

**Physical Address**  
Cottonwood Municipal Airport  
1001 W. Mingus Avenue  
Cottonwood, AZ 86326  
(928) 340-2722



**Mailing/Billing Address**  
City of Cottonwood  
821 N. Main Street  
Cottonwood, AZ 86326  
(928) 634-0060

## NON-AERONAUTICAL PARKING PERMIT (Print or Type)

|                                                 |                                                                |
|-------------------------------------------------|----------------------------------------------------------------|
| _____<br>Name of Permittee                      | _____<br>Name of Registered Owner (shall be same as Permittee) |
| _____<br>Company/Corporate Name (if applicable) | _____<br>Vehicle Make, Model & Color or Description            |
| _____<br>Mailing Address                        | _____<br>Vehicle License Plate Number & State of Issue         |
| _____<br>City, State, Zip Code                  | _____<br>Phone Number & Email Address                          |

**Return the completed form to the Airport Administration Office at 1001 W Mingus Ave, Cottonwood, AZ 86326 or email to [airport.admin@cottonwoodaz.gov](mailto:airport.admin@cottonwoodaz.gov).**

The undersigned (Permittee) requests parking space at the Airport for long-term parking of the non-aeronautical vehicle (auto, trailer, etc.) described above and, in consideration of the permit being granted, agrees to the following:

1. This permit is for long-term parking of a single non-aeronautical vehicle per Airport Operating Rules, Section 5.3. Permittee shall be the registered owner of the parked non-aeronautical vehicle per the applicable Department of Motor Vehicles and shall have a valid and current state issued license plate. Permittee shall abide by the Airport Operating Rules.
2. Permittee agrees to **pay rent quarterly in the amount of \_\_\_\_\_ dollars (\$\_\_\_\_\_)** plus rental tax for the agreed upon designated parking space. **In addition, Permittee shall pay a deposit equal to one quarter's rent plus rental tax prior to occupying any parking space.** The deposit may be used to offset unpaid rent, late fees and/or any other amounts due to the City under the terms of this Permit. In the event the deposit is used in whole or in part to offset amounts due to the City under the terms of this Permit, Permittee shall replenish the deposit by paying to the City an amount sufficient to maintain the deposit at the equivalent of one quarter's rent plus rental tax within ten (10) business days of receiving written notice that deposit funds have been used to offset amounts owed to the City under this Permit. Failure to do so will constitute a breach of this Permit.
3. Permittee agrees to **pay rent quarterly prior to the first (1<sup>st</sup>) day of each new quarter** to the City Finance Department, 821 N Main Street, Cottonwood, AZ 86326. Permittee understands a late fee will be charged if payment is not received on time. Rent becomes delinquent on the tenth (10<sup>th</sup>) day of the first (1<sup>st</sup>) month of each quarter, upon which up to a twenty percent (20%) late fee will be applied.

| Payment Due | Late on (Late fee applies) |
|-------------|----------------------------|
| January 1   | January 10                 |
| April 1     | April 10                   |
| July 1      | July 10                    |
| October 1   | October 10                 |

4. If a Permittee becomes six (6) months in arrears on their fees, the City will place a lien on the vehicle (including the right to impound the vehicle at the Permittee's expense) for the payment of all past due rent, late charges, interest, costs, and attorney fees. If the City takes this action, the Permittee will only be able to continue parking their vehicle at the airport in the future upon advance payment equal to a year's worth of rent.
5. Permittee agrees to use the parking space exclusively for the securing of the vehicle described herein, shall not make any alterations to the parking space, and agrees to keep the immediate area in good order and advise Airport Management of any needed maintenance or repairs.
6. Permittee agrees to occupy the designated parking space with the above-named vehicle, unless otherwise arranged in advance. A change of the vehicle or of the parking space assignment will require an amendment to this permit, in writing, to the Airport Manager.
7. Permittee shall maintain the vehicle in a sound mechanical condition.
8. Use of the parking space is by and for the Permittee only and is not transferrable. The Permittee shall not sublease said parking space. Permittee shall display the city-issued parking decal in the lower left front window.
9. A thirty (30) day notice will be issued by first class U.S. Mail for any breach alleged under this permit. If by the end of the thirty (30) days a remedy is not provided by Permittee, the City may terminate this permit.
10. A 30-day written notice of cancellation for this permit must be submitted to the Airport Manager. Failure to provide such notice constitutes a breach of this Permit and will result in the forfeiture of Permittee's deposit, in addition to any other remedies the City may elect to exercise on account of such failure.
11. The Permittee shall indemnify and save harmless the City, its employees, officers and agents, from and against all losses, claims, demands, payments, actions, recoveries, and judgments of every nature and description brought against it, including attorney's fees and costs, by reason of any act, omission, negligence or claimed negligence of said Permittee, his agents or employees, arising from this permit.

\_\_\_\_\_  
 Permittee Signature Date

\_\_\_\_\_  
 Airport Manager or designee Date

\_\_\_\_\_  
 SPACE ASSIGNMENT (by Airport Representative)

\*\*\*\*\*  
**FOR CITY ADMINISTRATIVE USE ONLY**

Approved, Airport Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department, Date: \_\_\_\_\_  Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Rec' By \_\_\_\_\_

Access Card #: \_\_\_\_\_ Access Card #: \_\_\_\_\_ Access Card #: \_\_\_\_\_ Vehicle Sticker #: \_\_\_\_\_

Cancelled, Airport Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department, Date: \_\_\_\_\_ Refund Receipt # \_\_\_\_\_ Issued By \_\_\_\_\_

Access cards(s) Returned?  Yes  No