



Application for Private-use Airport Registration or License

Instructions

- Use this application for requests for licenses or license modifications for public-use heliports.
- Complete Parts 1 and 2.
- Provide the supporting documents listed in Part 3.
- Mail the application and all supporting documents to the Airport Services Division of the Virginia Department of Aviation at the address above.
- No fee is charged for the registration or licensing of a private-use airport.

Part 1: Airport and Applicant Information

Type of application:

- register a new private-use airport **not** within 5 miles of a licensed public-use airport
- register an existing private-use airport **not** within 5 miles of a licensed public-use airport
- license a new private-use airport within 5 miles of a licensed public-use airport
- license an existing private-use airport within 5 miles of a licensed public-use airport

Name of Airport: _____

Location of Airport: _____

(Provide latitude and longitude of airport and distance to nearest licensed public-use airport in miles)

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 5.1-7.2. The undersigned certifies that the airport is for private-use and will not be open to the public. The undersigned acknowledges that this registration or license does not relieve them of any compliance responsibilities relating to any law, ordinance, or regulation of any local governing body.

Signature of Owner or Authorized Representative

Title

Date

Phone

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Part 3: Supporting Documents

All of the following supporting documents must be submitted with the application to register or license an **existing** private-use airport:

- 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
- documentation of local government approval of the proposed facility

All of the following supporting documents must be submitted with the application to register or license a **new** private-use airport:

- 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
- documentation of local government approval of the proposed facility
- sketch showing the proposed airport with runway dimensions and distances from highways, land marks, and any known obstructions
- copy of deed showing ownership of the property

In addition, the following supporting document must be submitted for any existing or new private-use airport within five miles of a public-use airport:

- copy of notification to all public-use airports within five miles of the private-use airport

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

Application received: _____
Supporting materials received: _____
License/registration issued or denied: _____