



Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, VA 23250-2422  
www.doav.virginia.gov

For DOAV Use Only  
DATE STAMP BELOW

## Application for Waiver of Minimum Requirements to a Public-use Airport License

### Instructions

- Use this application to request a waiver to minimum requirements to a public-use airport license.
- Complete Parts 1 through 3.
- Send the application and all supporting information to the Airport Services Division of the Virginia Department of Aviation.

### Part 1: Airport and Applicant Information

Name of Airport: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Address of Sponsor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone for Contact Person: \_\_\_\_\_

Email for Contact Person: \_\_\_\_\_

### Part 2: Waiver Request

The *Virginia Administrative Code*, 24VAC5-20-145 Waiver of minimum requirements, provides that the Virginia Aviation Board may waive the compliance of requirements of 24VAC5-20-140 for an airport upon an application by an airport sponsor. Considerations for granting the waiver shall be limited to (i) a determination of no hazard based on a Federal Aviation Administration (FAA) airspace evaluation and implementation of mitigation recommendations if applicable, (ii) a determination of impracticality due to topography, or (iii) a benefit cost analysis proving improvements as financially unfeasible.

In the space below, please identify the requirement(s) for which a waiver is being requested and clearly explain why the requirement(s) cannot be met. Supporting information, such as FAA documentation or a cost analysis, must be provided with the application.

Reason for waiver request:

# Application for Waiver of Minimum Requirements to a Public-use Airport License

## Part 3: Applicant Certification

The undersigned submits this application to the Virginia Aviation Board and Virginia Department of Aviation in accordance with *Virginia Administrative Code 24VAC5-20-145* Waiver of minimum requirements. The undersigned certifies that they are the sponsor, or the authorized representative for the sponsor, of the airport for which this license waiver is being sought.

The undersigned acknowledges that the waiver requested will not be issued by the Virginia Aviation Board unless and until all supporting materials as noted herein have been properly submitted and approved.

_____	_____
Signature of Sponsor or Authorized Representative	Title
_____	_____
Date	Phone

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

Application received: _____	Waiver issued or denied: _____
Supporting information received: _____	New license issued: _____
DOAV review: _____	