



## 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 (24VAC5-20-10 et seq). 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

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## Part 3: Supporting Documents

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

- 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 following supporting documents must be submitted with the application:

- copy of the notification to FAA of the airport name change that includes FAA site number and the location identification of the airport
- copy of instrument used by the airport's governing body to approve the name change (resolution, minutes, etc.)

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

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