



APPLICATION FOR NEW AIRPORT/HELIPORT SITE APPROVAL

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK
SHADED AREAS ARE FOR BUREAU USE ONLY

APPLICATION FEE: \$50

APPLICANT INFORMATION					
I, (We), hereby make application for license to operate an Airport/Heliport and affirm that I am (we are) the Owner(s) <input type="checkbox"/> Lessee(s) <input type="checkbox"/> of the property.					DATE
NAME OF LICENSEE			POINT OF CONTACT (if different than Licensee)		
DAYTIME PHONE NUMBER	EMAIL		DAYTIME PHONE NUMBER	EMAIL	
STREET ADDRESS/P.O. BOX			STREET ADDRESS/P.O. BOX		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

AIRPORT/HELIPORT INFORMATION		
NAME OF AIRPORT/HELIPORT		
AIRPORT RATING CATEGORY (see instructions) <input type="checkbox"/> Public General Aviation Airport <input type="checkbox"/> Public Basic Utility Airport <input type="checkbox"/> Public Light Sport/Ultralight Airport <input type="checkbox"/> Public Seaplane Base		HELIPORT RATING CATEGORY <input type="checkbox"/> Public Heliport <input type="checkbox"/> Private Heliport
<input type="checkbox"/> Private Group Airport <input type="checkbox"/> Private Individual Airport <input type="checkbox"/> Private Light Sport/Ultralight Airport <input type="checkbox"/> Private Seaplane Base		
PHYSICAL ADDRESS OF AIRPORT/HELIPORT (Street/RR/SR)		
TOWNSHIP		COUNTY
LATITUDE (Deg.-Min.-Sec.)	LONGITUDE (Deg.-Min.-Sec.)	ALTITUDE ABOVE SEA LEVEL (Ft.)

RUNWAY DIMENSIONS				
RWY MAGNETIC HEADINGS	LENGTH	WIDTH	TYPE SURFACE	APPROACH OBSTRUCTIONS (Yes/No)
/				
/				
/				

HELIPORT DIMENSIONS – TAKEOFF / LANDING AREA (FATO)				
DIAMETER*	LENGTH	WIDTH	TYPE SURFACE	APPROACH / DEPARTURE HEADINGS
				1 / 2 /
				1 / 2 /

TOUCHDOWN PAD DIMENSIONS (TLOF – IF APPLICABLE)				
DIAMETER*	LENGTH	WIDTH	TYPE SURFACE	DYNAMIC LOAD CAPACITY (Elevated/Rooftop Pads Only)

*Diameter only if circular

NEAREST PUBLIC OR PRIVATE USE LANDING AREAS		
NAME	DIRECTION FROM SITE	DISTANCE FROM SITE (MILES)

Is the application being submitted due to change in landing area ownership? YES NO If yes, list previous owner and name of landing area.

Are Commercial Operations planned at this facility? YES NO If yes, list activity: _____

Do you anticipate night operations? YES NO

MAKE AND MODEL OF AIRCRAFT TO BE BASED AT AIRPORT			
MAKE	MODEL	REGISTRATION NUMBER	OWNER'S NAME

(Attach aircraft performance data for each aircraft; add additional sheets if necessary)

CERTIFICATION	
I hereby certify that I am the owner, or authorized agent, of the above named airport/heliport, that the information contained in this application and any accompanying documents is true and correct.	
_____	_____
Name (Print)	Signature
_____	_____
Title	Date (mm/dd/yyyy)

Complete and mail to: **PennDOT Bureau of Aviation**
Attn: Licensing Coordinator
P.O. Box 3151
Harrisburg, PA 17105-3151

FOR BUREAU OF AVIATION USE ONLY	
<u>LICENSING COORDINATOR</u>	
LICENSING FEE PAID \$ _____	DATE RCVD _____ CHECK/MONEY ORDER # _____ REGION NUMBER _____
<u>AVN SPECIALIST REMARKS</u>	
_____	<input type="checkbox"/> WITHIN 2 MILES OF _____ AIRPORT
_____	<input type="checkbox"/> WITHIN 5 MILES OF _____ AIRPORT
_____	<input type="checkbox"/> MORE THAN 5 MILES OF AN AIRPORT
AVN SPECIALIST SIGNATURE _____	DATE _____
AVN SPC SUPV CONCURRENCE _____	DATE _____

APPLICATION FOR NEW AIRPORT/HELIPORT INSTRUCTIONS

REFERENCES:

- A. Department of Transportation Aviation Regulations, Chapter 471, Title 67, PA Consolidated Statutes.
- B. FAA Advisory Circular 150/5300-13 (Airport Design)
- C. FAA Advisory Circular 150/5390-2 (Heliport Design)
- D. Federal Aviation Regulations Part 77 and Part 157
- E. FAA Advisory Circulars: 150/5340-1; 150/5340-18; 150/5340-30; 150/5340-1; 150/5325-4
- F. Aviation Code, Act of October 10, 1984, P.L. 837, No. 164

1. Application packet must include the completed AV-4 Form and all attachments.
2. AV-4 Form – complete all sections of the application:
 - a. Applicant Information (licensee and point of contact if applicable).
 - b. Airport/Heliport Information – name of proposed site, rating category (see attached rating categories below), physical address, and latitude/longitude/elevation of site, approach/departure headings, and proximity to other known airports (public or private).
 - c. Make and Model of Aircraft to be Based at Airport (list all aircraft expected). For heliports, list the design helicopter (largest aircraft expected to use the site).
 - d. Certification (owner/authorized agent signature).
3. Attach a fee of \$50 paid to the Commonwealth of Pennsylvania (check, money order or bank draft). One (1) site inspection and one (1) final inspection are covered by the fee. Any additional site or re-inspection will require an additional \$50 fee.
4. Attach a topographic map of the area depicting the geographic location of the site.
5. For proposed airports, provide a tax map or certified property map depicting the airport property lines and general location of the runway on the property.
6. Attach an airport sketch plan or diagram with a scale of 1"=200' (if a different scale is used, indicate scale on the drawing). Depict the proposed runway(s), or heliport takeoff and landing area; annotate runway headings and proposed dimensions; location of lighting and markings; existing structures such as buildings, trees/shrubs, roads or railroad tracks; direction of prevailing winds; and for heliports, the proposed approach/departure paths.
7. Attach the performance data (takeoff and landing data) of all aircraft expected to be based at the facility (private airport applications only).
8. If the applicant is not the owner of the landing area property, attach a copy of the lease or agreement granting use of the property to the applicant. Include name, address and phone number of property owner.
9. Complete and forward FAA Form 7480-1 (Notice of Landing Area Proposal) to the FAA Eastern Region. Attach a copy of the form with this application. NOTE: An Airport/ Heliport license will not be issued before receipt of a determination of no adverse impact from the FAA.

PLEASE NOTE: The Bureau of Aviation cannot approve an airport within two (2) miles of an existing or proposed airport on file with the Bureau. A public hearing is required if the proposed airport is within five (5) miles of an existing or proposed airport on file with the Bureau (public hearings do not apply to heliports or existing airports).

NEW AIRPORT/HELIPORT APPLICATION PROCESS

Upon receipt of the application the Bureau will review the packet for completeness and contact the applicant to schedule an initial on-site inspection. Applications must be complete before the initial site inspection. When necessary, a public hearing will be conducted by the Bureau after the site inspection. When site development is completed to licensing guidelines, the Sponsor must submit PA Form AV-6 (Airport/Heliport License Application) to the Bureau. A second site inspection will then be scheduled (if necessary), and license issued.

AIRPORT RATING CATEGORIES

The following represents the rating categories used by the Bureau of Aviation for issuance of airport licenses.

1. **Public Airport** – An airport which is either publicly or privately owned and which is open to the general public.
 - (i) **Scheduled Service/General Aviation** – an airport with a paved or turf runway 2,200' or greater, and capable of night operations and instrument landing procedures.
 - (ii) **Basic Utility** – an airport with a paved or turf runway 1,600' or greater, serving aircraft less than 12,500 pounds max gross weight, and intended for daytime VFR conditions only.
 - (iii) **Light Sport/Ultralight** – an airport with a paved or turf runway 1,000' or greater for the use of sport and ultralight aircraft only.
 - (iv) **Seaplane Base** – an area of water at least 2,500' in length or greater used as a public landing area.
2. **Private Airport** – An airport which is not open or intended to be open to the public. Private airports are prohibited from selling fuel or providing flight instruction to the general public.
 - (i) **Group** – an airport with a paved or turf runway 1,200' or greater, capable of night operations, and used exclusively by a partnership, organization, corporation.
 - (ii) **Individual** – an airport with a paved or turf runway 1,200' or greater, intended for daytime VFR conditions only, and used exclusively by the licensee.
 - (iii) **Light Sport/Ultralight** – an airport with a paved or turf runway 500' or greater for the private use of sport and ultralight aircraft.
 - (iv) **Seaplane Base** – an area of water at least 2,500' in length or greater used as a private landing area.

HELIPORT RATING CATEGORIES

The following represents rating categories to be used by the Bureau of Aviation for issuance of heliport licenses.

1. **Public Heliport** – A heliport which is either publicly or privately owned and which is open to the general public.
2. **Private Heliport** – A heliport which is either publicly or privately owned and which is closed to the general public.