

AIRSPACE LEASE APPLICATION

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

APPLICANT

APPLICANT'S NAME (First, Middle Initial, Last)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	APPLICATION DATE
LEGAL NAME OF PROPOSED TENANT (Entity Executing Agreement)	SOCIAL SECURITY NUMBER	FEDERAL ID NUMBER
MAILING ADDRESS (Street, City, State, ZIP Code)	TELEPHONE	BUSINESS TELEPHONE

CURRENT BUSINESS ADDRESS (Street, City, State, ZIP Code)

STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(s) (for activities conducted on the lease premises)

SIC CODE DESCRIPTION (describe each SIC code if more than one is applicable)

GIVE BRIEF NARRATIVE DESCRIPTION OF OPERATIONS AND ACTIVITIES THAT WILL TAKE PLACE ON THE LEASE PREMISES

APPLICANT (CONTINUED)

WILL LEASE ACTIVITIES REQUIRE COVERAGE UNDER GENERAL PERMIT ORDER 97-03-DWQ (GENERAL INDUSTRIAL PERMIT) ISSUED BY STATE WATER RESOURCES CONTROL BOARD (SWRCB)?

YES NO

IF GENERAL INDUSTRIAL PERMIT IS REQUIRED, HAS WASTE DISCHARGE IDENTIFICATION (WDID) NUMBER BEEN OBTAINED FROM SWRCB?

YES NO

IF YES, PROVIDE WDID#:

If lease activities will require coverage under the General Industrial Permit, Applicant will be required to provide a copy of the following information as a condition of the lease:

- Notice of Intent (NOI) or No Exposure Certification (NEC) filed with the SWRCB.
- Receipt Letter from SWRCB showing Waste Discharge Identification Number.
- Storm Water Pollution Prevention Plan (SWPPP) covering lease activities.

PROPOSED LEASE SITE INFORMATION

COUNTY	ROUTE	P.M.	
SITE ADDRESS			
<input type="checkbox"/> VACANT <input type="checkbox"/> IMPROVED	LEASE TERM	PROPOSED COMMENCEMENT DATE	MINIMUM BID

LIST ALL PROPOSED IMPROVEMENTS

Sections 7(a)(1) and (b) of the Federal Privacy Act of 1974 (Public Law 93.5.79) provide:

"It shall be unlawful for any Federal, State or Local Government Agency to deny to any individual any right, benefit, or privilege provided by law because of such individual's refusal to disclose his/her social security account number."

"Any Federal, State or Local Government Agency which requests an individual to disclose his/her social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it."

The Department of Transportation's authority for requesting disclosure is Streets and Highways Code Section 104.6, which reads:

"The Department is authorized to lease any lands which are held for State Highway purposes and are not presently needed therefore on such terms and conditions as the Director may fix and to maintain and care for such property in order to secure rent therefrom."

PROPOSED LEASE SITE INFORMATION (CONTINUED)

The Social Security Number will be used to (1) trace delinquent tenants who have vacated without leaving a forwarding address; and (2) enable the State Controller to collect delinquent rent by the offset procedure required by State Administrative Manual Sections 8072.3, 8790.7 and 10510, as authorized by Government Code Section 12419.5.

Applicant attests that they have not previously been subject to unlawful detainer actions or other related legal actions based on violation of lease terms and that they or their principals have not entered bankruptcy in the previous ten years. Applicant must furnish and submit along with this application a credit report from a major credit bureau.

Applicant represents that statements made above are true and correct and hereby authorizes verification of references including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references on request. Applicant acknowledges receipt of notification of the provisions of the Federal Privacy Act of 1974 and consent thereof.

I CERTIFY THAT I HAVE READ THE NOTICE TO APPLICANT'S DESIRING TO RENT DEPARTMENT OF TRANSPORTATION PROPERTIES AND AGREE TO THE CONDITIONS SET FORTH.

The undersigned makes application to lease nonresidential property designated at address below for the rental fee and upon approval of this application agrees to sign a lease agreement and to pay all sums due before occupancy.

RENTAL PROPERTY ADDRESS	
APPLICANT'S SIGNATURE	DATE

Instructions for Airspace Rental Application Fields

Applicant's Name – Legal name as written on birth certificate, Social Security Card, or business name as registered with the State of California.

Check boxes – Please designate whether entity applying is a sole proprietorship, partnership, or corporation.

Application Date – Please enter the date on which this application is filled out.

Legal Name of Proposed Tenant – Enter legal business name. This should be the entity who will be executing the agreement with Caltrans.

Social Security Number – If entity is a sole proprietorship, enter applicants Social Security Number. Fill in "N/A" for any partnership or corporation.

Federal Identification Number – Enter the Federal Identification Number for anyone who is a partnership or corporation. If a Social Security Number has already been entered, fill in "N/A" here.

Mailing Address – Enter the Street, City, State, and ZIP Code of a good mailing address.

Telephone Number – Enter a good contact phone number for applicant.

Business Telephone Number – Enter current business telephone number.

Current Business Address – Enter the Street, City, State, and ZIP Code where the business currently exists.

Standard Industrial Classification (SIC) Code(s) (for activities conducted on the lease premises) – SIC codes can be found by visiting the [NAICS website](#). The business may also find their SIC code on their Federal and State tax return forms, in worker's compensation applications and paperwork, or on their business license.

SIC Code Description (describe each SIC code if more than one is applicable) – Visit website listed under SIC codes. Additional information can be found on the State Water Resource Control Board's Page.

Give Brief Narrative Description of Operations and Activities That Will Take Place on the Lease Premises – This information is instrumental in determining if the proposed business is compatible with Caltrans facilities.

Will Lease Activities Require Coverage Under General Permit Order 97-03-DWQ (General Industrial Permit) Issued by State Water Resources Control Board (SWRCB)? – Please check yes or no to this question.

Most SICs will be covered under Caltrans National Pollutant Discharge and Elimination System (NPDES) Permit. However, some businesses are required to obtain their own permits. The list of SIC codes that require their own permit can be found at the [Waterboards website](#).

If General Industrial Permit Is Required, Has Waste Discharge Identification (WDID) Number Been Obtained from SWRCB? – Please indicate yes or no. If yes, please provide the WDID number. If a WDID number has not yet been obtained, there will likely still be an opportunity to do so. The local building department (or code enforcement) can be a good resource. It is now state law that a city or county cannot issue an occupancy permit until a business which requires an IGP first obtains the IGP.

If lease activities will require coverage under the General Industrial Permit, Applicant will be required to provide a copy of the following information as a condition of the lease:

- **Notice of Intent (NOI) or No Exposure Certification (NEC) filed with the SWRCB.**
- **Receipt Letter from SWRCB showing Waste Discharge Identification Number.**
- **Storm Water Pollution Prevention Plan (SWPPP) covering lease activities.**

These requirements are necessary for Caltrans to maintain its NPDES Permit and are nonnegotiable items.

County – Please indicate county off which property of interest is located.

Route – Please indicate route off which property of interest is located.

P.M. – Please indicate Post Mile (P.M.) off which property of interest is located. If unknown, leave this field blank.

Site Address – Please indicate site address of interest. If the address is unknown, please include closest cross-streets and/or description of location.

Vacant or improved – Please check if the property currently is vacant or improved. Improved items include such items as buildings, temporary buildings, parking booths.

Lease Term – Please input the length of lease for which you are applying. Please note that the length of the lease is stipulated by various California codes and California Transportation Commission resolutions and is outside of the control of Caltrans.

Proposed Commencement Date – Date that applicant would like to start tenancy.

Minimum Bid – Please input the proposed minimum bid amount for the specific site.

List All Proposed Improvements – This will help Caltrans and applicant determine if improvements are able to maintain compatible uses of the property.

Rental Property Address – Please indicate site address of interest. If the address is unknown, please include closest cross-streets and/or description of location.

Applicant's Signature – Please sign here. Per Civil Code Section 1633.3(c) this cannot be a digital signature.