITEMS**

- **Fees-**Applicants shall be advised of the following key item(s) that will be necessary to comply with once the permit is approved. The following list includes but is not be limited to:
- **Fee payment-** Aircraft Sales Services will receive an Aeronautical Business Permit annual payment form from the Aviation Administration office. The annual fee for aircraft sales is \$300, paid in advance .
  - Late fees will be assessed for payments received after the 1<sup>st</sup> day of the month.

**PART 3 - SIGNATURES**

The information provided for this application is certified to be true and correct. The Aviation Coordinator will review the application and all attached documents required by this form. All information shall be submitted and complete prior to approved by the City.

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

\_\_\_\_\_  
**Date**

Approved by:

\_\_\_\_\_  
**Aviation Director (or designee)**

\_\_\_\_\_  
**Date**

**INTERNAL USE ONLY**

- |  |  |
|--|--|
| <input type="checkbox"/> Database Entry                  | <input type="checkbox"/> Issue Payment Form    |
| <input type="checkbox"/> INOVAH/Fee Spreadsheet Entry    | <input type="checkbox"/> Assign Account Number |
| <input type="checkbox"/> File Paperwork in Property File | <input type="checkbox"/> Commission Notice     |
| <input type="checkbox"/> Update Web/Commission documents | <input type="checkbox"/> Create Certificate    |

**AVIATION DEPARTMENT**

15000 N. Airport Drive, Suite 200, Scottsdale AZ 85260 Phone (480) 312-2321 Fax (480) 312-8480