

Project Prescreening Form

For Office Use
Only

Received By:
Date:
Approved ☐
Reviewed By:
Date:
Rejected ☐
Applicant Legal Name (Company Name):

Mailing Address:
Tel No.:
Fax No.:
Cell No.:
Website Address:

Contact Name:

Title:

Tel No.:
Fax No.:
Cell No.:

Email Address:

Important Notice to Applicants

Submission of this Project Prescreening Form and any subsequent review, inspections, permitting or approvals by the Victoria Airport Authority (VAA) is for preliminary information purposes only and does not constitute a representation, warranty, assurance of assumption of liability by VAA regarding compliance with applicable standards, the feasibility or the safety or quality of proposed or actual constructability of the proposed development. Applicants are solely responsible for undertaking their own due diligence with respect to regulatory compliance, land use restrictions, aviation requirements, lease requirements, and any other applicable constraints.

Applicants proceed entirely at their own risk with respect to any costs incurred.

This includes, without limitation, risks associated with proposed ownership structures, financing arrangements, or development concepts that may not be permitted by VAA or other agencies having authority or rights of consultation.

VAA at all material times relies on the Applicant's representations and warranties as to issues of legality, regulatory compliance, land use restrictions, aviation requirements, lease requirements, and any other applicable constraints and reserves the right to identify and reject or refine a proposed development that is subsequently determined not to comply with any of the foregoing.

Legal Structure of Company:		Year Established:	Joint Venture:
Corporation:	Partnership:	Sole Proprietor:	Other:
<i>Note: Disclosure of legal structure does not replace the requirement to disclose full beneficial ownership and control structure.</i>			
Names and Titles of Officers, Directors, Partners, or Principals (Management Only):			
Name:		Title:	
OWNERSHIP AND CONTROL STRUCTURE (MANDATORY DISCLOSURE-REQUIRED FOR REVIEW)			
<i>Incomplete or inaccurate disclosure may result in rejection of the application.</i>			
<i>Note: Corporate ownership structures (e.g., shareholder-owned companies governed by a board of directors) may be acceptable, provided no separate legal or registrable interests are created in land or buildings.</i>			
Beneficial Ownership: Identify all individuals or entities with a direct or indirect beneficial ownership interest in the Applicant (including shareholders, partners or beneficiaries)			
Name:		Title:	
Ownership Breakdown: Provide a breakdown of ownership interests (percentage ownership) for all parties identified above			
Name:		Percentage Ownership:	

Parent/Affiliated Entities: Identify any parent companies, affiliated entities, or related ownership structures associated with the Applicant.	
Ownership Diagram: Attach an ownership structure diagram showing all entities, ownership relationships, and control structure.	
Location of Proposed Development:	
Proposed Land Use(s) and Brief Project Description (please attach description if more space is required):	

Project Logistics:	
Estimated cost of construction:	
Proposed Start Date:	
Proposed Completion Date:	

Proposed Development Ownership and Disposition				
ITEM	INFORMATION REQUIRED Please attach description if more space is required.	YES (✓) or NOT APPLICABLE (NA)		COMMENTS
Will any portion of the development be:		Yes	No	
a	Sold?			
b	Assigned?			
c	Subleased?			
d	Licensed?			
Will the development include:				
a	Unit-based ownership?			
b	Fractional ownership?			
c	Investor participation tied to specific premises?			
		Yes	No	
Will any shares, units, or ownership interests be allocated, marketed, or linked to specific portions of the development?				
Will any ownership or investment structure provide exclusive rights to specific portions of the building or site?				
Is the project intended to be marketed or structured in a manner similar to a strata, condominium or unitized ownership?				
Will any trust, nominee, or bare trustee arrangement be used?				

Prescreening Checklist				
ITEM	INFORMATION REQUIRED Please attach descriptions if more space is required.	YES (✓) or NOT APPLICABLE (NA)		COMMENTS
Use and Operation of Proposed Site		Yes	No	
a	Will the site include aircraft storage?			
b	Will the site include maintenance or refurbishing of aircraft?			
If Yes, please outline the type of storage and/or maintenance that will occur at the Site:				
c	Will the Site encompass painting &/or stripping of paint from aircraft?			
	*If yes, please indicate what measures will be taken to ensure compliance with all regulations pertaining to the safe use of the facility.			
d	Will de-icing or anti icing of aircraft occur at the Site?			

Prescreening Checklist				
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If yes, describe what type of de-icer will be stored and used at the Site.				
e	Will maintenance of equipment occur at the Site?			
If yes, please indicate what type of equipment will be housed at the Site and what type of maintenance will occur:				
f	Will hazardous materials be used at the Site?			
g	Will hazardous materials be stored at the Site?			
h	Will hazardous by-product(s) be produced as a result of use of hazardous materials at the Site?			
If yes to any of the above, please indicate what type and quantity of hazardous materials will be used, what type of storage tank will be used and whether the storage tanks are proposed to be aboveground (underground tanks are not permitted) and what type of hazardous by-product(s) will be produced at the Site:				
i	Will fuel be used &/or stored at the Site?			
*If yes, please describe facility and indicate what type and quantity of fuel to be used &/or stored at the Site:				
j	Will the Site house a wash bay(s)?			
If yes, please indicate what the wash bay(s) will be used for on Site (i.e. equipment, vehicles, etc.)				
k	Will sewage hook-up be required at the Site?			
If yes, please indicate whether other substances besides domestic waste will be discharged into the sanitary sewer: If no, please explain how sanitary will be handled:				
l	Will waste generation occur at the site?			
If yes, please indicate the type of waste:				

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m	Will Halocarbons be used at the Site?			
If yes, please indicate what type and quantity of halocarbon will be used at the Site:				
n	Are there any other operations proposed for the Site that have not been identified above?			
If yes, please indicate operations:				
APPLICATION CERTIFICATION:				
The Applicant acknowledges and agrees that: - Victoria Airport Authority ("VAA") does not permit subdivision, stratification, or the creation of separate legal or registrable interests in airport lands or buildings. - Ownership or corporate structures may be permitted, including shareholder or board-governed entities, and developments may include multiple occupants or users within a single building or site, provided that: - no separate legal or registrable interests are created in land or buildings; - all lands and buildings remain under a single leasehold interest to a single legal entity - all tenants and uses are approved by VAA in advance - For greater certainty, this restriction is not intended to prohibit corporate ownership structures where shareholders hold an interest in a single legal entity, and no ownership, control or exclusive rights are allocated to specific portions of the development. - Full and complete disclosure of all ownership, beneficial ownership, financing arrangements, and control structures is required at the prescreening stage, and VAA's consent must be obtained prior to any material change thereto. - VAA reserves the right, in its sole discretion, to reject any proposal based on its ownership, financing, or control structure. - The Project Prescreening process is preliminary in nature and does not constitute approval, endorsement, or confirmation of feasibility of the proposed development. - The Applicant is solely responsible for conducting its own due diligence with respect to all regulatory, operational, legal, and lease requirements applicable to the proposed development. - The Applicant assumes all risks associated with pursuing the proposed development, including any costs incurred. - The Applicant shall not rely on any comments, feedback, or preliminary review provided by VAA as a representation that the proposed development will be approved or permitted.				

Prescreening Checklist			
ITEM	INFORMATION REQUIRED Please attach descriptions if more space is required.	YES (✓) or NOT APPLICABLE (NA)	COMMENTS
"I certify that the information given in this <i>Project Prescreening Form</i> is true to the best of my knowledge and belief."			
<i>Signature</i>		Print Name	
Title		Date	

FEDERAL IMPACT ASSESSMENT ACT-APPLICANT REMINDER

VAA Lands are subject to the Federal Impact Assessment Act. Every project will be assessed to determine if it falls under the Impact Assessment Act. If it is determined that the proposed project will fall under the Act, an Environmental Protection Plan (EPP) created by an Environmental Professional will be required during the Building Permit Phase and Environmental monitoring will be required during the project.