Application for Public-use Airport License or License Modification

Instructions

Use this application for requests for licenses or license modifications for public-use facilities.
- Complete Parts 1 and 2.
- Provide the supporting documents listed in Part 3, as appropriate.
- Provide payment of the $25.00 fee, made payable to the Treasurer of Virginia.
- Mail the application, all supporting documents, and fee to the Airport Services Division of the Virginia Department of Aviation.

Part 1: Airport and Applicant Information

Type of application:
- ☐ Issuance of a license for new public-use airport
- ☐ Modification to a public-use airport license for a new runway
- ☐ Modification to a public-use airport license for a runway extension
- ☐ Transfer of a public-use airport license due to change in ownership
- ☐ Modification to a public-use airport license due to airport name change

Name of Airport: ________________________________
Previous Name if Modified: __________________________
Location of Airport: ________________________________
(Provide direction and distance to nearest city or town or latitude and longitude of airport)
Name of Owner: __________________________________
Address of Owner: __________________________________
Name of Contact Person: ____________________________
Phone for Contact Person: ____________________________
Fax for Contact Person: ____________________________
Email for Contact Person: ____________________________

Part 2: Applicant Certification

The undersigned submits this application to the Virginia Department of Aviation in accordance with Code of Virginia §§5.1-7 and 5.1-88.7 and Virginia Administrative Code Part III, Airports and Landing Areas, of the Regulations Governing the Licensing and Operation of Airports and Aircraft and Obstructions to Airspace in the Commonwealth of Virginia (24 VAC 5-20-10 et seg). The undersigned certifies that they are the owner or the authorized representative for the owner of the airport for which this license is being sought.

The undersigned acknowledges that the license requested will not be issued by the Virginia Department of Aviation unless and until all supporting materials as noted herein have been properly submitted and approved; any necessary hearings have been held and required reports have been prepared, submitted, and accepted; and the Federal Aviation Administration has granted appropriate airspace for the safe operation of the proposed or modified facility.

_________________________________________________  ___________________________________________________
Signature of Owner or Authorized Representative          Title
Date                                                   Phone
Part 3: Supporting Documents

All of the following supporting documents must be submitted with the application for a new airport, the addition of a new runway, or the extension of a runway:

- signed copy of the resolution of the airport's governing body or owner supporting or requesting a new airport, the addition of a new runway, or the extension of a runway
- copy of airport layout plan depicting the proposed airport, new runway, or runway extension
- copy of airport property map (Exhibit A) depicting the proposed airport, new runway, or runway extension
- letter or documentation from the local jurisdiction that the proposed airport, new runway, or runway extension complies with any local zoning ordinances and/or zoning requirements
- copy of FAA Form 7480-1 Notice of Landing Area Proposal as submitted to FAA
- copy of FAA's determination in response to the Form 7480-1 submission
- copy of Certificate of Financial Responsibility (DOAV ASD03-1) in accordance with Code of Virginia §5.1-88.7
- copy of environmental determination prepared pursuant to Code of Virginia §5.1-7 if applicable
- documentation of public hearing

For the transfer of the license for a public-use airport, the following supporting documents must be submitted with the application:

- copy of sales agreement
- copy of assumption agreement recorded by transferee
- copy of Certificate of Financial Responsibility (DOAV ASD03-1) in accordance with Code of Virginia §5.1-88.7
- copy of the airport layout plan
- copy of deed of transfer with airport property plat
- copy of notification to FAA of ownership transfer that includes FAA site number; the location identification of the airport; and the name, address, and phone of the new owner

For the change in an airport’s name, the supporting documentation is a copy of the notification to FAA of the airport name change that includes FAA site number and the location identification of the airport.

Part 4: Virginia Department of Aviation Action (agency use only)

Application received: ________________________
Fee received: ________________________
Supporting materials received: ________________________
OAG review requested: ________________________
OAG response received: ________________________
License inspection conducted: ________________________
License issued or denied: ________________________