



AVIATION DEPARTMENT

AIRPARK HELICOPTER FLIGHT TRAINING 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"/>	1. Scottsdale Airpark Aeronautical Business Permit Form- The form must be completed in its entirety and signed/dated by the applicant or authorized representative.
<input type="checkbox"/>	<input type="checkbox"/>	2. Articles of Organization- 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"/>	3. Documentation Regarding Authorized Representative- 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"/>	4. Description of the Scope of Service- Provide a detailed explanation of the intended scope of operations and the types of services to be offered.
<input type="checkbox"/>	<input type="checkbox"/>	5. City of Scottsdale Business/Privilege Tax License- 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"/>	6. Proof of property ownership or lease/sublease agreement- Helicopter Flight Training Services applicants must own or lease sufficient land and office space to accommodate the proposed operations. Provide a copy of these documents. Include a diagram showing the location on the same site where the aeronautical activity will be conducted, where all the aircraft used in commercial aeronautical activities will be stored, and the location and square footage of on-site office space.
<input type="checkbox"/>	<input type="checkbox"/>	7. Helicopter Operations- The applicant must provide a site sketch that depicts hangar/shade facilities for helicopter storage, a paved helicopter landing/takeoff area meeting FAA standards located outside of the taxilane safety areas, and a helicopter parking apron located outside of the taxilane safety area. The applicant must also provide proof the City has issued a Conditional Use Permit (C.U.P.) for a heliport. Applicants should be advised that the process to secure a C.U.P. for a heliport is a very detailed and time consuming process that includes but is not limited to: securing an FAA 7480-1 determination, filing several documents with the City's Planning Department, having the C.U.P approved by the City's Planning Commission and City Council.

8. Employee Qualifications-The applicant must provide a written statement indicating that they will employ and have on duty during normal business hours, at least one person who is currently certified by the FAA to provide the type of training offered.

9. Insurance certificates- 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:
<http://www.scottsdaleaz.gov/Assets/Public+Website/airport/Airpark+Insurance+Requirements.pdf>.

PART 3 - 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** - Helicopter Flight Training services will receive an Aeronautical Business Permit annual payment form from the Aviation Administration office. The annual fee is \$300, paid in advance.
- Late fees will be assessed for payments received after the 1st day of the month.

PART 4 - 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

Database Entry

Issue ABP payment form

INOVAH/ Fee Spreadsheet Entry

Assign account number

File Paperwork in Property File

Commission Notice

Update Web/Commission documents

Create Certificate

AVIATION DEPARTMENT

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