



APPLICATION FOR AIRPORT/HELIPORT LICENSE RENEWAL

RENEWAL FEE: \$75 - 3 YEAR LICENSE

APPLICANT INFORMATION

I/We hereby make application for renewal of the license to operate the below listed Private Airport/Heliport and affirm that I am (we are) the
 Owner(s) Lessee(s) of the property.

Airport/Heliport Name:		FAA ID	Date
Name of Licensee		Point of Contact (if different than Licensee)/or Additional Licensee	
Daytime Phone Number	Email Address	Daytime Phone Number	Email Address
Mailing Address (Street/PO Box)		Mailing Address (Street/PO Box)	
City	State	Zip Code	City
			State
			Zip Code

AIRPORT/HELIPORT INFORMATION

Physical Address of Airport/Heliport (Street/RR/SR)

Township/Borough	State	Zip Code	County
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AIRPORT		HELIPORT	
Runway Length: _____ Ft.	Width: _____ Ft.	Diameter/Dimensions of Landing Area: _____ ft _____ ft	
Runway Magnetic Headings: _____ / _____		Primary Appr/Dep Headings: _____ / _____	
Type Runway: <input type="checkbox"/> Paved <input type="checkbox"/> Turf		Secondary Appr/Dep Headings: _____ / _____	
Is the runway lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is heliport lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are commercial activities planned for or occurring at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No [Maintenance, Flight Instruction, Fueling]			
Were any significant changes made to the facility since last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
LIST ALL BASED AIRCRAFT (Attach Additional Sheets if Necessary)			
MANUFACTURER	MODEL	REGISTRATION #	OWNER

CERTIFICATION

I hereby certify that I am the owner, or authorized agent, of the above named airport/heliport, that the information contained herein is true and correct, and that I am familiar with the Commonwealth of Pennsylvania Regulations governing licensing and operation of Private Airports and/or Heliports.

_____	_____	_____
Name (Print)	Signature	Date (mm/dd/yyyy)

Title		

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

FOR BUREAU OF AVIATION ONLY	
LICENSE FEE PAID \$ _____	LIC# _____
INITIAL _____	DATE _____

APPLICATION FOR LICENSE RENEWAL INSTRUCTIONS (AV-3)

REFERENCES:

Department of Transportation Aviation Regulations, Chapter 471, Title 67, PA Consolidated Statutes.

PURPOSE:

This form is used to renew airport/heliport licenses.

INSTRUCTIONS:

Applicant Information

1. Indicate whether the applicant is the owner or lessee of the physical property where the airport/heliport is located.
2. List the airport/heliport name in the top block as it appears on the previous license.
3. Enter the name, mailing address, phone number and email address of the airport/heliport owner(s). List the point of contact name, mailing address, phone number and email address (if different than owner).

Airport/Heliport Information

1. Enter the physical address of the airport/heliport (street, rural route, state route address).
2. Enter the Township/Borough where the airport/heliport is located.
3. Enter the County where the airport/heliport is located.
4. Indicate the runway length and width (or heliport dimensions).
5. Indicate the runway magnetic headings (or heliport approach/departure routes)
6. Indicate if the airport/heliport is lighted for night operations.
7. Indicate if commercial operations are currently occurring at, or planned for, the airport/heliport (commercial operations include flight instruction, aircraft maintenance, sale of aircraft, parts and/or fuel sales).
8. Describe any changes made at the site since the previous license application. Provide a sketch or site plan indicating all changes or modifications to the airport or runway environment.
9. List the make, model, registration number and owner of all aircraft based at the airport (based aircraft are airplanes parked/stored at the facility for more than 30 days in the year).

Certification

1. The owner, or authorized agent for the owner(s), must sign and date the application. Print or type the signatory's name. If appropriate list the signatory's title.

The license fee for private airport/heliports is \$25 per year and payable in 3-year intervals (\$75 for a 3-year renewal). Checks or money orders should be made out to the PA Department of Transportation.

Forward the license renewal application and fee to:

PennDOT Bureau of Aviation
Attn: Licensing Coordinator
P.O. Box 3151
Harrisburg, Pa 17105-3151

PLEASE NOTE: The AV-3 shall not be used to change ownership. Bureau Form AV-4 (Application for New Airport) is used for initiate a change of ownership. Bureau forms and regulations can be obtained at the Bureau's website www.dot.state.pa.us.