

Hangar Waiting List Guidelines

▪ **Notification Procedure:**

Initial: _____ An email notification will be sent to the top applicants on the Waiting List (List). If no response is received by the solicitation deadline, the applicant(s) will be taken off the List. It is the applicant's responsibility to notify the Director of Airport's Office in writing of any changes to their application information.

Initial: _____ It is the applicant's responsibility to check their ranking on the List. If they are close to the top and will be out of the area for an extended period, it is their responsibility to notify the Director of Airports Office in writing and so state whether they would accept a hangar during their absence if their name reaches the top of the List.

Initial: _____ If an applicant is on multiple Lists, i.e. T-Hangar, and Large Hangar, they can refuse the offer of a hangar from one List without compromising their position on the other List.

Initial: _____ An applicant that declines a hangar solicitation will be removed from the list upon the third refusal. A refusal is considered one of the following:

- An applicant's request to move their name to the bottom of the list
- An applicant's request to continue moving to the top of the list, with the understanding that their name will be moved to the bottom if a lower-ranking applicant accepts the hangar

Applicants may reapply for that List after a three (3) month waiting period (unless applicant applies for a variance as noted below).

▪ **Variance Procedure:**

Variance requests must be made in writing to the Director of Airports and must include all relevant information as deemed necessary and appropriate to provide sufficient context for reviewing and making a determination on the matter. Refer to Minimum Standards, Development, Facility Use & Lease Policies, Section 2 GS-26, for specific details regarding the variance procedure on the Airport website at: <http://www.co.contra-costa.ca.us/DocumentCenter/View/9237/Minimum-Standards-2012?bidId=>

Signature: _____

Date: _____

Please return the Aircraft Hangar Waiting List Application by one of the following:

Mail: Director of Airports Office, 550 Sally Ride Drive, Concord, CA 94520
Email: airport.team@airport.cccounty.us
Fax: (925) 646-5731

For questions call: (844) 359-8687 or (844) *Fly-ToUs*

To track your application status, please go to the Airport website at: www.ContraCostaCountyAirports.org

Note: Hangar waiting lists are updated on the Airport website at the beginning of each month

For Staff Use Only:

Date Received: _____

Received By: _____ *please initial*