



APPLICATION FOR CHANGE OF LICENSE CATEGORY

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK
SHADED AREAS ARE FOR BUREAU USE ONLY

INSPECTION FEE: \$50
(if applicable - see instructions)

APPLICANT INFORMATION			
I, (We), hereby make application for change of license category:			DATE
NAME OF LICENSEE			
DAYTIME PHONE NUMBER		EMAIL	
STREET ADDRESS/P.O. BOX			
CITY		STATE	ZIP CODE

AIRPORT/HELIPORT INFORMATION	
NAME OF AIRPORT/HELIPORT	
AIRPORT RATING CATEGORY APPLIED FOR (see instructions) <input type="checkbox"/> Public General Aviation Airport <input type="checkbox"/> Public Basic Utility Airport <input type="checkbox"/> Public Light Sport/Ultralight Airport <input type="checkbox"/> Public Seaplane Base	HELIPORT RATING CATEGORY <input type="checkbox"/> Public Heliport <input type="checkbox"/> Private Heliport
<input type="checkbox"/> Private Group Airport <input type="checkbox"/> Private Individual Airport <input type="checkbox"/> Private Light Sport/Ultralight Airport <input type="checkbox"/> Private Seaplane Base	
PHYSICAL ADDRESS OF AIRPORT/HELIPORT (Street/RR/SR)	
TOWNSHIP	COUNTY

AIRPORT - RUNWAY DIMENSIONS				
RWY MAGNETIC HEADINGS	LENGTH	WIDTH	TYPE SURFACE	DISPLACED THRESHOLDS? (if yes, describe how marked)

HELIPORT - DIMENSIONS – TAKEOFF / LANDING AREA (FATO)					
DIAMETER*	LENGTH	WIDTH	TYPE SURFACE	APPROACH / DEPARTURE HEADINGS	
				1	/
				2	/
				1	/
				2	/

TOUCHDOWN PAD DIMENSIONS (TLOF – IF APPLICABLE)				
DIAMETER*	LENGTH	WIDTH	TYPE SURFACE	DYNAMIC LOAD CAPACITY (Elevated/Rooftop Pads Only)

*Diameter only if circular

MAKE AND MODEL OF AIRCRAFT TO BE BASED AT AIRPORT			
MAKE	MODEL	REGISTRATION NUMBER	OWNER'S NAME

(Attach aircraft performance data for each aircraft; add additional sheets if necessary)

Describe how the landing area is marked: _____

Is the landing area lighted for night operations? YES NO If yes, describe lighting: _____

Are Commercial Operations planned at this facility? YES NO If yes, list activity: _____

Has the local municipality been notified of this change request? YES NO (Required for upgrade to public category)

CERTIFICATION

I hereby certify that I am the owner, or authorized agent, of the above named airport/heliport, that the information contained in this application and any accompanying documents is true and correct.

Name (Print) Signature

Title Date (mm/dd/yyyy)

Complete and mail to: **PennDOT Bureau of Aviation**
Attn: Licensing Coordinator
P.O. Box 3151
Harrisburg, PA 17105-3151

FOR BUREAU OF AVIATION USE ONLY

LICENSING COORDINATOR

LICENSING FEE PAID \$ _____ DATE RCVD _____ CHECK/MONEY ORDER # _____ LICENSE # _____

AVN SPECIALIST REMARKS

AIRPORT INSPECTION COMPLETED? YES NO NA DATE: _____

AIRPORT MEETS ALL LICENSING GUIDELINES? YES NO (IF NO, STATE WAIVED CONDITION OR RESTRICTION IN REMARKS)

REMARKS _____

AVN SPECIALIST SIGNATURE _____ DATE _____

AVN SPC SUPV CONCURRENCE _____ DATE _____

INSTRUCTIONS FOR CHANGE OF AIRPORT/HELIPORT CATEGORY

REFERENCES:

- A. Department of Transportation Aviation Regulations, Chapter 471, Title 67, PA Consolidated Statutes.
- B. FAA Advisory Circular 150/5300-13 (Airport Design)
- C. FAA Advisory Circular 150/5390-2 (Heliport Design)
- D. Federal Air Regulations Part 77 and Part 157
- E. FAA Advisory Circulars: 150/5340-5; 150/5345-1; 150/5340-24; 150/5345-1; 150/5320; 150/5340-1
- F. Aviation Code, Act of October 10, 1984, P.L. 837, No. 164

1. Application packet must include the completed AV-8 Form and all attachments.
2. AV-8 Form – complete all sections of the application:
 - a. Applicant Information (site owner, and point of contact if different than owner).
 - b. Airport/Heliport Information – name of airport/heliport, rating category applied for (see attached rating categories), and physical address of the site.
 - c. Heliports: FATO (Final Approach and Takeoff area)- Landing area dimensions; TLOF (Touchdown and Lift off area)- inner landing pad. See heliport reference above.
 - d. Make and Model of Aircraft to be Based at Airport (list all aircraft expected). For heliports, list the design helicopter (largest aircraft expected to use the site).
 - e. Applicants wishing to upgrade to public status must coordinate the action with their local municipality for compliance with PA Aviation Code, Act 1984-164, Chapter 59, Airport Zoning.
 - f. Certification (owner/authorized agent signature).
3. An airport inspection, and \$50 inspection fee, is required only for license upgrades. If applicable, attach the \$50 inspection fee paid to the Commonwealth of Pennsylvania (check, money order or bank draft). Any additional site or re-inspection will require an additional \$50 fee.
4. Attach an airport sketch plan or diagram with a scale of 1"=200' (if a different scale is used, indicate scale on the drawing). Depict the proposed runway(s), or heliport takeoff and landing area; annotate runway headings and proposed dimensions; location of lighting and markings; existing structures such as buildings, trees/shrubs, roads or railroad tracks; direction of prevailing winds; and for heliports, the proposed approach/departure paths.
5. Attach the performance data (takeoff and landing data) of all aircraft expected to be based at the facility (private only).

AIRPORT RATING CATEGORIES

The following represents the rating categories used by the Bureau of Aviation for issuance of airport licenses.

1. **Public Airport** – An airport which is either publicly or privately owned and which is open to the general public.
 - (i) **Scheduled Service/General Aviation** – an airport with a paved or turf runway 2,200' or greater, and capable of night operations and instrument landing procedures.
 - (ii) **Basic Utility** – an airport with a paved or turf runway 1,600' or greater, serving aircraft less than 12,500 pounds max gross weight, and intended for daytime VFR conditions only.
 - (iii) **Light Sport/Ultralight** – an airport with a paved or turf runway 1,000' or greater for the use of sport and ultralight aircraft only.
 - (iv) **Seaplane Base** – an area of water at least 2,500' in length or greater used as a public landing area.

2. **Private Airport** – An airport which is not open or intended to be open to the public. Private airports are prohibited from selling fuel or providing flight instruction to the general public.
 - (i) **Group** – an airport with a paved or turf runway 1,200' or greater, capable of night operations, and used exclusively by a partnership, organization, corporation.
 - (ii) **Individual** – an airport with a paved or turf runway 1,200' or greater, intended for daytime VFR conditions only, and used exclusively by the licensee.
 - (iii) **Light Sport/Ultralight** – an airport with a paved or turf runway 500' or greater for the private use of sport and ultralight aircraft.
 - (iv) **Seaplane Base** – an area of water at least 2,500' in length or greater used as a private landing area.

HELIPORT RATING CATEGORIES

The following represents rating categories to be used by the Bureau of Aviation for issuance of heliport licenses.

1. **Public Heliport** – A heliport which is either publicly or privately owned and which is open to the general public.

2. **Private Heliport** – A heliport which is either publicly or privately owned and which is closed to the general public.