

San Carlos Airport

Standard Hangar Waiting List

Name: _____ Cell phone: _____

Address: _____ Other phone: _____

City/St/Zip: _____ Email: _____

- See Additional Co-Applicants on Reverse

Please refer to the ***San Mateo County Airports Policies and Procedures for Hangars, T-Shades, Tiedowns and Waiting Lists*** for a complete description of all standard hangar waiting list requirements and procedures. Individuals are required to provide/present the following to add their name to the San Carlos Airport Standard Hangar Waiting List:

- A copy of their Driver's License or photo ID indicating they are at least 18 years of age.
- A copy of their pilot's license or student pilot's certificate.
- Pay a non-refundable \$500 waiting list and administrative fee.

Qualifying applicants will be notified by mail when their name reaches the top of the list and a standard hangar is available. Applicants who do not respond or are unable to complete the required documentation described in the *San Mateo County Airports Policies and Procedures for Hangars, T-Shades, Tiedowns and Waiting Lists* within thirty (30) days of the date of the letter will be removed from the list and their waiting list fee forfeited. Applicants are encouraged to monitor their position on the list and be ready to provide the required documentation and accept the available hangar at the time it is offered.

PLEASE NOTE: Applicants are responsible for keeping their contact information current with the Airport. If at any time an applicant cannot be contacted at the address provided, that applicant's name will be removed from the list and their waiting list fee forfeited. Individuals found to be in non-compliance with airport rules, regulations or other policies will not be eligible for a hangar. **By signature below, applicant acknowledges that they agree to the above requirements and have read and understand the *San Mateo County Airports Policies and Procedures for Hangars, T-shades, Tiedowns and Waiting Lists*.**

Applicant's Signature

Airport Representative

Date/Time Received

Priority Number: _____ **Fee:** _____ **Lottery #** N/A

Date Notified by Mail: _____ Assigned Std. Hangar No: _____ on _____

Date Deleted: _____ Date Declined: _____

Comments: _____

Airport Representative: _____

Additional Co-Applicants (designated contact applicant is listed on front):

_____	_____	_____
Co-Applicant's Name	Signature	Date
_____	_____	_____
Co-Applicant's Name	Signature	Date
_____	_____	_____
Co-Applicant's Name	Signature	Date

FOR AIRPORT USE ONLY

Documentation Required From All San Carlos Standard Hangar Waiting List Applicants:

- Confirm applicant has received a copy of the *San Mateo County Airports Policies and Procedures for Hangars, T-Shades, Tiedowns and Waiting Lists*
- Copy of driver's license and pilot/student license
- If past account information is available, confirm Permittee is in compliance with all County requirements (i.e. insurance, registration, fees, primary contact, etc.)
- \$500 fee received. Fee paid by: Check ____ Cash ____ Credit Card ____
- Confirm with applicant that this is the proper form and waiting list

Documentation received by:

Airport Representative _____ Date _____