



SCOTTSDALE AIRPORT AND AIRPARK SELF-FUELING PERMIT



*(Required for self-fueling on the airport or in the airpark from a fuel storage facility)
Fields in RED are required fields.*

Application for:

Airpark Self-Fueling Airport Self-Fueling Transportable Tank

Applicant (Business Name):

Authorized Representative, title: Email Address:

Work Phone: Cell Phone: Fax:

Mailing Address:

City: State: Zip Code:

Billing Address:

City: State: Zip Code:

Billing Phone: Billing Email:

Aircraft Storage Location/ Hangar Address:

The Applicant requests approval to conduct self-fueling of based aircraft on the airport or in the airpark, and agrees to the following:

- 1. FEE PAYMENT:** The Applicant shall pay the monthly fuel flow fees on time for fuel dispensed into fixed wing aircraft, and all required fees including late feels, interest and penalties.
- 2. PERMIT LIMITATIONS:** This permit may not be assigned or transferred. A holder of a self-fueling permit shall not dispense or permit the dispensing of aircraft fuels into non-based aircraft. This permit shall remain in effect unless otherwise suspended or revoked.
- 3. INFORMATION CHANGES:** The Applicant shall notify Airport Administration, in writing within fifteen (15) days , of any change to the information provided.
- 4. COMPETENCY:** The Applicant certifies the fuel storage area has received a Fuel Facility Permit from the Airport, personnel engaged in self-fueling are properly trained in aircraft fueling, fuel handling and associated safety procedures, and will conform to the best practices for such operations. Examples of safe fuel handling practices may be found in the National Fire Protection Association (NFPA) document 407, and FAA Advisory Circular 150/5230, as amended.

5. REPORTING: The Applicant shall provide monthly fuel inventory reconciliation reports listing the type and amount of fuel dispensed to all aircraft, including helicopters, fuel received, spilled or otherwise accounted for.

6. INDEMNIFICATION: The Applicant shall indemnify the City pursuant to Chapter 5 of the Scottsdale Revised Code. Applicant shall grant City representatives access to fuel storage areas and all fuel storage records at reasonable times for purposes of determining compliance with the law.

7. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.scottsdaleaz.gov/airport/regulatorydocs>

Please check the box for each item attached and submitted with the application.

- Aircraft Storage Permit Airpark Access Permit

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicant Signature (print name): Date:

By checking this box, I affirm that the information entered above is accurate and that the name typed above represents my official signature.

Please save the form to your documents, then submit the form with an electronic signature to kkuester@scottsdaleaz.gov OR print, sign and return to : 15000 N. Airport Drive, Suite 100, Scottsdale, AZ 85260

Staff Use Only

Indicate applicable documents to be given to Applicant:

- NFPA 407 Standards for Aircraft Fueling Services

Application, permits and insurance reviewed by:

Aviation
Director's
Comments/
Stipulations:

Approved by Aviation
Director or designee: