

**ALABAMA DEPARTMENT OF  
TRANSPORTATION  
AERONAUTICS BUREAU**

**REGISTRATION PROCEDURES FOR  
LANDING AREAS IN ALABAMA**

**NO. ADA 1000**

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## LICENSING AUTHORITY

The Code of Alabama, 1975, Title 4, Chapter 2, Section 72 as amended, requires that the site approval and licensing of airports, restricted landing areas, and other air navigational facilities be vested with the Alabama Department of Transportation Aeronautics Bureau.

## GENERAL

This booklet contains information on the categories of licenses and the minimum requirements for each. This booklet is designed to provide sponsors of proposed landing areas guidance on the steps necessary in the State of Alabama to register and license these facilities in accordance with State law.

## CATEGORIES

**Private Use** -This type of license requires users of the facility to obtain permission from the owner before operating from the site. This permission must be obtained directly from the owner and no advertising for use of the facility by the general public is allowed. There are several license categories contained within the Private Use category. These categories are based on the type of operations being conducted at the facility and are restricted to these operations. They are as follows:

(a) Special Event -This type license is issued for specific events that require a license to meet local zoning ordinances. This license is not intended to establish a regularly used airport and is usually restricted to one type of aircraft with a specific date and time of use at a specified site. The use of this type of license must be coordinated with the Department in each instance the site is to be used.

(b) Special Use -This type of license is issued for a specific type of operation and limited to a specific type of aircraft. This type of license is primarily used for aerial application or banner towing operations where a permanent site has been constructed but does not meet the construction requirements of any other type license. This license is issued to the owner of the property where the landing area is situated or a lessee. This license is restricted to use by the licensee's aircraft only. The pilots of these aircraft are required to be employed by or under direct supervision of the licensee.

(c) Limited Use -This type of license is issued for a specific category of aircraft based on the aircraft approach speed. This is the least restrictive type of issued license issued. The license is issued for one of two categories:

(I) Category A (Approach speed of less than 30 knots) -To be licensed in this category the airport must meet the minimum requirement of a total runway length of 500 feet and a-primary surface width of 100 feet. The minimum requirement for the runway width is 50 feet.

(II) Category B (Approach speed of less than 50 knots) -To be licensed in this category the airport must meet the minimum requirement of a total runway length of 1000 feet and a primary surface width of 100 feet. The minimum requirement for the runway width is 50 feet.

(III) Any airport issued a limited-use license is required to maintain a clear approach slope of 15: 1 within the boundaries of the approach and departure path. The approach and departure path shall be centered along the extended runway centerline and will begin at the end of the marked runway. The approach and departure path dimensions for this type of license are as follows:

INNER WIDTH	OUTER WIDTH	LENGTH	ACREAGE
100 FEET	300 FEET	750 FEET	3.44 ACRES

**Public Use** -This type of license is issued to facilities that are open to the general public. No restrictions can be placed on operations to or from the site except those necessary to ensure the safety of the users.

**Exceptions to Licensing Requirements** -The Federal government and persons whose facility is used exclusively by the owner and immediate family are exempted from the requirement of maintaining an operating license.

## GENERAL CONSIDERATIONS FOR SITE SELECTION

The amount of land needed for an airport or heliport must also include the areas surrounding the actual landing area which must meet requirements for the removal of obstructions. These requirements include land to the sides of the landing area as well as the areas used as approach and departure paths. These requirements must be added to the amount of land that is necessary to construct the actual runway or helipad. The Inspector from the Aeronautics Bureau will assess the land requirements and determine if the type facility planned can be constructed at the proposed location. You must receive permission from the Aeronautics Bureau prior to construction of any landing area to be used by persons other than the owner and immediate family.

All facilities including heliports must provide and maintain an obstruction free approach and departure path for aircraft. These paths to and from the landing area are trapezoidal in shape and slope up at a ratio of 20: 1 for airports and 8: 1 for heliports. The dimensions are as follows:

Public Use - 250 feet in width at the beginning of the approach and 450 feet in width at a distance of 1000 feet. This approach starts at the runway end for turf runways and 200 feet from the runway end for paved runways.

Private Use - The width is the runway width plus 30 feet each side of the marked runway boundary. This is a minimum width of 120 feet at the runway end and 320 feet at a distance of 1000 feet.

## **MINIMUM REQUIREMENTS FOR LENGTH AND WIDTH OF RUNWAYS**

(a) Public Use -To be licensed in a public use category, an airport shall meet without exception the minimum standards of a total runway length of 2000 feet and a primary surface width of 250 feet. The minimum usable runway width of 60 feet shall be applied to hard surface runways and a minimum usable runway width of 60 feet shall be applied to turf or sod runways.

(b) Private Use -T o be licensed in a private use category, an airport shall meet without exception the minimum standards of a total runway length of 1800 feet. The minimum usable runway width of 60 feet shall be applied for hard surface runways and a minimum usable runway width of 60 feet shall be applied to turf or sod runways.

## **MINIMUM REQUIREMENTS FOR HELIPORTS**

The requirements for heliport construction are contained in the "Heliport Design Guide" which is available from the Aeronautics Bureau. The license categories are Public, Private and Medical Use. The requirement to receive permission from the Aeronautics Bureau prior to construction of any landing area includes heliports. The construction of a heliport is based upon the size of the largest helicopter expected to use the facility. Usually, a 50 foot by 50 foot pad constructed of 4 inches of concrete will be of adequate size to accommodate any helicopter. The exact size and type construction planned must be coordinated with the Bureau.

## **APPLICATION PROCEDURE**

(1) Any person desiring to construct a proposed new landing area must first be granted permission to do so from the Department of Transportation Aeronautics Bureau. Before the Department will consider an application for a proposed new landing area, the applicant must receive a determination of no objection from the F AA. To obtain such a determination, the applicant must complete and submit F AA Form 7480-1 ("Notice of Landing Area Proposal") to the appropriate FAA office. Copies of FAA Form 7480-1 may be obtained from the Department.

(2) An application to construct a new landing area is initiated by a letter addressed to the Director of Transportation at the Department's address. Upon receipt of such letter, the Department will furnish the applicant with a booklet entitled "Registration Procedures for

Landing Areas in Alabama". This booklet will contain a "State Registration Form" that must be completed and returned to the Department before any construction of the proposed landing area begins. The "State Registration Form" will constitute a formal application for the proposed new landing area. The application will not be considered without a determination of no objection issued by the FAA.

(3) A drawing depicting the proposed development, property boundaries, and a location map must be submitted to the Department with the completed State Registration form. The drawing must show the proposed runway location and orientation on the property. All adjacent property owners by name and address must be included on the drawing. Documentation evidencing that local zoning requirements have been met and approval received from the appropriate government agency must be included with the submittal. In the event that no zoning ordinances exist for the proposed location, a written statement of fact from the appropriate government agency must be submitted.

(4) The Department will assign an Airport Inspector of the Aeronautics Bureau to visit the proposed site to determine if an airport can be constructed at the location and, that if constructed, will conform to standards set forth in this chapter. The site inspection will take into consideration the amount of land available for construction of the runway and the present use of the land contained in the approach and departure paths. Other considerations are the type of activities to be conducted at the airport and what obstructions must be removed. After the effective date of this chapter, all proposed public use airports must control, by ownership or legal contract with the legal owner, the area of land on which the airport is to be constructed and the land described as the approach and departure path for each runway end. (Ref. 60-X-3-.12 (1))

(5) The Inspector will file a report with the Director of the Aeronautics Bureau after the site visit and recommend that a site approval certificate be issued or denied. A copy of the report will then be forwarded to the Director of Transportation by the Director of the Aeronautics Bureau with the Bureau recommendation of approval or denial. The applicant will be notified by registered mail of the approval or denial of the request. A recommendation of denial will be accompanied by an explanation of the circumstances that justify this decision. If there are items that can be corrected to meet the requirements for issuance, these will be included in the explanatory statement of denial. If the Director issues the certificate for approval of the site all adjacent property owners identified on the application will be mailed a Notice of Intent form. The property owners, or any person, affected by a decision of the Director granting or denying the permit has thirty (30) days to file an appeal with the Department for reconsideration. The appeal must be in writing and received at the offices of the Department within thirty (30) days of the Director's decision. A request for a public hearing must be made within fifteen (15) days of the order granting or denying the site approval. If a hearing on the matter becomes necessary, the Director will initiate such a hearing in accordance with applicable state law.

## CONSTRUCTION REQUIREMENTS

(1) Once a site approval certificate is issued by the Department, the owner must submit detailed construction drawings to the Department for approval. The drawings must include a summary of quantities sheet that show the materials to be used and the estimated quantities of these materials. A typical section of the proposed construction of the runway, taxiway, and apron along with a layout plan of the runway, taxiway, and other appurtenances shall be included with the drawings. The layout plan must be to scale. The physical layout of the runway, taxiway, apron and appurtenances must meet the standards set forth in the most recent version of FAA Advisory Circular 150/5300-13, Airport Design for length, width and restriction lines. Once the plans and specifications have been approved, the owner may proceed with the construction of the facility.

(2) Once the airport has been completed, the owner must contact the Department for a final inspection for licensing. The Department will assign an Inspector of the Aeronautics Bureau to conduct the final inspection. The Inspector will determine if the facility was constructed according to the plans and specifications submitted to the Department. The inspection will determine what, if any, items must be addressed to be issued an operating license. A final inspection report will be submitted to the Director of the Aeronautics Bureau with a recommendation to grant or deny the license which will be forwarded to the Director of Transportation with the Bureau recommendation. In the case of a recommendation to deny the license, the report will specify what items are to be corrected and the necessary corrective action to be taken. Once the facility meets all construction requirements, the license will be issued by the Director of Transportation.

(3) The materials and construction standards for the proposed construction must meet or exceed the requirements of the most recent version of the Alabama Department of Transportation Standard Specifications for Highway Construction.

**STATE OF ALABAMA**  
**DEPARTMENT OF TRANSPORTATION**  
**AERONAUTICS BUREAU**  
**LANDING AREA REGISTRATION FORM**

NAME OF OWNER- \_\_\_\_\_

ADDRESS- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER - \_\_\_\_\_ OR \_\_\_\_\_

NAME OF LANDING AREA - \_\_\_\_\_

PHYSICAL ADDRESS- \_\_\_\_\_

\_\_\_\_\_

COMPLETION DATE (ACTUAL / ESTIMATED) - \_\_\_\_\_

**LANDING AREA TYPE -**

HELIPORT      AIRPORT      OTHER(\_\_\_\_\_)

**LANDING AREA USE -**

PERSONAL      PRIVATE      PUBLIC

**LANDING AREA OWNERSHIP -**

PUBLIC      PRIVATE

**LOCATION**

NEAREST CITY OR TOWN - \_\_\_\_\_

DISTANCE AND DIRECTION TO NEAREST CITY OR TOWN - \_\_\_\_\_

COUNTY - \_\_\_\_\_

LOCATION (CONT.)

LATITUDE - \_\_\_\_\_ LONGITUDE - \_\_\_\_\_

ELEVATION (HIGH POINT) - \_\_\_\_\_ MSL

## LANDING AREA INFORMATION

### AIRPORT

MAGNETIC BEARING OF RUNWAY(S) -

\_\_\_\_\_

LENGTH - \_\_\_\_\_

WIDTH - \_\_\_\_\_

TYPE OF SURFACE - \_\_\_\_\_

### HELIPORT

DIMENSIONS OF LANDING PAD - \_\_\_\_\_ X \_\_\_\_\_

MAGNETIC DIRECTION OF INGRESS/EGRESS - \_\_\_\_\_

TYPE OF SURFACE - \_\_\_\_\_

### OBSTRUCTIONS

<u>TYPE</u>	<u>HEIGHT ABOVE LANDING AREA</u>	<u>DISTANCE FROM LANDING AREA</u>	<u>DIRECTION FROM LANDING AREA</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



ADJACENT LAND OWNER INFORMATION

<u>NAME</u>	<u>ADDRESS</u>	<u>DWELLING DISTANCE AND BEARING FROM RUNWAY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION

I hereby certify that all of the above statements are true and complete to the best of my knowledge. I understand that the application for licensing of my landing area is in accordance with State law. If accepted I must adhere to the rules and regulations of the Alabama Department of Aeronautics which govern licensed landing areas within the State of Alabama. I also understand that failure to adhere to these rules and regulations could result in the revocation of my license to operate the landing area.

Signature- \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

### NOTICE OF LANDING AREA PROPOSAL

As Used Herein, the Term "Airport" means: Any Landing or Takeoff Area such as Airport, Heliport, Helistop, Vertiport, gliderport, Seaplane Base, Ultralight Flightpark, or Ballonport

Federal Regulations Part 157 requires all persons to notify the FAA at least 90 days before any construction, alteration, activation, deactivation, or change to the status or use of a civil or joint use (civil/military) airport. Notice is not required for the establishment of a temporary airport at which operations will be conducted under visual flight rules (VFR) and will be used for less than 30 days with no more than 10 operations per day. Notice also is not required for the intermittent use of a site that is not an established airport, which is used for less than one year and at which flight operations will be conducted only under VFR. Intermittent use means the use of the site for no more than 3 days in any one week and for no more than 10 operations per day. Required notice shall be submitted on this form from each person who intends to do any of the following:

1. Construct or otherwise establish a new airport or activate an airport.
2. Construct, realign, alter, or activate any runway or other aircraft landing or takeoff area of an airport.
3. Construct, realign, alter, activate, deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public-use airport.
4. Deactivate, discontinue using, or abandon an airport or any landing or takeoff area of an airport for a period of one year or more.
5. Deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public-use airport.
6. Change the status of an airport from private use (use by the owner or use by the owner and other persons authorized by the owner) to an airport open to the public or from public use to another status.
7. Change status from IFR to VFR or VFR to IFR.
8. Change any traffic pattern or traffic pattern altitude or direction.

The notice required shall be made by submitting this form to the nearest Federal Aviation Administration Regional Office or Airports District Office. However, in an emergency involving essential public service or when the delay arising from the 90-day advance notice requirement would result in an unreasonable hardship, you may provide notice to the appropriate FAA Airports District/Field Office by telephone in lieu of submitting this form. The FAA may require the subsequent submission of this form when necessary for safety or other reasons. Section 90 of the Federal Aviation Act of 1958, as amended, provides that any person who violates a rule, regulation or order issued under Title III of this ACT shall be subject to a civil penalty not to exceed \$1,000 for each violation.

#### GENERAL INSTRUCTIONS

1. For any project falling in categories 1, or 2 above, complete all appropriate sections.
2. For any project falling in categories 3, 4, or 5 above, complete sections A, B, D, (if appropriate) and I.
3. For status change (categories 6 or 7 above), from private use to public use or from VFR to IFR, complete sections A, B, E, G, and I. For all other changes, complete sections A, B, and I.
4. For traffic pattern establishment or change (category 8), complete all appropriate sections. Traffic pattern description should be entered on the reverse side of FAA Form 7480-1.
5. Express all bearings as magnetic and mileage as nautical.
6. Please Print or Type All Items.

Section A - Identify Reference Datum of Coordinates (NAD 83 or NAD 27).

Section B - if the airport is to be used by the owner only, or by the owner and

persons authorized by the owner, check "private". If the landing and takeoff area of the airport is publicly owned and the operator is a non-government entity, then check "private use of public lands". If the airport is to be available for use by the general public without a requirement for prior approval of the owner or operator, then check "public". If necessary, use the reverse side of this form or a separate sheet of paper to describe changes or alterations.

Section C -Airport or seaplane base: List VFR airports and heliports within 5NM, and IFR airports within 20NM. Heliports: List VFR airports and heliports within 3NM and IFR airports within 10NM.

Section D -Attach U.S. Geological Survey quadrangle map or equivalent. Plot locations of facility to the nearest second, runway alignments, associated taxiways or sealane alignments. When appropriate, use city map for heliports.

Section E- List and plot on quadrangle map or equivalent any obstructions within 3NM of a VFR airport or a seaplane base; 5NM of an IFR airport; or 5,000 feet of a heliport.

Section G -List schools, churches and residential communities within 2NM radius for airports and within 1 NM radius for heliports List all waste disposal sites within a 5NM radius

Section H -Self Explanatory

NOTE. Additional copies of FM Form 7480-1 may be obtained from the nearest FM Airports District Office or Regional Office.

**Notification to the FAA does not waive the requirements of any other government Agency.**



U.S. Department of Transportation  
Federal Aviation Administration

# NOTICE OF LANDING AREA PROPOSAL

Name of Proponent, Individual, or Organization

Address of Proponent, Individual, or Organization  
(No., Street, City, State, Zip Code)

Check if the property owner's name and address are different than above, and list property owner's name and address on the reverse.

Establishment or Activation     Deactivation or Abandonment    } OF     Airport     Ultralight Flightpark     Vertiport  
 Alteration     Change of Status     Heliport     Seaplane Base     Other (Specify)

**A. Location of Landing Area**

1. Associated City/State	2. County/State (Physical Location of Airport)	3. Distance and Direction From Associated City or Town	
4. Name of Landing Area	5. Latitude	6. Longitude	7. Elevation Miles      Direction

**B. Purpose**

Type Use <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Private Use of Public Land/Waters	If Change of Status or Alteration, Describe Change	<input type="checkbox"/> Establishment or change to traffic pattern (Describe on reverse)	Construction Dates To Begin/Began      Est. Completion	
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C. Other Landing Areas	Ref. A5 above		D. Landing Area Data			Existing (if any)			Proposed		
	Direction From Landing Area	Distance From Landing Area	1. Airport, Seaplane Base, or Flightpark	Rwy #1	Rwy #2	Rwy #3	Rwy	Rwy	Rwy		
			Magnetic Bearing of Runway (s) or Sealane								
			Length of Runway (s) or Sealane (s) In Feet								
			Width of Runway (s) or Sealane (s) In Feet								
			Type of Runway Surface (Concrete, Asphalt, Turf, Etc.)								
			2. Heliport								
			Dimensions of Final Approach and Take off Area (FATO) in Feet								
			Dimensions of Touchdown and Lift-Off Area (TLOF) in Feet								
			Magnetic Direction of Ingress/Egress Routes								

E. Obstructions		Direction From Landing Area	Distance From Landing Area
Type	Height Above Landing Area		

3. All Landing Areas	Description of Lighting (If any)	Direction of Prevailing Wind
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F. Operational Data					
1. Estimated or Actual Number Based Aircraft					
Airport, Flightpark, Seaplane base	Present (If est. indicate by letter "E")	Anticipated 5 Years Hence	Heliport	Present (If est. indicate by letter "E")	Anticipated 5 Years Hence
Multi-engine			Under 3500 lbs. MGW		
Single-engine			Over 3500 lbs. MGW		
Glider					

G. Other Considerations		Direction From Landing Area	Distance From Landing Area	2. Average Number Monthly Landings		
Identification				Present (If est. indicate by letter "E")	Anticipated 5 Years Hence	Present (If est. indicate by letter "E")
						Anticipated 5 Years Hence
				Jet		Helicopter
				Turboprop		Ultralight
				Prop		Glider

3. Are IFR Procedures For The Airport Anticipated  
 No     Yes    Within \_\_\_\_\_ Years      Type Navaid:

H. Application for Airport Licensing  
 Has Been Made     Not Required     County  
 Will Be Made     State     Municipal Authority

I. CERTIFICATION: I hereby certify that all of the above statements made by me are true and complete to the best of my knowledge.

Name, title (and address if different than above) of person filing this notice -- type or print	Signature (in ink)
	Date of Signature
	Telephone No. (Precede with area code)