



NAMPA MUNICIPAL AIRPORT

LAND LEASE APPLICATION AND

CONSTRUCTION POLICY

APPLICATIONS

An application form must be completed and submitted when purchasing improvements on a currently leased lot and when reserving a lot for future construction. Note applications for purchase of improvements will only be processed after the current Lessee notifies the Airport of intent to sell.

- 1) To purchase an improvement a potential Lessee must provide the following:
 - a) A completed Application form with any changes in the proposed use of the improvements.
 - b) A non-refundable reservation fee (as per fee schedule).
 - c) A completed Release of Personal Background Information form (financial review).
 - d) A completed Release of Information for Airport Land Lease form (criminal review).

RESERVATIONS

- 2) To reserve a lot and get concept approval from the Airport Commission a potential Lessee must provide the following:
 - a) A completed Application form with proposed use as it applies to the Minimum Standards.
 - b) A non-refundable reservation fee (as per fee schedule).
 - c) A completed Release of Personal Background Information form (financial review).
 - d) A completed Release of Information for Airport Land Lease form (criminal review).
 - e) A concept plan for use of the proposed lot.
 - f) A basic site plan.
- 3) The application and concept plan will be presented to the Airport Commission for review and concept approval providing the use meets the Minimum Standards as per Nampa City Code and FAA guidelines. The review process will take place at the regularly scheduled Commission meetings.
 - a) Applications must be received at least one calendar week prior to the meeting to be considered at that meeting.
- 4) Once concept approval is received, the background checks will be implemented. These are required before a potential Lessee can be approved for an Airport Land Lease. Applicants will be informed when the background checks results have been received.
- 5) After background checks have been completed with satisfactory results, the Airport Manager will grant a ninety (90) day reservation for the lot. The following items must be provided to the Airport Manager within the reservation period. Two (2) copies of all
 - a) Building plans
 - b) Material specifications and structural plans
 - c) Site plan
 - d) Drainage plan
 - e) Landscaping plan
 - f) Parking plan
 - g) Any other documents necessary for building permit application process

FEE SCHEDULE

Fees include background checks for one individual or one husband/wife couple.

TYPE	DEPOSIT	NOTES
Application Fee	\$100.00	
Additional Background Check	\$ 50.00	
Commercial Reservation Extension	\$ 25.00	Three 90-day extensions at no charge
Hangar Storage Reservation Extension	\$ 25.00	One 90-day extension at no charge

There will be no refund of the deposit in the event that the applicant does not meet application requirements and/or does not extend the reservation before expiration.

INTRODUCTION

The Nampa Municipal Airport, in order to impose a common plan of design and construction standards for the mutual benefit of the City of Nampa and present and future lessees of building sites at Nampa Municipal Airport (“Airport”), hereby declares and provides that all building sites and buildings are subject to the following covenants, conditions and restrictions. It shall be understood that all specifications established herein shall be considered minimum standards to be met by all contractors, individuals, and developers interested in the construction of an Aircraft Storage Unit or any building at the Airport.

For the purposes of this document, the **Airport** shall be the Nampa Municipal Airport and the City of Nampa; the **Lessee** shall be any individual, group, business, or corporation, which desires to construct a hangar facility at the Airport.

The Lessee agrees to accept the leased premises in its present condition and without expense to the Airport and will maintain any installations thereon. Where submittals are to be approved by the Airport, it is understood that those submittals are to be approved by the Airport Commission and the City of Nampa.

No occupancy of any building shall be permitted before the building is completed and an occupancy permit issued. No building shall be used as a place of residence. No building shall be undertaken without first receiving all applicable building permits.

PURPOSE

The purpose of these Design and Construction Standards is to ensure development of consistent high quality and to protect and enhance the investment of all those locating within the Airport Layout Plan (ALP). These standards provide a basis for directing and evaluating the planning and architectural design of improvements to each lot.

As a general rule, only non-aeronautical use that is incidental to aeronautical use may be permitted. The current Airport Layout Plan (ALP) designates all airport property as aeronautical use land. In addition, the land was purchased with a combination of Federal Airport Improvement Program (AIP) funds and local funds and therefore must be used for aeronautical use.

GOALS

The following goals form the basis for these design standards:

- ECONOMIC – Protection of property values and enhancement of investment.
- ENVIRONMENTAL – Conservation of existing natural features and minimum adverse impact on the ecosystems.
- FUNCTION – Encouragement of imaginative and innovating planning of facilities and sites and flexibility to respond to changes in market demand.
- VISUAL – Variety, interest and a high standard of architectural and landscape design.
- SOCIAL – Amenable working environment, which is an integral part of the community.
- SAFETY – Provide and secure storage of aircraft and equipment.

GENERAL PROVISIONS

Buildings may not be constructed on airport property, unless approved by the Airport Commission for conformance of Airport Policy.

- 1) An approved Airport Land Lease with the Nampa Municipal Airport or an approved sublease with an existing authorized tenant of the Airport. Such lease to include all areas deemed necessary to the normal use of the building.
- 2) These standards shall apply to all properties in the ALP and are in addition to any other jurisdictional requirements including but not limited to Building and Fire Codes and Zoning Ordinances of the City of Nampa.
- 3) The Airport Manager or his agent shall make inspections during construction of any approved building for compliance with Airport Policy or Airport safety concerns. No changes to, or variations from approved plans or specifications shall be permitted unless approved in writing by the Airport Commission.
- 4) Construction of any approved structure or material component thereof may not commence until the following documents or proofs thereof are provided to the Airport Manger.
 - a) Contractor's Comprehensive General Liability Insurance and Automotive Liability Insurance policies in an amount not less than Seven Hundred Fifty Thousand Dollars (\$750,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount of not less than One Million Five Hundred Thousand Dollars (\$1,500,000) on account of one occurrence. Contractor's Property Damage Liability Insurance shall be in an amount of not less than Five Hundred Thousand Dollars (\$500,000).
 - b) Property insurance upon the entire work at the site to the full insurable value thereof. This insurance shall include the interest of the Lessee, the Contractor, and Subcontractors in the work and shall insure against the perils of fire and extended coverage and shall include "all risk" insurance for physical loss or damage including, without duplication of coverage, theft, vandalism and malicious mischief.
- 5) Temporary buildings must be approved by the Airport Manager as to the type, use, design and location on an individual basis for a specified term and that removal of temporary buildings will be done by the Lessee, at his expense, within fifteen days of the end of the approved term.

APPROVALS

- 1) When plans have been received, they will be reviewed by the Airport Commission and upon approval shall become the property of the City of Nampa. One (1) copy shall be stamped by the Airport Commission when approved and will need to be presented by the Lessee/Contractor to the Building Department when applying for a permit. The other copy will remain on file at the Airport Administration Office.
 - a) Plans must be received at least one calendar week prior to the meeting to be considered at that meeting.
- 2) After plan review and approval, the Airport Land Lease will need to be approved by the Airport Commission and City Council PRIOR to submittal of plans for permits.
- 3) FAA Form 7460-1 and the lot survey (with legal description) will be processed after plan approval. Lessee will reimburse survey costs to the Airport (as per provisions in the Land Lease).
- 4) No building or any improvement shall be erected, placed, or altered on any building site at the Nampa Municipal Airport until the plans for such building or improvement, including site plan, drainage plan, landscape plan, building plans and specifications have been approved by the Airport Commission and a building permit issued by the City of Nampa Building Department. Approval or disapproval of such plans shall be with respect to conformity with these restrictions and other applicable ordinances and requirements of the Airport, and with respect to harmony of external design and land use as it effects property within and adjacent to this area. Building plans shall be in conformance with all City, State, and Federal laws and ordinances, and shall conform to the current Airport Layout Plan.
- 5) The Lessee is responsible for obtaining all required permits and fees related to the City of Nampa Building codes and requirements.
- 6) Certificate of Occupancy – Prior to operation of the hangar, a Certificate of Occupancy must be obtained from Nampa Building Department. A copy of the Lessee's Certificate of Occupancy must be given to the Airport Manager.
- 7) Further restrictions or requirements may be imposed by the Airport Commission, when, in their judgment, such restrictions or requirements are necessary to insure safety, airport operations, aesthetics, or property value.



Nampa Municipal Airport
 116 Municipal Drive Nampa, ID 83687
 Office 208-468-5823 Fax 208-442-2787
 Email: airport@cityofnampa.us

LEASE/BUSINESS APPLICATION

IMPORTANT NOTICE: As a general rule, only non-aeronautical use that is incidental to aeronautical use may be permitted.

Owner Name or Name of Officer	Corporate Name (if any)
Mailing Address	Name of Partner or Name of Officer
City, State, Zip	Daytime Phone (work, home, cell)
Email Address	Alternate Phone (work, home, cell)

Site Use Information:

<input type="checkbox"/> Storage Hangar Use	<input type="checkbox"/> Commercial Business Use**
<input type="checkbox"/> Site Lot # _____	<input type="checkbox"/> Lot Size Needed _____
<input type="checkbox"/> Type of Aircraft _____	<input type="checkbox"/> Number of Aircraft _____

**** Describe proposed business use as it applies to the Minimum Standards in City Code.**

I have received and read a copy of the Nampa Municipal Land Lease Reservation and Construction Policy. By submitting this application I agree to comply with the Policy and with the associated Building Design and Construction Standards.

Enclosed is \$_____ deposit as per the fee schedule.

Applicant's Signature	Applicant's Printed Name	Date
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THIS APPLICATION MUST BE RECEIVED IN WRITING WITH DEPOSIT AND RELEASE FORMS TO BE VALID.

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| 1) Mail to: Nampa Municipal Airport
116 Municipal Drive
Nampa, Idaho 83687 | 2) Deliver in person to Airport Staff at:
116 Municipal Drive
Nampa, Idaho 83687 |
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AIRPORT USE ONLY

Date Received	Staff Member Receiving	\$ _____ Deposit Amount Received
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AUTHORIZATION FOR RELEASE OF PERSONAL BACKGROUND INFORMATION

I, the undersigned, authorize Innovative Credit Solutions (ICS), and/or any and all financial institutions, credit bureaus, credit processing companies or other credit assembling entities to provide documentation of my current credit status to:

City of Nampa, Idaho
(NAME OF COMPANY REQUESTING REPORT)

Is this report for pre-employment screening? Yes _____ No X

Person reports are requested on:

Print Name: _____ Date: _____

Signature: _____

Social Security: _____ DOB: _____

Present Address: _____

City: _____ State: _____ ZIP (required): _____

PHONE 1-800-345-2746 FAX 1-888-571-7222

INNOVATIVE CREDIT SOLUTIONS, INC.
1011 HEYWARD STREET
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COLUMBIA, SC 29202
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