



## Aviation Department

### AIRPARK - Helicopter Specialized Commercial Flying Services Aeronautical Business Permit Application Checklist

**Company/Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicants may schedule a pre-application meeting with the Aviation Department representative, (480) 312-2321. 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

- 1. **Scottsdale Airpark Aeronautical Business Permit Form:** The form must be completed in its entirety and signed/dated by the applicant or authorized representative.
- 2. **Articles of Organization:** Required for the applicant applying for the permit. Applicants must provide one 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.
- 3. **Documentation Regarding Authorized Representative:** If the applicant/authorized representative is not listed in the articles of organization, the applicant must secure a letter from one of the company's officers who is listed in the articles of organization. This letter must indicate that the authorized representative is authorized to act on behalf of the company and 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.
- 4. **Description of the Scope of Service:** Provide a detailed explanation of the intended scope of operations and types of services to be offered.
- 5. **Aircraft Slot Verification:** Aviation staff will determine whether the property has a sufficient number of "slots" to support their Aeronautical activity (see Airpark Rules and Regulations, Section 310).
- 6. **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

- 7. **Proof of property ownership or lease/sublease agreement:** Helicopter Specialized Commercial Flying Service applicants must own or lease sufficient office space, hangar/shade facilities 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.
- 8. **Helicopter Operations:** Applicant must provide a site sketch that depicts a paved helicopter landing/takeoff area meeting FAA standards located outside of the taxiway safety areas. 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.
- 9. **Personnel Qualifications:** Applicant must provide documentation that they employ at least one person with current FAA commercial pilot and medical certifications. Applicants must provide a written statement, on company letterhead, acknowledging compliance with this requirement.

- 10. 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: [SCOTTSDALE AIRPORT](#)

**PART 3 - ADVISORY ITEMS**

- **Fees:** Applicants are 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 Specialized Commercial Flying services will receive an Aeronautical Business Permit annual payment form from the Aviation Administration office. The annual fee is \$300, due each January.

**PART 4 - SIGNATURES**

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

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

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

Approved by:

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

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

**INTERNAL USE ONLY**

- |                                                          |                                                             |
|----------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Assign account number           | <input type="checkbox"/> ABP payment form                   |
| <input type="checkbox"/> INOVAH Database Entry           | <input type="checkbox"/> ABM Database Entry / Upload packet |
| <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 100, Scottsdale AZ 85260 | Phone (480) 312-2321 Fax (480) 312-8480**