



Dear Airpark Fuel Storage Permit Applicant,

Thank you for your interest in obtaining a Fuel Storage Permit at Scottsdale Airport. **Some permits may require staff to request additional information in order to determine compliance with Scottsdale Aviation regulatory documents. During the application process, it may be determined that certain applicants may also need to apply for additional permits in order to comply with Scottsdale Airport regulatory documents.** In order to begin the permitting process, please provide the Airport Administration office with the items listed below.

- ➔ **Scottsdale Airpark Fuel Storage Permit form**-The form must be completely and legibly filled out and signed/dated by the applicant or authorized representative at the bottom of the bottom of the form.
  
- ➔ **Articles of Incorporation:**  
If the applicant is a corporation, a copy of the articles of incorporation as filed with the Corporate Commission.  
  
If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission.  
  
If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State.  
  
If the applicant is a general partnership, a copy of the written partnership agreement.
  
- ➔ **Documentation regarding Authorized Representative**-If the applicant/authorized representative is not listed on the Articles of Incorporation, then the applicant must secure a letter from one of the company's officers who is listed on the articles of incorporation. 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.
  
- ➔ **Fuel Flowage Meter Approval**-City Aviation Staff must approve the type of fuel flowage meter that is to be used at the fuel facility.
  
- ➔ **Site Plan and List of Associated Hangars**-The applicant shall provide a list of all of the hangars that are located on the property. The list shall include the address of the hangar(s), the name, address and telephone number of the owner(s). The applicant must also provide a site plan or sketch that depicts the location of the fuel farm and the locations of the hangar(s). The sketch does not have to be professionally prepared. Applicants can use an overhead picture of the site by using any internet mapping application.

→ **Advisory Items**-Hangar/shade leasing companies shall be advised of the following key items that will be necessary to comply with once the permit has been approved. The following list includes but is not be limited to.

1. **Rules regarding fuel storage facility operations**-Fuel storage facility permittees are required to follow strict rules regarding fueling safety, equipment, equipment, inspection and submittal requirements. These rules are described in detail in Airpark Rules and Regulations, Article 500 and Airport Rules and Regulations, Article 5. Airpark and Airport Permittees should become familiar with all sections of the pertinent regulatory documents; however, the two sections listed above are very important when it comes to this particular permit.
2. **Monthly information reports**-Permittees will be required to fill out and return a monthly fuel farm operators report.

Please return all of the items listed above to the Airport Administration Office. Application packets with incomplete or missing information will be returned to the applicant without being processed. The Aviation Coordinator assigned to your case will contact you within 2 days after receiving all of the applicable documents to begin the approval process. Final Approval may take up to 10 business days if all of your submittals are in order. If you have any questions regarding this process, please call Airport Administration at (480) 312-2321.

Thank You,

Airport Administration

Enclosures

- (1) Airport/Airpark Rates and Fees Schedule
- (2) Airpark Rules and Regulations
- (3) Airport Rules and Regulations
- (4) Airport Minimum Operating Standards
- (5) Airpark Minimum Operating Standards
- (6) Chapter 5 (Aviation Code)
- (7) Monthly fuel farm operators report

The information in this letter is based on current Scottsdale Airport and Airpark regulatory documents. All such documents, including rules, regulations, minimum operating standards and rates and fees, are subject to change from time to time. In the event of a conflict between this letter and the most current version of the regulatory documents, the regulatory documents will control.