

Landing Site Establishment – Notification Requirements

Anyone that wants to establish a **landing site** must notify both the Michigan Aeronautics Commission and the Federal Aviation Administration (FAA) of their intent to establish an airport, landing strip, or helipad.

Notification is accomplished by submitting an FAA form 7480-1 with the Michigan Department of Transportation, Airports Division. The Airports Division will review the application and forward the form (7480-1) to the FAA for an Airspace Review.

The most important decision a proponent must make is if the site will be “private” or “public” use.

Private use: Intended for the use of the owner and the owner’s invitees. Not intended for use on the part of the general public. No commercial operations.

Instructions

1. FAA Form 7480-1 located at <http://forms.faa.gov/forms/faa7480-1.pdf> Diagram of the airport including adjacent property and any obstructions to the runway
2. Map (U.S.G.S. quadrangle) showing location of the airport
3. Send materials to MDOT-Airports Division, 2700 Port Lansing Road, Lansing, Michigan 48906-2160, ATTN: Mary Kay Trierweiler

Public use: Generally open to the use of the general public without having to obtain prior permission from the owner or manager. Public use airports are published in the Michigan Airport Directory and on the Michigan Aeronautical Chart.

Instructions

1. FAA Form 7480-1 located at <http://forms.faa.gov/forms/faa7480-1.pdf> Diagram of the airport including adjacent property and any obstructions to the runway
2. Map (U.S.G.S. quadrangle) showing location of the airport
3. Complete license application ([form 4001](#)) and send appropriate fee
4. All license applications shall include any proposal describing any planned development of services and facilities intended to serve the flying and non-flying public
5. Copy of local land use zoning map (Master Plan)
6. Send materials to MDOT-Airports Division, 2700 Port Lansing Road, Lansing, Michigan 48906-2160, ATTN: Mary Kay Trierweiler

Coordinates: When submitting latitude and longitude information, be sure that the information is in the correct format, i.e. if submitting in degrees, minutes and seconds, then the data is actually in degrees, minutes and seconds – not degrees, minutes and tenths of a minute.

Topographic Quadrangle Maps: You may purchase a quadrangle map from several vendors including the USGS. The USGS web site can be accessed at <http://geography.usgs.gov>

Additional information and questions: MDOT – Aeronautics web site:

<http://www.michigan.gov/aero> Airport manger exam study guide:

http://www.michigan.gov/documents/studyguide_18131_7.pdf If you have additional questions please contact Mary Kay Trierweiler at (517) 335-9681, fax (517) 321-6422, via e-mail

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