

GUIDE FOR PREPARING FAA FORM 7480-1 “NOTICE OF LANDING AREA PROPOSAL” July 2005

A Federal Aviation Administration (FAA) Form 7480-1, “Notice of Landing Area Proposal,” needs to be completed and submitted to the FAA or Block Grant State for proposals to establish, activate, deactivate or alter a landing/takeoff area. This packet was developed to assist in preparing the FAA Form 7480-1 and supplemental documents.

DEFINITION

Airport means any airport, heliport, helistop, vertiport, gliderport, seaplane base, ultralight flight park, manned balloon launching facility or other aircraft landing or take-off area.

Block Grant States perform some administrative functions traditionally accomplished by the FAA. Certain portions of the coordination on obstruction evaluation regarding the processing of FAA Form 7480-1 have been delegated to the block grant states of Illinois, Michigan, and Wisconsin by mutual agreement. FAA rules and regulations do not allow block grant states to make a final determination regarding FAA Form 7480-1.

REFERENCES:

- a. FAR Part 157, “Notice of Construction, Alternation, Activation, and Deactivation of Airport.”
- b. FAA Advisory Circular (AC) No. 70-2E, “Airspace Utilization Considerations in the Proposed Construction, Alternation, Activation, and Deactivation of Airports”.
- c. FAA Advisory Circular No. 150/5300-13, “Airport Design”.
- d. FAA Advisory Circular No. 150/5390-2A, “Heliport Design”.
- e. FAA Form 7480-1, “Notice of Landing Area Proposal. (<http://forms.faa.gov/forms/faa7480-1.pdf>)

WHY NOTICE IS REQUIRED

Notice is required to assure conformity to plans and policies for, and allocations of, airspace by the FAA.

PROJECTS REQUIRING NOTICE

FAR Part 157 requires that each person who intends to do any of the following shall notify the FAA/block grant state:

- a. Construct or otherwise establish a new airport or activate an airport.
- b. Construct, realign, alter or activate any runway or other aircraft landing or takeoff area of an airport,
- c. Deactivate, discontinue using, or abandon an airport or any landing or takeoff area of an airport for a period of one year or more.
- d. Construct, realign, alter, activate, deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public-use airport.
- e. Change the status of an airport from private use to public use or from public use to another status.
- f. Change any traffic pattern or traffic pattern altitude or direction.
- g. Change status from instrument flight rule (IFR) to visual flight rule (VFR) or VFR to IFR.

PROJECTS NOT REQUIRING NOTICE

- a. An airport subject to conditions of a Federal agreement that requires an approved current airport layout plan to be on file with the FAA.
- b. An airport at which flight operations will be conducted under visual flight rules (VFR) and which is used or intended to be used for a period of less than 30 consecutive days with no more than 10 operations per day.
- c. The intermittent use of a site that is not an established airport, which is used or intended to be used for less than one year and at which flight operations will be conducted only under VFR. Intermittent use of a site means:

1. The site is used or is intended to be used for no more than 3 days in any one week; and
2. No more than 10 operations will be conducted in any one day at that site.

FAA AERONAUTICAL STUDY CONSIDERATIONS:

After receiving a completed 7480-1 form and supplemental documents, the FAA conducts an aeronautical study to determine the effect of the airport proposal on the safe and efficient use of airspace by aircraft. The FAA offices that study the proposal are Airports, Air Traffic, Airway Facilities, Flight Procedures, and Flight Standards. Some of the factors considered in the study are:

- Existing or anticipated traffic patterns of neighboring airports.
- Existing airspace structure and projected airspace program of the FAA.
- Existing or proposed manmade objects of which the FAA has record.
- Natural objects and features within the affected area.

RESULTS OF THE AERONAUTICAL STUDY

The product of an aeronautical study is to give advice to the proponent in the form of an FAA determination. After the study is conducted, a determination will be issued in one of the following categories:

- "No objection to the proposal" - will not adversely affect the safe and efficient use of airspace by aircraft.
- "No objection if certain conditions are met" - will not affect the safe and efficient use of airspace by aircraft provided (conditions will be given).
- "Objectionable" - will adversely affect the safe and efficient use of airspace by aircraft (reason will be given).

STATE AND/OR LOCAL REPORTING REQUIREMENTS

- An FAA determination in no way preempts or waives any ordinances, or regulations of any other government body or agency.
- Proponents need to check and determine which state and local requirements apply to the planned project. Some states have airport licensing laws and most local political subdivisions have various ordinances or zoning laws that may play a decisive role in the success or failure of the proponent's plans.
- Coordinating these matters is the proponent's responsibility.

HOW TO SUBMIT NOTICE

- a. The completed FAA Form 7480-1 form and supplemental documents should be submitted to the appropriate FAA Airports Office or block grant state office 90 days before work is to begin or the planned implementation date.
- b. The package should normally contain the following:
 1. A completed FAA Form 7480-1 (see Appendix 1 for directions on how to complete FAA Form 7480-1). This form can be downloaded at <http://forms.faa.gov/forms/faa7480-1.pdf>.
 2. U.S. Geological Survey (USGS) quadrangle map with the proposed project and obstructions plotted. Often USGS maps are located at the city or county engineer's office. (see Appendix 2, Exhibit 1.)
 3. Scaled drawing or aerial photograph showing distances to and heights above the runway or landing area for all obstructions in and around the proposed landing/takeoff area (see Appendix 2, Exhibits 2 & 3). Obstructions may be items such as trees, poles, roads, buildings, etc. Obstructions that penetrate FAR Part 77 surfaces (see Appendix 2, Exhibit 4), the Airport Object Clearance Surface (see Appendix 2, Exhibit 5), and the Approach Object Clearance Surface (see Appendix 2, Exhibit 6) should be cleared.
- c. Information concerning the deactivation, discontinued use, or abandonment of an airport, or airport landing or takeoff area, or associated taxiway may be submitted by letter. Prior notice is not required. However, if the airport is served by an established instrument approach procedure, the information shall be submitted at least 30 days prior to such action on an FAA Form 7480-1.

APPENDIX 1
DIRECTIONS FOR COMPLETING FAA FORM 7480-1

General

- a. Please print or type all items.
- b. Express all bearings as magnetic and mileage's as nautical.
- c. Sections of form to be completed for various types of submittals:
 1. For all proposals requiring notice, complete the name and address boxes, indicated if property ownership is different than the proponent, and indicate the type of proposal by checking the appropriate boxes. If the property owner's name and address are different than the proponent list property owners name and addresses on the reverse side of the form.
 2. If the proposal is for the establishment or activation of an airport, heliport, ultralight flight park, seaplane base, vertiport or runway or other aircraft landing or takeoff areas, complete all appropriate remaining sections of the form.
 3. If the proposal is for Alteration, deactivation or abandonment, complete the appropriate parts of sections A, B, D and all the elements of Section I.
 4. If the proposal is for a change in status from private use to public use or from VFR to IFR, complete the appropriate parts of section A, B, E, G and all the elements of Section I. For all other changes in status complete the appropriate parts of section A, B and all the elements of Section I.
 5. If the proposal is for a traffic pattern establishment or change, complete the appropriate parts of all sections. The traffic pattern description should be entered on the reverse side of the form.

Section A. "Location of Landing Area"

- A1. Enter the principal city or town that the airport serves and with which it is normally associated.
- A2. Enter county and state where proposed site is located.
- A3. Enter the straight line distance [nearest tenth of a nautical mile (NM)][NM=1.15 U.S. miles=6076.1 feet] and direction from the central business district to the proposed site (nearest eighth compass point i.e. N, NE, E, SE, S, SW, W, NW).
- A4. Enter the complete official name of the proposed site as established by the controlling authority.
- A5&6. Enter the latitude and longitude of the airport reference point (ARP) to the nearest second as established by the National Ocean Survey (NOS) or other reliable survey, if available. If not, enter the latitude and longitude of the approximate center of the proposed site to an accuracy of plus or minus 5 seconds utilizing the appropriate U.S. Geological Survey Quadrangle Map. Identify the reference datum of the coordinates (NAD 83 or NAD 27). If GPS or field survey coordinate data is available it may be substituted for the U.S. Geological Survey Quadrangle Map developed coordinate data.
- A7. Enter the elevation (nearest foot above mean sea level) of the highest point on the centerline of the usable landing surface.

Section B. "Purpose"

Type Use

- "Public". If the airport is to be available for use by the general public without requirement for prior approval of the owner or operator, then check "Public".
- "Private". If the proposal is to be used by the owner only, or by the owner and persons authorized by the owner, check "Private".
- "Private Use of Public Land/Waters". If the proposal is for private use, the landing and takeoff area of the proposal is publicly owned, and the operator is a non-government entity, then check "Private Use of Public Lands/Waters".

Change of Status or Alternation

If necessary, use the reverse side of the form or a separate sheet of paper to describe changes or alternations that require the notice to be filled.

Traffic Pattern

If proposal is for the establishment or a change to the traffic pattern check the box and describe the traffic pattern on the reverse side of the form or on a separate sheet of paper.

Construction Dates

Provide the appropriate dates.

Section C. "Other Landing Areas"

Provide the name, direction (nearest sixteenth point of the compass, i.e. N, NNE, NE, ENE, E & etc.) from the center of the proposed landing area, and the distance (nearest tenth of a nautical mile) from the center of the proposed landing area for:

Airports

- All VFR airports and heliport within 5 nautical miles of the proposed airport.
- All IFR airports within 20 nautical miles of the proposed airport.

Heliports

- All VFR airports and heliports within 3 nautical miles of the proposed heliport.
- All IFR airports within 10 nautical miles of the proposed heliport.

Section D. "Landing Area Data"

D.1. Airport, Seaplane Base, or Flightpark

- Provide the magnetic bearing of both runway ends to the nearest one-tenth of the magnetic azimuth for each existing or proposed runway. Thus, if the magnetic azimuths of the runway ends are 87 degrees and 267 degrees the magnetic bearings to be entered for the runway would be 9/27
- Provide the length and width of each existing or proposed runway to the nearest foot.
- Provide the type of runway surface of each existing or proposed runway.

D. 2. Heliport

- Provide the final approach and takeoff area (FATO) dimensions (length & width, or diameter), to the nearest foot, of each existing or proposed heliport to the nearest foot. Public and private use heliports should have a FATO that is not less than 1.5 times the overall length of the design helicopter (see AC 150/5390-2A).
- Provide the touchdown and liftoff area (TLOF) dimensions of each (length and width, or diameter) to the nearest foot when the entire FATO is not load bearing. Private use heliports should have a minimum TLOF dimension of not less than 1.5 times the length or width of the undercarriage of the design helicopter which ever is greater. Public use heliports should have a minimum TLOF dimension of not less than the rotor diameter of the design helicopter (see AC 150/5390-2A).
- Provide the Magnetic direction of all ingress/egress routes to the nearest degree.
- Provide the type of surface for the TLOF or FATO if a TLOF is not provided.

D. 3. Description of Lighting

- Provide a description of the lighting for all existing or proposed runways, sealanes, landing areas and helipads (See AC 150/5390-24 for airports and AC 150/5390-2A for heliports).
- Provide the prevailing Wind direction at the site expressed to the nearest eighth point of the compass (i.e. N, NE, E, SE, S, SW, W, NW).

Section E. “Obstructions”

Provide the type, height (nearest foot above the landing area elevation), direction from the landing area (nearest sixteenth point of the compass) and distance from the landing areas (nearest foot as determined by scaling from a map) for each object that penetrates the imaginary surface described in Appendix 2, Exhibits 4 & 5 (FAR Part 77). These objects shall be plotted on the scaled drawing that is part of the notice submittal package.

Section F. “Operational Data”

Provide the operational data for the proposed airport or heliport. The type of information is self-explanatory.

Section G. “Other Considerations”

Identify all existing facilities that may be non-compatible with the proposal. Provide the direction from the landings area (nearest sixteenth point of the compass) and distance from the nearest point of the landing area (nearest tenth of a nautical mile) for each potentially non-compatible facility. All schools, churches and residential communities within 2 nautical miles of an airport and 1 nautical mile of a heliport should be listed. All waste disposal sites within 5 nautical miles of a proposed runway end should also be listed.

Section H. “Application for Airport Licensing”

Indicated the status of the application for airport licensing by checking the appropriate box. Also, indicate the agency that is responsible for licensing by checking the appropriate box.

Section I. “Certification”

Type the name and title of the person filing and signing the notice in the appropriate box. The notice shall be signed in ink. Provide the date of the signature and the telephone number of the person signing the notice.