



Frankfort City-County Airport Authority Event Policy:

1. All requests for FKS Non-Aeronautical Events shall be approved by the FCCAA board in advance. If the requesting entity is governed by a board, a board approved resolution or minutes shall be included with the request.
2. If another organization requests a permit on one or more of the sanctioned dates, the permit will be subject to review and possible cancellation.
3. The FCCAA Event Application, MDOT Special Event Sponsor Certification Form 1465 and FAA Form 7460-1 shall be submitted to the FCCAA board prior to possible submittal to MDOT and FAA.
4. The FCCAA board shall be allowed a sixty (60) day period for review.
5. After FCCAA board approval, MDOT and FAA shall be allowed a ninety (90) day period for review.
6. The FCCAA reserves the right to cancel the permit at any time if conditions and requirements are not adhered to.
7. The FCCAA may request an event fee. The fee may be charged to recover the FCCAA costs associated with review and monitoring of the permit. Potential impacts to FKS are also evaluated.
8. The Permittee is not authorized for any special privileges regarding the use or access of FKS.

FCCAA EVENT APPLICATION

APPLICANT: Please read all attachments before completing application. Submit completed application to the Frankfort Dow Memorial Field (FKS). Application must be submitted at least 150 days prior to proposed use. Attach additional information as needed to fully describe proposed use activity. Checks or money orders should be made payable to “Frankfort City-County Airport Authority.” Submission of Event Application does not guarantee approval. **Read all pages and attachments before certification and signature.**

Name of Applicant/Organization				Name of Contact Person			
Address				Address			
City, State, ZIP Code				City, State, ZIP Code			
Telephone Number		Fax Number		Telephone Number		Fax Number	
E-mail Address				E-mail Address			
<input type="checkbox"/> For Profit/Commercial <input type="checkbox"/> Non-Profit (501c3 or Tax Exempt) <input type="checkbox"/> Other:				Federal ID Number		<input type="checkbox"/> Private Event (Ex. Wedding) <input type="checkbox"/> Public Event (Ex. Community Concert)	
Event/Program Name							
Type of Event: Proposed location on airport land (Attach map indicating route and/or proposed areas of use)							
Set-Up Start Date		Start Time		Clean-Up End Date		End Time	
Event Dates From: To:		Event Start Time		Event End Time		Number of Participants, Spectators, Volunteers & Staff	
If the proposed event/program would occur weekly, indicate which days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.							
Other Information: Description of proposed type of event/program. <input type="checkbox"/> Check box if additional information is attached to fully describe the event activity.							
Will applicant charge a fee/donation for participation?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, amount: \$	
Will event require use of parking lot?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will structures or equipment be placed on airport land?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will you be using any utility vehicles?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will sound amplification equipment be used?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will food, beverages or other items be prepared/sold?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will alcohol be served or consumed?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will event require use of utilities (water, electric, sewer)?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	
Will event be competitive?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, explain:	

Safety Plan: A safety plan is normally required for events as stated in the attached conditions.	Name of person in charge of Safety Plan	Telephone Number	Safety Plan Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Plan: A fire plan is required for motorized events and may be required for other types of events, as stated in the attached conditions.	Name of person in charge of Fire Plan	Telephone Number	Fire Plan Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Cancellation Policy: Policy on cancelling event/program including where visitors can go to find information.	Name of person in charge of Cancellation Policy	Telephone Number	Cancellation Policy Attached <input type="checkbox"/> Yes <input type="checkbox"/> No

CONDITIONS AND REQUIREMENTS

1. Permit shall be available for inspection when Permittee is operating on airport-owned land.
2. Permission for use shall expire on the date indicated, unless sooner terminated.
3. Payment in the amount specified shall be made prior to use of land, or in installments as indicated.
4. Permittee shall maintain the area under Permit in a clean and orderly condition.
5. Requests for Permit renewals should be made to the FCCAA thirty (30) days prior to the expiration date of this Permit. Such requests will be considered only when all stipulations in the original Permit have been complied with.
6. The rights accruing under this Permit shall not be assigned or transferred without the written permission of the FCCAA.
7. Permittee shall not commit, cause, or allow to be committed, any waste of, or injury to, said premises or any part thereof, nor use the same except for the purpose indicated.
8. Temporary improvements may only be made if further authorized under the conditions of this Permit, or by separate written permission of the FCCAA.
9. Improvements made by the Permittee on said premises and not removed within 30 days after cancellation or expiration of this Permit, and when such removal shall be requested by the FCCAA, AT THE FCCAA'S OPTION, shall become attached and remain a part of the premises.
10. The FCCAA reserves the right to:
 - a. Dispose of any portion of the premises herein described during the term of this Permit. If possible, proper notice of sale or disposition will be given Permittee. However, failure to notify Permittee will not affect this right.
 - b. Grant rights-of-way and easements of any kind and nature over and across said premises, and to grant or exercise all other rights and privileges of every kind and nature not herein specifically granted.
11. Permittee and occupants are responsible for the payment of all utility bills including water, electricity, gas, etc.
12. Permittee agrees to comply with all requirements herein, and, if for any reason Permittee violates or neglects to fulfill such requirements, this permission for use shall terminate and Permittee shall forfeit all rights and payments made hereunder. Should Permittee remain in possession of said premises after cancellation or expiration of this Permit, said Permittee shall be considered as tenant or tenants holding over without permission and may be evicted from said premises.
13. Permittee shall comply with all applicable (including but not limited to all environmental) laws, regulations and codes and will obtain any necessary Permits in connection with its use of the Premises.
14. Permittee shall reimburse the FCCAA for any repairs to the Premises resulting from damage.
15. Permittee shall report, in writing, to the FCCAA, all incidents related to the use of this Permit that result in personal injury, death, or property damage. Incidents resulting in personal injury, death, or property damage (estimated to exceed \$300.00) must be reported to the FCCAA immediately by telephone or in person, followed by a written report.
16. The Department shall have the right at all reasonable times during the term of this Permit to enter the premises for the purposes of making any inspections, repairs, additions or alterations as may be deemed appropriate by the FCCAA for the preservation of the Premises.
17. Permittee shall comply with the Elliot-Larsen Civil Rights Act, 1976 PA as amended, CML 37. 2101 et seq.; MSA 3.548 (101) et seq.; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101; MSA 3.500 (101) et seq., and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Permittee agrees to include in every subcontract entered into for the performance of this Permit, this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Permit.
18. Permittee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980, PA 278, as amended, MCL 423.321 et seq., MSA 17.458 (21) et seq.
19. There shall not be any disturbance to survey corners and associated witness trees.

20. **INSURANCE:** Applicant shall furnish to the FCCAA, **prior to issuance of written permission**, a policy of liability insurance which provides as follows:
- Names of Insured, the Applicant, its officers, employees, and agents;
 - Coverage against all known and unknown hazards arising from the acts and omissions of the Applicant, its officers, employees, and agents;
 - Coverage for Applicant's contractually assumed obligation to indemnify and hold harmless the **FCCAA, FKS, State of Michigan, its departments, boards, agencies, commissions, officers, employees and agents;**
 - A term of coverage for not less than the term of use;
 - Liability insurance coverage with respect to personal injury, death, and property damage to the limits described in the Guidelines for Liability Insurance Requirements for User Groups;
 - That the policy will not be cancelled, or its provisions modified or deleted, unless and until the insurer first sends thirty (30) days' written notice to the FCCAA representative shown on permit.
21. **PERFORMANCE BOND:** A cash or surety bond shall be provided by Applicant, as a guarantee of faithful performance of the conditions of the Permit, prior to issuance of the Permit. As soon as security for the performance of the terms and conditions of the Permit or the settlement of claims incident thereto is no longer necessary, deposits in lieu of surety or cash bond will be returned to the Applicant/ Permittee.
22. **FOREST FIRES:** Permittee shall take all reasonable precautions to prevent and suppress forest fires.
23. **DAMAGES:** The Permittee shall be held liable for any damages caused by operations under this Permit which may arise to forest growth, fences, crops, buildings or other improvements on airport-owned property. This shall be as determined by the FCCAA Representative.
24. **ADDITIONAL REQUIREMENTS:** Permittee shall review any additional site specific or use specific requirements (Exhibits) provided by the FCCAA and ascertain agreement by Permittee's authorized representative's signature and date on each Exhibit. This Permit shall not be effective until such agreement is made.
25. **LIABILITY:** Permittee hereby releases, waives, discharges and covenants not to sue the FCCAA, FKS, State of Michigan, its departments, officers, employees and agents, from any and all liability to Permittee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands therefore thereto, on account of injury to person or property, or resulting in death of Permittee, its officers, employees or agents, in reference to the activities authorized by this Permit.
26. **INDEMNIFICATION:** Permittee hereby covenants and agrees to indemnify and save harmless, the FCCAA, FKS, State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this Permit; (2) the activities authorized by this Permit; and (3) the use or occupancy of the premises which are the subject of this Permit by the Permittee, its employees, contractors, or its authorized representatives.
27. **PENALTY NOTICE:** Non-compliance with terms of the written permission, if granted, will be basis for forfeiture of some or all of the performance bond, termination of the written permission, and denial of future use applications. Permissions issued under this policy do not exempt the Applicant/User from complying with existing statutes.
28. Executive Directive 2019-04 prohibits the solicitation and receipt of political contributions in all state government buildings and grounds, including those managed by the Michigan Department of Transportation.

APPLICANT CERTIFICATION				
<i>I certify that the information submitted herein, including all attachments, is accurate and complete and that I have read and understand and agree to abide by the requirements contained on all attachments, including liability insurance and performance bonding requirements. I also understand that all remaining fees for the use of the airport land must be received by the FCCAA within 14 days of notification of approval to the applicant or permissions may be considered void.</i>				
Applicant/Authorized Representative (Print or Type)		Signature		Date

		Performance Bond Type <input type="checkbox"/> Surety <input type="checkbox"/> Cash	Amount \$	Receipt Number
Other Charges \$	Receipt Number	Use Fee \$		Receipt Number
	Donation Option <input type="checkbox"/> Yes <input type="checkbox"/> No	% of Gross Revenue		Receipt Number
Insurance Aggregate Amount \$	Date Permit Issued	Date Permit Expires		Application/Permit Number
FCCAA Representative (Print)		Telephone Number (with area code)		E-mail Address
Signature		Address		

☐ **ADDITIONAL REQUIREMENTS:** As contained in the attached exhibit(s).

GENERAL GUIDANCE FOR NON-AERONAUTICAL EVENTS AT FEDERALLY OBLIGATED AIRPORTS

Acceptance of Federal Airport Improvement Program (AIP) grant funds is conditional and obligates the Airport Sponsor receiving the funds to compliance with specific grant assurances. A copy of the Grant Assurances is available on the FAA website.

All events and activities held on an airport must strictly adhere to these terms and conditions.

The Airport Sponsor has the primary responsibility for the safe operation of aircraft on the airport during the progress of any event. Grant Assurance 19 (Operation and Maintenance) prohibits the Sponsor from permitting any activity or action on an airport which would interfere with the airport's intended use as an airport.

It is the shared position of the MDOT, Office of Aeronautics and the Federal Aviation Administration (FAA) that non-aeronautical events and activities on federally obligated airports are strongly discouraged. We recognize that, in an effort to become financially self-sustaining, Airport Sponsors have increasingly sought to expand the relevance of the airport within the community to include certain non-aeronautical events and activities. Examples of non-aeronautical events may include hosting car shows, model airplane races, county fairs and concerts, to name a few.

Compliance with grant assurances for non-aeronautical events is no different than those required when operating the airport for aeronautical events. It all starts with agency coordination. ALL non-aeronautical events for airports covered by the state block grant program (i.e. non-primary airports) must first be coordinated through the Office of Aeronautics. Events at primary airports are coordinated through the FAA, Airports District Office Program Manager.

To ease in the review/coordination of a request to conduct a non-aeronautical event at a state block grant airport, a sponsor certification form has been developed. The sponsor certification form is based in large part on FAA Order 5190.6B, Airport Compliance Manual, section 7.21 b & c. This review will also serve as a certification that the Sponsor is in full compliance of all grant assurances during the progress of the event.

PLEASE SUBMIT REQUEST AT LEAST 90 DAYS PRIOR TO THE SCHEDULED DATE OF AN EVENT.

SPECIAL EVENT SPONSOR CERTIFICATION

By submitting this application for approval, the _____,
(Sponsor Name)

Sponsor of the aviation facility officially known as _____,
(Airport Name)

hereby certifies that the following conditions have been thoroughly reviewed, addressed and satisfied as they relate
to the event known as _____,
(Event Name)

and that support documentation indicating such can be made available for review upon request:

1. The need to conduct the event at the airport is justified.	<input type="checkbox"/>
2. Details of the event are provided on FAA Form 7460-1 for an operational safety and airspace review. Note: Airspace determination will not be issued until all coordination with FAA is complete.	<input type="checkbox"/>
3. The event is widely supported by the airport tenants and the community at large.	<input type="checkbox"/>
4. Event will not adversely affect aviation activity at the facility.	<input type="checkbox"/>
5. There is a quantifiable, documented financial and local benefit to the airport.	<input type="checkbox"/>
6. Adequate insurance policies will be in force during the event.	<input type="checkbox"/>
7. Any damage resulting from the event will be repaired to pre-event condition.	<input type="checkbox"/>
8. Appropriate NOTAMS will be issued (As applicable).	<input type="checkbox"/>
9. Notification of FAA Flight Standards Office, if needed.	<input type="checkbox"/>

The Sponsor hereby certifies, to the best of their belief and knowledge, that the proposed activity, as planned, does not violate any assurances as defined in the Terms and Conditions of Accepting Airport Improvement Program Grants. The Sponsor further agrees to make available, upon request, any and all information required to support the accomplishment of above noted conditions, if necessary.

PRINTED NAME AND TITLE	CONTACT PHONE NUMBER	E-MAIL ADDRESS	
DULY AUTHORIZED REPRESENTATIVE OF SPONSOR		EVENT DATE	TODAY'S DATE

FORM INSTRUCTIONS

1. The need to conduct the event at the airport is justified – Sponsor certifies that an objective evaluation of comparable venues has been conducted and no other venues exist within the community to reasonably accommodate the event.
2. Details of the event are provided on [FAA Form 7460-1](#) for an operational safety and airspace review. Sponsor has filed the required information including a sketch of event limits and coordinate/elevation information necessary to conduct a detailed airspace analysis. For non-aeronautical events submit an explanation with the supporting diagram, including maps of the airport and its surrounding area, depicting precisely where and how the airport property will be used for the non-aeronautical event/activity. All comments and recommendations provided by the Office of Aeronautics subsequent to the review will be implemented in their entirety. FAA Form 7460-1 Notice of Proposed Construction or Alteration is located at: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
3. The event is widely supported by the airport tenants and community at large – Sponsor certifies that adequate coordination with tenants, airport users and the aviation community at large has taken place and all tenants have been made aware of the event and input has been solicited. Expressed concerns have been addressed.
4. Event will not adversely affect aviation activity at the facility – Sponsor certifies that all reasonable accommodations will be made to maintain normal airport operations and tenants will not be adversely affected by the event. The airport will remain operational and available to accept previously scheduled traffic with reasonable notice (e.g. 20 minutes). Diverted air traffic can be accommodated by other area airports. Submit a safety, security and emergency plan.
5. There is a quantifiable, documented financial benefit to the airport – Sponsor can identify financial and other benefits that will accrue to the airport as a result of the event. Fair Market Value for the event will be received.
6. Adequate insurance policies will be in force during the event – Sponsor certifies that event promoters/coordinators/organizers have obtained adequate insurance to protect the airport from damages, injuries and lawsuits arising from the conduct of the event.
7. Any damage resulting from the event will be repaired to pre-event condition – Sponsor certifies that any and all damage to airport facilities (pavements, lights, NAVAIDS, etc.) occurring during the conduct of the event will be repaired by event promoters/coordinators/organizers to the satisfaction of the Sponsor.
8. Appropriate NOTAMS will be issued (as applicable) – Notices to Airmen will be issued, as applicable, for any procedural/operational changes or flight restrictions resulting from the progress of the event.
9. Certificated airports are required to notify Flight Standards District Office.

Please submit completed form to: CarnarvonM@Michigan.gov

Any questions on this process contact: Michael Carnarvon, Inspection and Licensing Unit Supervisor

Phone: (517) 242-2936

E-mail: CarnarvonM@Michigan.gov

For questions about FAA Form 7460-1, please contact: Hilary Hoose, Airspace Analyst

Planning & Development

Section Phone: (517) 242-2494

E-mail: HooseH@Michigan.gov

NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

§ 77.7 Form and time of notice.

(a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460–1, Notice of Proposed Construction or Alteration. FAA Form 7460–1 is available at FAA regional offices and on the Internet.

(b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

(c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.

(d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.

(e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460–1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

§ 77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

(a) Any construction or alteration that is more than 200 ft. AGL at its site.

(b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

(1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S. Government Flight Information Publications;

(2) A military airport under construction, or an airport under construction that will be available for public use;

(3) An airport operated by a Federal agency or the DOD.

(4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

(1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;

(2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;

(3) Any construction or alteration for which notice is required by any other FAA regulation.

(4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177
Fax: (817) 222-5920

Website: <https://oeaaa.faa.gov>

INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enter the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held G P S instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at "<http://store.usgs.gov>". If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

Paperwork Reduction Work Act Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0001. Public reporting for this collection of information is estimated to be approximately 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are mandatory for anyone proposing construction or alteration that meets the criteria contained in 14 CFR 77. This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Please Type or Print on This Form

U.S. Department of Transportation
Federal Aviation Administration

Failure To Provide All Requested Information May Delay Processing of Your Notice

Notice of Proposed Construction or Alteration

FOR FAA USE ONLY

Aeronautical Study Number

1. Sponsor (person, company, etc. proposing this action):

Attn. of

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Fax:

2. Sponsor's Representative (if other than #1):

Attn. of

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

3. Notice of: ☐ New Construction ☐ Alteration ☐ Existing

4. Duration: ☐ Permanent ☐ Temporary (____ months, ____ days)

5. Work Schedule: Beginning _____ End _____

6. Type: ☐ Antenna Tower ☐ Crane ☐ Building ☐ Power Line
☐ Landfill ☐ Water Tank ☐ Other

7. Marking/Painting and/or Lighting Preferred:

☐ Red Lights and Paint ☐ Dual - Red and Medium Intensity
☐ White-Medium Intensity ☐ Dual - Red and high Intensity
☐ White -High Intensity ☐ Other

8. FCC Antenna Structure Registration Number (if applicable):

9. Latitude: _____⁰ _____["]

10. Longitude: _____

11. Datum: ☐ NAD 83 ☐ NAD 27 ☐ Other

12. Nearest: City: _____ State _____

13. Nearest *Public-use* (not private-use) or Military Airport or Heliport:

14. Distance from #13. to Structure: _____

15. Direction from #13. to Structure: _____

16. Site Elevation (AMSL): _____ ft.

17. Total Structure Height (AGL): _____ ft.

18. Overall Height (#16 + #17) (AMSL): _____ ft.

19. Previous FAA Aeronautical Study Number (if applicable):

-0E

20. Description of Location: *(Attach a USGS 7.5 minute Quadrangle Map with the precise site marked and any certified survey)*

21. Complete Description of Proposal:

Frequency/Power (kW)

Notice is required by 14 Code of Federal Regulations, part 77 pursuant to 49 U.S.C., Section 44718. Persons who knowingly and willingly violate the notice requirements of part 77 are subject to a civil penalty of \$1,000 per day until the notice is received, pursuant to 49 U.S.C., Section 46301(a).

I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking & lighting standards as necessary.

Date _____

Typed or Printed Name and Title of Person Filing Notice

Signature _____