D O T logo

U.S. Department   
Of Transportation

**Federal Aviation   
Administration**

FAA Form 7480-1, Notice for Construction, Alteration and Deactivation of Airports

# Paperwork Reduction Act Burden 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 of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0036. Public reporting for this collection of information is estimated to be approximately 60 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 required if the proponent wishes to have the airport on file with the FAA, as required by Title 14 Code of Federal Regulations Part 157, and entered into the National Airspace System. No assurances of confidentiality are given. 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.

# When to File a Notice for Construction, Alteration and Deactivation of Airports

Title 14 Code of Federal Regulations Part 157 requires all persons to notify the FAA at least 90 days before construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport. (As used herein, the term “airport” means any Landing or Takeoff Area, e.g. Airport, Heliport, Vertiport, Gliderport, Seaplane Base, Ultralight Flightpark, or Balloonport.)

Notice is not required for:

1. An airport subject to conditions of a Federal agreement that requires an approved current airport layout plan to be on file with the Federal Aviation Administration.
2. Establishment of a temporary airport at which operations will be conducted under visual flight rule (VFR) **and** will be *used for less than 30 days* with **no more than** *10 operations per day*.
3. 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 will be submitted on this form from each person who intends to do the any of the following:**

1. Construct or otherwise establish a new airport or activate an airport.
2. Construct, alter, realign, or activate any runway, or other aircraft landing or takeoff area of an airport.
3. Construct, alter, realign, or activate 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 person authorized by the owner) to an airport open to the public of from public-use to another status.
7. Change status from IFR (Instrument Flight Rules) to VFR or from VFR to IFR.
8. Establish or change any traffic pattern or traffic pattern altitude or direction.

*Section 901 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 will be subject to a civil penalty not to exceed $1,000 for each violation.*

# General Instructions – Form Completion

***Please contact the local ADO or Regional office for filing instructions.***

## Section A

Complete this section.

* Provide the name of the Airport Owner.
* Include contact information (phone number, email address, and mailing address) of the Airport Owner.
* Indicate if the Airport Owner’s address is the physical address of the airport. (If the Airport Owner’s address is not the physical address of the airport, provide the physical address of the airport in box D.6. Description.)

## Section B

Complete this section if the Property Owner is not the same person listed in section A.

* Indicate if the Property Owner is the same as the Airport Owner,
* Indicate if the airport is a First Responder facility.
* If the Airport Owner provided in Section A is the Property Owner, write “SAME” in box B.1. Property Owner.
* If the Airport Owner provided in Section A is not the Property Owner, provide the name of the Property Owner.
* Include contact information (phone number, email address, and mailing address) of the Property Owner.
* Indicate if the Airport Owners address is the physical address of the airport. (If the Airport Owners or Manager’s address is not the physical address of the airport, provide the physical address of the airport in box D.6. Description.)

## Section C

Complete this section if the Airport Manager is not the same person listed in section A.

* Indicate if the Airport Manager is the Airport Owner and/or Property Owner.
* If the Airport Owner provided in Section A is the Airport Manager, write “SAME” in box C.1. Airport Manager.
* If the Airport Owner provided in Section A is not the Airport Manager, provide the name of the Airport Manager.
* Include contact information (phone number, email address, and mailing address) of the Airport Manager.
* Indicate if the Airport Manager address is the physical address of the airport. (If the Airport Owner’s or Manager’s address is not the physical address of the airport, provide the physical address of the airport in box D.6. Description.)

## Section D

Provide the reason for notification by completing all applicable items in this section. *Report only one action per form.*

* Section D.1: Select one type of facility.
* Section D.2: Select one. For public-use taxiway, include information in box C.6. Description and depict taxiway layout on airport drawing or sketch.
* Section D.3: Select one. If change is from VFR to IFR, include anticipated IFR procedure in box 6. Description.
* Section D.4: Indicate if the change is to Direction and/or Altitude.
* If Direction, indicate the new direction.
* If Altitude, find the type(s) changed and indicate if the change is to standard or nonstandard for each type changed. If nonstandard, indicate the nonstandard altitude. If Other, describe the change in box D6.
* Section D.5: Provide appropriate information and include abandonment date in box 6. Description.

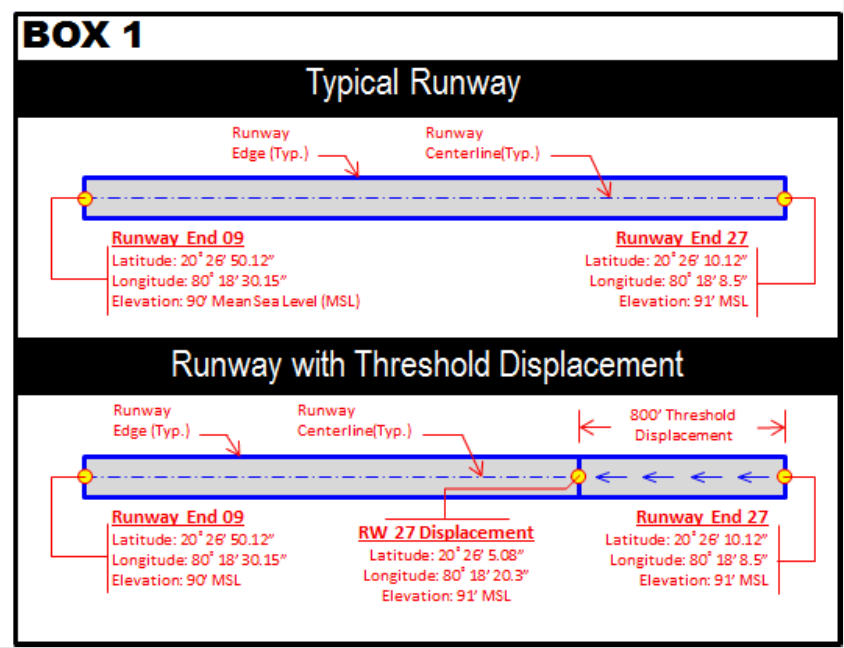
## Section E

Provide all applicable information.

* Section E.1: Enter name of landing area.
* Section E.2: Enter the Location Identifier (Loc ID) for an existing Airport.
* Section E.3: Enter principle city or town which the airport serves and with it is normally associated.
* Section E.4: Enter straight-line distance and direction, to the nearest nautical mile, from the Associated City (D.3. above) to the Airport.
* Section E.6: Enter the direction, to the nearest eighth compass point (i.e. E, SE, etc.), from the Associated City to the Airport.
* Section E.7, 8, and 9: Enter the Latitude and Longitude of the Airport Reference Point and the Airport Elevation. The airport reference point can be calculated by using the NGS tool located at [NOAA](http://www.ngs.noaa.gov/AERO/arpcomp/arpframe.html) (http://www.ngs.noaa.gov/AERO/arpcomp/arpframe.html). The Airport elevation is the highest point of an airport's usable runways measured in feet above mean sea level.
* Section E.10: Select one Current Use option.
* Section E.11: Select one Ownership option.
* Section E.12: Select primary Airport Type. If Heliport, choose (if applicable) Ambulance, Law Enforcement, or Fire Protection. Choose these options only if Heliport is the primary airport type.

## Section F – Provide all applicable information

* Section F.1: Address each runway end independently, if applicable. Provide runway end coordinates and elevations; and runway threshold coordinates and elevations for runway threshold displacements, if applicable (see an example Box 1 below).



* Section F.2: If helipad is elevated, provide the elevated height above ground level (AGL) and do not add the AGL height to Above Mean Sea Level (AMSL). For Heliports, include the TLOF (Touchdown and Liftoff Area), Safety Area, and FATO (Final Approach and Take Off) dimensions.

## Section G – Provide all applicable information

## Section H – All information is required and must be complete

* **For an Airport/Runway:** Provide a detailed drawing and/or imagery of the proposed landing area depicting latitude, longitude, length, and width.
  + The document(s) must show the runway orientation in relation to known roads, terrain etc. such that the FAA can locate the runway(s) accurately and efficiently.
  + Notate any obstructions (buildings, high-line wires, roads, railroads, towers, etc.) near the runway.
  + You must include runway end coordinates and the runway elevations on the runway centerline.
* **For a Heliport/Vertiport:** Provide a detailed drawing, imagery or map identifying the exact location of the heliport/vertiport in red.
  + The document(s) must show the helipad(s) in relation to known roads, terrain etc. such that the FAA can locate the heliport accurately and efficiently.
  + Provide site plan depicting the landing pad in relation to buildings and other obstacles (light poles, fences, trees, bollards, parking lots) near the landing area.
  + Provide dimensions of the landing pad and the height of the buildings/obstacles and their distance from the helipad.
  + Provide a heliport layout plan (in accordance with FAA Advisory Circular 150/5390-2, Heliport Design) identifying the proposed marking, lights, beacon location, windsock(s), the approach/departure paths (if room allows, the heliport layout plan may be shown on the site plan).

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

# Regional Office Addresses

Submit your completed form by mail to the appropriate regional office.

Alaskan Region

AK

U.S. Department of Transportation

Federal Aviation Administration

Alaskan Region Airports Division, AAL-600

222 W. 7th Ave, M/S #14

Anchorage, AK 99513

Tel: (907) 271-5438

Fax: (907) 271-2851

Central Region

IA, KS, MO, NE

U.S. Department of Transportation

Federal Aviation Administration

Central Region Airports Division, ACE-600

901 Locust St., Room 364

Kansas City, MO 64106-2325

Tel: (816) 329-2600

Fax: (816) 329-2610/2611

Eastern Region

DC, DE, MD, NJ, NY, PA, VA, WV

U.S. Department of Transportation

Federal Aviation Administration

Eastern Region Airports Division, AEA-600

1 Aviation Plaza

Jamaica, NY 11434

Tel: (718) 553-3330

Fax: (718) 995-5694

Great Lakes Region

IL, IN, MI, MN, ND, OH, SD, WI

U.S. Department of Transportation

Federal Aviation Administration

Great Lakes Region Airports Division, AGL-600

2300 East Devon Avenue

Des Plaines, IL 60018

Tel: (847) 294-7272

Fax: (847) 294-7036

New England Region

CT, ME, MA, NH, RI, VT

U.S. Department of Transportation

Federal Aviation Administration

New England Region Airports Division, ANE-600

1200 District Avenue

Burlington, MA 01803

Tel: (781) 238-7600

Fax: (781) 238-7608

Northwest Mountain Region

CO, ID, MT, OR, UT, WA, WY

U.S. Department of Transportation

Federal Aviation Administration

Northwest Mountain Region Airports Division, ANM-600

2200 S 216th St

Des Moines, WA 98198

Tel: (206) 231-4100

Fax: (206) 231-EXT

Southern Region

AL, FL, GA, KY, MS, NC, TN, SC, PR, VI

U.S. Department of Transportation

Federal Aviation Administration

Southern Region Airports Division, ASO-600

1701 Columbia Ave., Suite 540

Atlanta, GA 30337

Tel: (404) 305-6700

Fax: (404) 305-6730

Southwest Region

AR, LA, NM, OK, TX

U.S. Department of Transportation

Federal Aviation Administration

Southwest Region Airports Division,

ASW-600

10101 Hillwood Parkway

Fort Worth, TX 76177

Tel: (817) 222-5600

Fax: (817) 222-5987

Western-Pacific Region

CA, NV, AZ, HI

U.S. Department of Transportation

Federal Aviation Administration

Western-Pacific Region Airports Division, AWP-600

P.O. Box 92007

Los Angeles, CA 90009

Tel: (310) 725-3600

Fax: (310) 725-6847

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| --- | --- | --- |
| D O T seal | U.S. Department of Transportation  **Federal Aviation Administration** | OMB CONTROL NUMBER: 2120-0036  EXPIRATION DATE: XX/XX/20XX |

# Notice for Construction, Alteration and Deactivation of Airports

## A. Airport Owner

1. **Name**:
2. **Attention of**:

3. **Address**:

Check if this is the Airport’s Physical Address

4. **Phone**:       **DSN #:**       **Ext:**

5. **Fax:**

6. **Email**:

## B. Property Owner

Complete this section if the Property Owner is different from the Airport Owner.

Check if this is also the Airport Owner.

Check if this airport is a First Responder facility.

1. **Name**:

2. **Address**:

Check if this is the Airport’s Physical Address

3. **Phone**:       **DSN #:**       **Ext:**

4. **Fax**:

5. **Email**:

## C. Airport Manager

Complete this section if the Airport Manager is different from the Airport Owner.

Check if this is also the Airport Owner.

Check if this is also the Property Owner.

1. **Name**:

2. **Address**:

Check if this is the Airport’s Physical Address

3. **Phone**:       **DSN #:**       **Ext:**

4. **Fax**:

5. **Email**:

## D. Purpose of Notification

Answer all that apply.

1. **Construct or Establish** an:

Airport  Heliport  Seaplane Base  Vertiport  Ultralight Flight Park

Other:

2. **Construct, Alter or Realign** a:

Runway  Helipad(s)  Taxiway (Public Use Airports only)  Vertipad

Other:

3. **Change Status** From/To:

VFR to IFR  IFR to VFR  Private Use to Public Use  Public Use to Other

If change is from VFR to IFR, include anticipated IFR procedure:

4. **Change Traffic Pattern**:

Direction:

Altitude: (Choose type. List altitude if non-standard.)

**Turbo**:  Standard **Prop**:  Standard  Nonstandard

**Helo**:  Standard  Nonstandard        **Other** (Describe in Item C6)`

5. **Deactivate**:  Airport  Runway        Taxiway        Helipad/Vertipad

6. **Description**:

## E. Name, Location, and Type of Landing Area

1. Name of Landing Area:

2. Loc ID (for existing):

3. Associated City and State:

4. County (physical location):

5. Direction from City:

6. Distance from City (nm):

7. Latitude:    °    '    "

8. Longitude:    °    '    "

9. Elevation:

10. Current Use:  Private  Public  Private Use of Public Land/Water

11. Ownership:  Private  Public  Military (Branch)

12. Airport Type:  Airport  Heliport  Seaplane Base  Ultra Flight Park

Vertiport  Other

(**If Heliport**, choose:  Ambulance  Law Enforcement  Fire Protection)

## F. Landing Area Data

List any Proposed, New or Unregistered Runways, Helipads, etc.

1. **Airport, Seaplane Base or Ultra Flight Park**   
(attach an additional file with the following information if additional runway ends are impacted)

| Data Type | Runway End | Runway End |
| --- | --- | --- |
| **RWY ID** | / | / |
| **Lat. & Long.** | Show on attachment(s) | Show on attachment(s) |
| **Surface Type** |  |  |
| **Length** (feet) |  |  |
| **Width** (feet) |  |  |
| **Displacement Threshold Lat.** |  |  |
| **Displacement Threshold Long.** |  |  |
| **Displacement Threshold Elev. (AMSL)** |  |  |
| **Lighting** (if any) |  |  |
| **Right Traffic** (Y/N) | / | / |
| **Elevation** (AMSL) | Show on attachment(s) | Show on attachment(s) |
| **VFR or IFR** | / | / |

2. **Heliport, Vertiport or other Landing Area**   
(attach an additional file with the following information if additional runway ends are impacted)

|  |  |  |
| --- | --- | --- |
| Data Type | Landing Area 1 | Landing Area 2 |
| **Helipad or Vertipad ID** |  |  |
| **Lat. & Long.** | Show on attachment(s) | Show on attachment(s) |
| **Surface Type** |  |  |
| **TLOF Dimensions** |  |  |
| **FATO Dimensions** |  |  |
| **Safety Area Dimension** |  |  |
| **Lighting (if any)** |  |  |
| **Ingress/Egress** (Degrees) |  |  |
| **Elevation** (AMSL) | Show on attachment(s) | Show on attachment(s) |
| **Elevated Height** (AGL) |  |  |

## G. Operational Data

Indicate if the number provided is Actual or Estimated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aircraft type** | **1. Number of Based Aircraft** | | **2. Average Number of Monthly Landings** | |
| Present or Estimated | Estimated in 5 Years | Present or Estimated | Estimated in 5 Years |
| **Single Engine** |  |  |  |  |
| **Multi Engine** |  |  |  |  |
| **Jet** |  |  |  |  |
| **Helicopter** |  |  |  |  |
| **vTOL** |  |  |  |  |
| **Glider** |  |  |  |  |
| **Military** |  |  |  |  |
| **Ultralight** |  |  |  |  |

3. What is the most demanding aircraft that operates or will operate at the airport?   
(Include approach speed, rotor diameter, etc. if known):

4. Are IFR procedures for the airport anticipated?  Yes  No.  
**If Yes**, within       years.

## H. Certification

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

1. **Name** of person filing this notice (type or print):

2. **Title** of person filing this notice (type or print):

3. **Signature** (digital or in ink): [Digital Sig field here]

4. **Date** **signed**:       5. **Phone**:

6. **Email address**: