

High River Regional Airport Limited

P.O. Box 5969, High River, Alberta, Canada T1V 1P6

Telephone (403) 601-1654

Sublease Application (new applicant and change in sublease ownership)

The Applicant is required to complete all of the following:

Hanger/Lot Number: _____ Date: _____

Applicants Name: _____

Company name (if applicable): _____

Mailing Address: _____

Telephone Number: H: _____ O: _____ C: _____

Email Address: _____

If this Application is a result of a change in hanger or sublease ownership provide the following:

Name of current owner: _____ Phone # _____

Description any changes to existing approvals or proposed redevelopment, if applicable:

Estimated number of aircraft: _____ Number of employees: _____

Utilities requested: _____

Proposed new Sublease activation date: _____

Signatures:

Current sublease holder

New Applicant

Approved by:

HRRA Ltd. Signature _____ Date _____

Print Name

M.D. of Foothills No. 31 Signature _____ Date: _____

Print Name

Town of High River Signature _____ Date: _____

Print Name

Instructions: READ THE FOLLOWING CAREFULLY if considering applying for a Sublease

High River Regional Airport (HRRRA) is a general aviation airport owned by the Town of High River and the Municipal District of Foothills (M.D. of Foothills) and managed by High River Regional Airport Ltd. (HRRRA Ltd.) Board of Directors.

The primary use of the airport is general aviation. Use of hangers and the conduct of activities and operations must be for aviation purposes. It is expected that everyone who uses the airport will be respectful of others and contribute in a safe and positive way to the wellbeing and reputation of the aviation community.

Sublease Applications require the approval of the HRRRA Ltd. Board, M.D. of Foothills No. 31 and the Town of High River. Applications will be considered for approval if the proposed development meets criteria as set out in the Area Structure Plan for the Airport Lands and falls within a list of approved uses. There is no certainty that by applying for a Sublease will result in the Sublease or DP being approved.

The applicant should be familiar with the overall Sublease approval process. If this application is approved (see instructions below) and the Applicant wishes to proceed, a Development Permit (DP) application and fee must be submitted to and approved by the M.D. of Foothills prior to the start of any construction and prior to signing a Sublease Agreement with HRRRA Ltd.

If Applicant has any changes to an existing Sublease or DP a new Sublease and DP will be required. A new DP may not be required for only an ownership name change.

Applicant's initials _____

Any approval is subject to conditions that may be required by High River Regional Airport Ltd. and the M.D. of Foothills in accordance with the development plan for the airport. If a DP is not secured within one year of a Sublease Application approval the HRRRA will require evidence that progress is being made or the Application approval may be rescinded.

The High River Regional Airport (HRRRA) is a registered aerodrome pursuant to the *Aeronautics Act* and governed by regulations to the *Act*. The airport is also subject to other legislation established by the Province of Alberta including the *Municipal Government Act*.

Instructions for Completion

1. This form is required for all Sublease Applications including a change in ownership, change to the existing Sublease and change to the existing Development Permit
2. Write and sign a covering letter to accompany the Application along with the following information:
 - a. Describe how you will access the hanger, number of parking spaces available (off-property parking is not permitted), lot plan with dimensions and that your building and aircraft movement will not have any conflict with adjacent hangers.
 - b. that you are a person in good standing and have no known pre-existing conflicts with HRRRA Ltd. or leaseholders at the airport.
 - c. If acquiring an existing developed lot, provide evidence that discussions are underway with the current owner showing that he/she is aware that you are making an Application.
 - d. **that you understand that hangars are for aviation use and aviation related uses as per MD of Foothills No. 31 Direct Control District #5 (DC5) bylaw.**

Applicant's Initials _____

3. Attach either an engineering or scale drawing of the hanger along with a basic description of layout, orientation, access (ramp and road), elevation, type of construction and material used
4. Enclose the non-refundable fee as follows: new owner of existing sublease with change in use and/or change to the DP \$500; new undeveloped lot application \$1,000; no fee for only a change in address or ownership; fee payable to High River Regional Airport Ltd. **Applicant's initials** _____
5. The completed package may be mailed to the address provided on this form or hand-delivered to a member of the High River Airport Ltd. Board of Directors.
6. For a new construction, if the Sublease Application is accepted and the applicant has received a DP from the MD of Foothills a Sublease Agreement will be issued by HRRRA Ltd. At this point a \$5,000 construction security deposit is required payable High River Regional Airport Ltd. The deposit will be refunded when the building construction inspection is signed off by the MD of Foothills and HRRRA Ltd.