



## T-Hangar Waiting List Policy and Procedures

Effective Date: 4/1/2026

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### 1. Overview

Essex County Airport (CDW) maintains an official waiting list for individuals seeking to lease a T-Hangar. The Airport offers two classifications of T-Hangars:

- **Standard T-Hangar** – Dimensions: Door Width: 40ft 6in  
Hangar Depth: 33ft  
Hangar Height: 12ft  
**Total Area: 1,066 Sq. Ft.**
  
- **Deluxe T-Hangar** – Dimensions: Door Width: 47ft 6in  
Hangar Depth: 41ft.  
Hangar Height: 14ft.  
**Total Area: 1,488 Sq. Ft**

This policy establishes the procedures for waitlist enrollment, management, and hangar assignment.

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### 2. Submitting a Waitlist Request

1. **All requests must be submitted online** through the Airport website at [www.flycdw.com](http://www.flycdw.com).
2. **Walk-in or phone requests will not be accepted.**
3. Website submissions are automatically **date- and time-stamped** for recordkeeping.
4. Applicants may choose one of the following options:
  - **Standard T-Hangar Waiting List**

- **Deluxe T-Hangar Waiting List**
- **Both Lists (First Available Option)**

**Notes:**

1. Applicants selecting both lists will be **removed from the alternate list** once a T-Hangar of either type is accepted.
  2. If you own more than one aircraft and are seeking multiple T Hangars, you must submit a separate waitlist request **for each aircraft**. Each request must list a **unique aircraft type and tail number**. Duplicate submissions using the **same aircraft information** will not be accepted.
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### **3. Processing of Applications**

1. Upon receiving the online submission, Airport staff will:
    - Record the applicant's name and date in the **T-Hangar hardcopy log book**.
    - Update the digital **T-Hangar Waitlist Document** with the applicant's contact information and timestamp.
  2. Airport staff will reply to the applicant using the system-generated confirmation email to:
    - Confirm that the applicant has been added to the waitlist.
    - Provide the applicant with their **current position number** on the list.
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### **4. Hangar Availability and Notification Process**

1. When a T-Hangar becomes available, Airport staff will contact the next applicant on the corresponding waiting list via **phone and email**.
  2. The applicant will have **48 hours** to respond and make arrangements.
  3. If the applicant:
    - **Accepts** the hangar → they will be removed from the list and assigned the hangar.
    - **Declines** the hangar → their name will be removed from the list, and the reason will be recorded.
    - **Does not respond** within 48 hours → they will be removed from the list for no-response, and the next applicant will be contacted.
  4. Airport staff will continue contacting applicants in order until the hangar is assigned.
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## 5. Re-Applying After Removal

If an applicant is removed from the waitlist for any reason (decline, no response, etc.), they must:

1. **Reapply through the Airport website**, and
  2. Their name will be added to the **bottom of the list** with a new date/time stamp and new position number.
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## 6. Rules and Eligibility Requirements

1. **No hold or deferment** of position is permitted. When contacted, the applicant must accept or decline the hangar.
  2. **Positions on the list may not be transferred** to another individual.
  3. **Applicants must own an aircraft** at the time they apply.
    1. Person applying must show proof of ownership of the Aircraft (**no leased aircraft allowed**)
    2. If the Aircraft is part of an LLC, person applying for T-Hangar must show proof of percentage of ownership in the Aircraft.
  4. Aircraft information (Aircraft Type and Tail Number) must be provided **upon application**. If no Aircraft Type and Tail Number are not provided, they will not be put on the waitlist. Airport Staff will reply to the system-generated confirmation email and notify the applicant that their submission was not accepted due to this requirement.
  5. Applicants must have an aircraft **ready to occupy the hangar** at the time they accept a T-Hangar.
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## 7. Prohibited Uses

1. No-T-Hangar may be used for any purpose which is prohibited by law, or the regulations of the Federal Aviation Administration or the Licensor or which is prohibited by the terms of this License. T-Hangars may not be sub-let or assigned, whether for profit or not, nor shall any Licensee seek to use any for other than the Aircraft of the Licensee.
2. The conduct of maintenance activities by anyone which involves the draining of fluid, or the addition of any fluid. Licensee shall be responsible for all costs and damages arising from any spill, mishap or other liability resulting from that use and shall indemnify Licensor therefore.
3. The conduct of any other type of maintenance or of any required inspection, or of any non-emergency repair to the aircraft by anyone other than the Aircraft Owner.

4. The storage of anything other than the Aircraft itself, with particular concern that no flammable, hazardous or toxic materials be stored.
  5. The conduct of any commercial aviation activity, such as aircraft rental, charter, leasing, flight instruction, etc.
  6. The keeping of any animal or pet of any kind, or any human residential habitation.
  7. Painting or the use of any paint-like substance.
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## 8. Administrative Notes

- Airport staff will maintain both a **physical logbook** and a **digital waitlist record**.
  - Any discrepancies will be resolved using the website submission timestamp as the official record.
  - The Airport reserves the right to amend this policy as needed to ensure fairness, transparency, and operational efficiency.
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**For questions regarding this policy, please contact:**

<u>Name / Position</u>	<u>Phone Number</u>	<u>Email Address</u>
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