

## **SNOHOMISH COUNTY AIRPORT HANGAR WAIT LIST POLICY**

The hangar wait list policy is designed to provide a simple and fair process for aircraft owners to be placed on a wait list for hangars at Snohomish County Airport. The Airport currently owns and leases 326 hangars that are located throughout the Airport. All hangar storage is available on a first-come, first-serve basis, and because demand is often greater than availability, it is mandatory to be on the wait list in order to receive a hangar. Airport policy is to process the waiting lists by the date (and time if necessary) the application was submitted, and hangars will be assigned in that order. For questions concerning all wait lists please contact the Airport Business Office by calling (425) 388-5102 during normal business hours. (Monday – Friday, 8:00AM – 5:00PM)

### **Hangar Sizes and Descriptions:**

Many of the hangars have various amenities and features, such as specific airfield location, size, additional electricity, and different fire code ratings. Hangar layouts and features can be viewed at <https://www.painefield.com/162/Hangar-Information>

### **Application Procedure:**

All parties interested in a hangar must complete the attached wait list application with current mailing address (no PO Boxes), telephone numbers, email address, and aircraft information. If a partnership or corporation is intending to be the lessee, all partner's names and/or the corporate name shall be listed on the application. Waiting list applicants are also required to select the size and type of hangar needed as identified on the wait list application.

Due to the limited number of larger hangars, consideration will be given to applicants who have larger aircraft when those larger sized hangars become available. It is therefore possible that someone lower on the list with a larger aircraft may be placed ahead of someone in order to maximize the usefulness of the larger hangars with those who truly have the need for them. The Airport is not required to lease a hangar to waiting list applicants with airplanes that are significantly smaller than the size of the hangar they have requested.

A deposit is required for all waiting list applications (checks only). The deposit is \$100 and will be applied to the first month's rental payment once the applicant is placed in a hangar. A deposit is also required for each list, meaning that if a tenant wanted to be on the list for an old T hangar and also a new T hangar, there would be a \$200 deposit required. Tenant's being placed on more than one list may apply any additional deposits to the first month's rental payment for a space that becomes available, unless they choose to maintain their position on the other list(s).

**Notification of Availability/Acceptance:**

When a hangar becomes available, the individuals at the top of the appropriate waiting list will be sent an “email of availability” notifying them of hangar availability. If email is not an option a letter will be sent to the address listed. Within ten (10) days, the applicant must respond to the notification or their application will be removed from the waiting list with no further rights to hangar storage under that application. If the applicant is not prepared to accept the hangar the first time that it is offered, they may opt to return to the bottom of the waiting list. The seniority date will be changed to reflect the date of reapplication. If the applicant refuses the hangar a second time, the deposit will be forfeited and the applicant must reapply to return to the waiting list

If a response is not received within the 10-day offer period, your deposit will be forfeited and you will be removed from the list. If the applicant withdraws from the list prior to being offered a hangar, the waiting list deposit will be refunded, minus a \$10 fee for administrative purposes. A written or verbal request with Airport Operations is required for all withdrawals from the waiting list. It is the applicant’s responsibility to provide written notice of telephone number, address, or email changes.

When the applicant accepts a hangar assignment, they will be required to show proof of ownership of the aircraft that will occupy the hangar. If the applicant does not own an aircraft at the time of the assignment, they will be given sixty (60) days to provide satisfactory documentation of ownership or will forfeit the hangar assignment.

**Please mail your wait list application and deposit or stop by the business office at address below.**

**Paine Field Business Office: 10108 32<sup>nd</sup> Ave West, Bldg. C-3, STE J, Everett WA 98204**



## HANGAR WAIT LIST

Please print the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Aircraft Type: \_\_\_\_\_ N#:\_\_\_\_\_ WA Registration #:\_\_\_\_\_

Wingspan: \_\_\_\_\_ Aircraft Height: \_\_\_\_\_ Aircraft Length: \_\_\_\_\_

What type of hangar are you looking for? (Check all that apply)

Storage \_\_\_\_\_ L-Hangar \_\_\_\_\_ Existing T-Hangar \_\_\_\_\_ New T-Hangar \_\_\_\_\_  
45' Rectangle \_\_\_\_\_ 50'x 45' \_\_\_\_\_ 60'x 60' \_\_\_\_\_ T+L \_\_\_\_\_

If partnership, names of all partners: \_\_\_\_\_

If corporation, name of corporation: \_\_\_\_\_

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I have read, understand, and agree to comply with the policy governing the waiting list for aircraft hangar rentals at Snohomish County Airport.

As required by the Hangar Wait List Policy, I have enclosed a \$100 deposit (check only). I understand this will be applied to my first month's rental payment when I am eligible for hangar space. I further understand that I will forfeit this deposit if I am unable to be contacted during the 10-day hangar availability period. I have also read and understand the requirements and policy for the administrative fees.

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Applicant's Signature

Applicant's Printed Name

Date

Airport Use Only

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Fee Paid \$: \_\_\_\_\_ Receipt #: \_\_\_\_\_