



**FAA
Airports**

ARP SOP 2.00

Effective Date:

October 1, 2013

Standard Operating Procedure (SOP)

Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)

1. PURPOSE

This SOP establishes uniform procedures for reviewing and approving Airport Layout Plans (ALPs). ALPs are drawings used to graphically depict current and future airport facilities. Standards for ALPs can be found in Advisory Circular 150/5070-6B, Airport Master Plans. The term Airport Layout Plan typically refers to a single document or drawing covering the entire airport. It also refers to the set of drawings which typically consists of:

- a.** Cover Sheet
- b.** ALP Drawing
- c.** Data Sheet
- d.** Facilities Layout Plan
- e.** Terminal Area Plan (as needed)
- f.** Airport Airspace Drawing
- g.** Inner Portion of the Approach Surface Drawing
- h.** Airport Land Use Drawing
- i.** Off-Airport Land Use Drawing (as needed)
- j.** Airport Property Map / Exhibit A
- k.** Runway Departure Surface Drawing
- l.** Utility Drawing
- m.** Airport Access Plans
- n.** Other Plan

2. SCOPE

The scope of this SOP is limited to ALP review and approval. This SOP is not intended to discuss or describe every action related to ALPs. The primary content of this SOP is an instructive review checklist (Appendix A), standard ALP approval letters (Appendix B), and a General ALP Process Chart (Appendix C). This SOP does not address electronic or eALPs.

3. CANCELLATION

This SOP does not cancel a previous version.

4. APPLICABLE REGULATIONS, POLICY, AND GUIDANCE

Requirements identified within this SOP originate in or are further described in various FAA directives including Orders, regulations, and Advisory Circulars. See the latest editions.

- a.** FAA Advisory Circular 150/5070-6, Airport Master Plans
- b.** FAA Advisory Circular 150/5190-4, A Model Zoning Ordinance to Limit Height of Objects Around Airports
- c.** FAA Advisory Circular 150/5200-33, Hazardous Wildlife Attractants on or Near Airports
- d.** FAA Advisory Circular 150/5300-13A, Airport Design
- e.** FAA Advisory Circular 150/5300-16, General Guidance and Specifications for Aeronautical Surveys
- f.** FAA Advisory Circular 150/5300-18, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
- g.** FAA Advisory Circular 150/5320-6, Airport Pavement Design and Evaluation
- h.** FAA Advisory Circular 150/5325-4, Runway Length Requirements for Airport Design
- i.** FAA Advisory Circular 150/5335-5, Standardized Method of Reporting Airport Pavement Strength - PCN
- j.** FAA Advisory Circular 150/5340-1, Standards for Airport Markings
- k.** FAA Advisory Circular 150/5340-30, Design and Installation Details for Airport Visual Aids
- l.** FAA Order 1100.5C, FAA Organization – Field
- m.** FAA Order 1100.154A, Delegations of Authority
- n.** SW FAA Order 1100.53F, Delegation of Authority – Airports Division – Regional Components
- o.** FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions
- p.** FAA Order 5100.38C, Airport Improvement Program Handbook
- q.** FAA Order 5200.8, Runway Safety Area Program
- r.** FAA Order 5200.11, FAA Airports (ARP) Safety Management System
- s.** FAA Order 5300.1, Modifications to Agency Airport Design, Construction, and Equipment Standards
- t.** FAA Order 5500.1, Passenger Facility Charge
- u.** FAA Order 5750.16, Siting Criteria for Instrument Landing Systems
- v.** FAA Order 6480.4, Airport Traffic Control Tower Siting Criteria
- w.** FAA Joint Order JO 7400.2, Procedures for Handling Airspace Matters
- x.** FAA Order 8260.3, United States for Terminal Instrument Procedures (TERPS)

- y. FAA Order 8260.19, Flight Procedures and Airspace
- z. 14 CFR 77, Safe, Efficient Use, And Preservation of the Navigable Airspace

5. ALP REQUIREMENTS AND OBJECTIVES

An ALP is required by statute to be up-to-date. This derives directly from Title 49 U.S.C. 47107(a)(16). Grant Assurance No. 29 obligates an airport sponsor to “keep up to date at all times a layout plan of the airport,” and also to receive FAA approval of any ALP update, revision, or modification. Further, any proposed AIP or PFC funded projects must be on an approved ALP. The AIP Handbook (FAA Order 5100.38C, Paragraph 300.c.) states, “A current airport layout plan (ALP) that depicts the proposed project and which has FAA approval from the standpoint of safety, utility, and efficiency of the airport shall be required before a development project is approved.”

6. DISTRIBUTION

This SOP is distributed to the Federal Aviation Administration (FAA) Airports Organization (ARP) and all interested parties. The SOP will be available electronically on the Airports section of the FAA website.

7. CHANGE TABLE

Date of Change	SOP Version	Page Changed	Reason for Change



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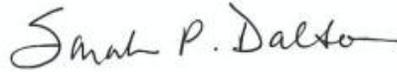
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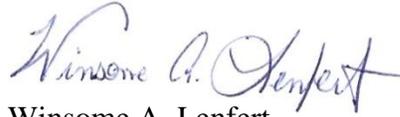
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1. ROLES AND RESPONSIBILITIES

The responsibilities of the FAA Office of Airports (ARP) staff in approving ALPs may begin long before an ALP is started. The idea to create or update an ALP may come from the Airport Sponsor, the FAA, or the State Aviation Agency. Once a decision has been made to update the ALP, Airport Sponsors typically hire a consultant for this effort. After a consultant has been engaged, a scope of services is normally prepared that outlines the project scope, anticipated deliverables, schedule, etc.

During the preparation of the project scope for the ALP the informational review checklist (Appendix A) may be used as a guiding source; however, the extensive size of the informational checklist should not indicate a lengthier or more extensive ALP. The informational checklist was developed for airports of every size and complexity. Where the airport is smaller and with less complex facilities, the ALP should be scoped to only include those drawings needed to document those facilities. The other pages of the ALP Review Checklist should be marked 'not applicable', with the project scope coordinated in advance with the FAA to seek concurrence. In short, don't be scared by the length or size of the ALP Review Checklist. It may look menacing, but it actually reduces workload by providing specific criteria to bring numerous requirements into one laundry list.

When the ALP is prepared, it should be reviewed in detail by the Airport Sponsor. When the ALP meets the requirements of the consultant, the Sponsor, and FAA standards, including environmental requirements for ALP approval as detailed in FAA Order 5050.4B (see Appendix B), it can be submitted to FAA for internal coordination and approval. Note that new and updated ALPs are subject to FAA's Safety Management System (SMS); see FAA Order 5200.11.

The following have responsibilities for ALPs:

- a.** Airport Sponsor (for our purpose here) is an entity that owns or controls an airport. They initiate consultant services, develop scopes of work, and review ALPs.
- b.** Consultant (for our purpose here) is a private or public company providing technical expertise and assistance to the Airport Sponsor such as preparing ALPs. A consultant is typically employed to develop the ALP.
- c.** State Agency (for our purpose here) is an organization of state government dealing with transportation or aviation. They may also be the Airport Sponsor in some states. They initiate consultant services, develop scopes of work, and review ALPs. States within the State Block Grant Program (SBGP) may also approve ALPs on behalf of the FAA.
- d.** The Office of Airports or the Airports District Office (ADO) is responsible for implementing the overall Airport Improvement Program (AIP). In reference to ALPs, ARP reviews; initiates coordination of airspace studies of airport proposals; conducts the necessary internal circularization; consolidates and resolves comments; develops and forwards the FAA determination to the Airport Sponsor/proponent. The Airports Division has approval authority for ALPs.
- e.** The applicable Air Traffic Service Area office is responsible for evaluating the ALP proposal from the standpoint of safe and efficient use of airspace by aircraft.

f. The applicable Flight Procedures Team office is responsible for evaluating the ALP proposals to determine impacts on instrument procedures and whether aircraft instrument operations can be conducted safely.

g. The applicable Flight Standards Division is responsible for reviewing ALP proposals to determine the safety of aeronautical operations, and of persons and property on the ground. The local Flight Standards District Office (FSDO) is responsible for reviewing part 157 proposals for seaplane bases and heliports.

h. The applicable Technical Operations Service Area Office is responsible for reviewing ALP proposals including:

(1) Reviewing engineering studies on airport proposals to evaluate their effects upon commissioned and/or proposed NAVAIDs.

(2) Conducting electromagnetic studies to evaluate the effect existing and/or proposed objects will have upon air navigation and communications facilities.

(3) Reviewing and evaluating line-of-sight (shadow) studies on existing and/or proposed objects to determine impact on control tower visibility as provided by the airport sponsor.

(4) Highlighting frequency management problems and reserving frequencies.

2. PROCEDURES AND PROCESS

A graphic depiction of the ALP process can be found in Appendix C. During the preparation of an ALP, the FAA Airport Planner or Project Manager is expected to answer questions and provide guidance. A review of a draft ALP provides a time-saving opportunity to resolve any issues identified by the Office of Airports prior to the document being circulated for FAA review.

Once an ALP arrives at the FAA, it should include (1) any required narrative report, and (2) a completed review checklist (Appendix A) with indication that it has already been reviewed by the preparer of the drawings and the Airport Sponsor. Only then will FAA initiate review of the document. The document shall then be circulated for review via the Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) system. Electronic drawings and documents in PDF format can be uploaded to the OE/AAA system by the Airport Sponsor when directed to do so by the FAA. In general, unless there is a change in location of a structure, ALP changes solely to document as-built conditions do not need an airspace review or a narrative report. New ALPs or ALP updates requires airspace review and a narrative report.

Other FAA lines of business comment on the ALP within the OE/AAA system. Every comment shall be reviewed by the FAA Airport Planner or Program Manager in detail. Each comment should be determined valid and appropriate. Internal FAA comments frequently need to be rewritten in plain language. Only then should comments be forwarded to the airport sponsor in the form of a final FAA comment letter, which includes the airspace determination. A separate airspace approval letter like the one issued by the OE/AAA system is not required. Once corrections to the ALP are made, the document should be ready for approval.

2.1. Approval

The ALP Drawing must be stamped and signed indicating conditional, unconditional, or mixed approval. Approval types are described in Appendix B. Conditional approval is given for ALPs that have not yet completed an environmental analysis under the National Environmental Policy Act (NEPA). Unconditional approval is given only when NEPA has been completed. Mixed approval is given when some elements of the ALP have had a completed NEPA review while others haven't. Those elements are approved and can be implemented. Other elements not covered by the NEPA document are conditionally approved and cannot be unconditionally approved until the NEPA process is completed.

The aeronautical study number (ASN) and date of approval letter should also be noted. ALP approval must be done in a manner that satisfies both FAA and Airport Sponsor needs. For example, if a Sponsor requires an FAA Approval on every page of the ALP set, we should comply with that requirement. At least two sets of the ALP need original signatures: one for the FAA and one for the airport sponsor. The sponsor should contact their FAA Airport Planner or Program Manager for the required number of original signed and electronic ALPs.

Copies of the ALP approval letter should be uploaded and used to close the aeronautical case in the OE/AAA system. The ARP PM/Planner is responsible for keeping the OE/AAA database current at all times with any proposed runway data changes such as for new runways or extensions.

2.1.1. Approval Authority

The authority to approve ALPs has been delegated to the field offices. ADO Managers can retain approval authority or may delegate.

2.2. Distribution

Once the ALP is signed, copies can be distributed pursuant to local procedures with an emphasis on distributing electronic documents.

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APPENDIX A. ALP REVIEW CHECKLIST

The following checklist shall be used in lieu of FAA AC 150/5070-6B, Appendix F, Airport Layout Plan Drawing set. This checklist is intended for use when submitting a new or updated ALP to the FAA for review and approval. Consultants and/or sponsors should indicate “Yes,” “No” or “N/A” (not applicable) for every item on the checklist. The same checklist shall be provided to FAA for review and verification. For all reviewers: It is important that each item listed be shown on the respective plan.

Airport Identification (to be completed by Sponsor or Consultant)

Airport	_____	
City and State	_____	Location Identifier _____
Airport Owner	_____	

ALP Submission Information (to be completed by Sponsor or Consultant)

ALP Prepared by	_____	
	Name of Consulting Firm	
	_____	_____
	Name of Individual	Date

	Telephone	

	Email address	

Consulting QA/QC Review	_____	
	Name and Title of Individual	Date

Sponsor Review	_____	
	Name and Title of Individual	Date

FAA Review (to be completed by FAA)

	Name and Title of Individual	Date

Critical Design Aircraft or Family of Aircraft:

	Make	Model	Annual Itinerant Operations
Existing			
Future			

Forecasted Year: _____

Airport Reference Code (ARC): _____

Runway Design Code (RDC) & Runway Reference (RRC):

Runway	RDC	RRC

Approach Minimums:

Rwy End	Minimum	Rwy End	Minimum

Runways (Existing and Future):

Runway	Existing		Future		Departure Surface (Y or N/A)
	Length (ft)	Width (ft)	Length (ft)	Width (ft)	

For the balance of the checklist, enter a mark ( or X) to confirm inclusion.

A.1. Narrative Report

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Executive Summary – A concise summary of the findings/ recommendations of the master planning effort or changes to the ALP. This should include a description of planned projects, an implementation plan/timeline, and identification of benchmarks or actions that will be conducted to either verify the original planning assumptions or proceed with project implementation.	<p>From AC 150/5070-6, Section 202: An accompanying ALP Narrative Report should explain and document those changes and contain at least the following elements:</p> <ul style="list-style-type: none"> – Basic aeronautical forecasts. – Basis for the proposed items of development. – Rationale for unusual design features and/or modifications to FAA Airport Design Standards. – Summary of the various stages of airport development and layout sketches of the major items of development in each stage. – An environmental overview to document environmental conditions that should be considered in the identification and analysis of airport development alternatives and proposed projects. 				
1. Identify Projects along with description					
2. Create a Timeline for each Project					
3. Identify and List:					
a. Proposed Projects (e.g., Hangar development)					
b. Milestones/ Triggering Events (e.g., 1. All hangars are full, 2. There is a waiting list long enough to fill a new development, 3. Hangars have reached their useful life, etc.)					
c. Action items/Next Steps (e.g., 1. Maintain log and gather data, 2. Discuss plan with ADO, 3. Coordinate with ADO regarding potential for inclusion in FAA ACIP (Airports Capital Improvement Program), 4. Identify funding sources.)					
d. Funding Plan		Capital Improvement Plan for the forecast horizons. See AC 150/5070-6, Chapter 11. Only a rough, order-of-magnitude report is needed in the executive summary.			

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
B. Basic aeronautical forecasts (0-5, 6-10, 11-20 years): Basic aeronautical forecasts (0-5, 6-10, 11-20 years):	Forecasts of future levels of aviation activity as approved by the FAA. These projections are used to determine the need for new or expanded facilities. See AC 150/5070-6, Chapter 7.				
1. Total annual operations	Total local and itinerant aircraft operations at the airport.				
2. Annual itinerant operations by all aircraft	Itinerant operations by aircraft that leaves the local airspace, generally 25 miles or more from the airport. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				
3. Annual itinerant operations by current critical aircraft					
4. Annual itinerant operations by future critical aircraft					
5. Number of based aircraft	Aircraft that use the subject airport as a home base, i.e., have hangar or tie-down space agreements. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				
6. Annual instrument approaches	Number of instrument approaches expected to be executed during a 12-month period. See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				
7. Number of enplanements	See AC 150/5070-6, Chapter 7, Section 702.a. and Figure 7-2.				

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
8. Critical Aircraft (also referred as “design aircraft” or “critical design aircraft)	The critical aircraft is the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that the critical aircraft will make substantial use of the airport in the planning period. Substantial use means either 500 or more annual itinerant operations or scheduled service. The critical aircraft may be a single aircraft or a composite of the most demanding characteristics of several aircraft. Provide the aircraft, AAC, and ADG. (e.g. Boeing 737-400, C-III) See AC 150/5300-13A, Paragraph 105(b) and FAA Order 5090.3C, 3-4.				
9. Runway Design Code (RDC)	Describe the RDC for each runway. For the purpose of airport geometric design, each runway will contain a RDC which signifies the design standards to which the runway is to be built. The RDC consists of three parameters: Aircraft Approach Category (AAC), Airplane Design Group (ADG) and the approach visibility minimums. These parameters represent the aircraft that are intended to be accommodated by the airport, regardless of substantial use. See AC 150/5300-13A, Paragraph 105(c).				
10. Runway Reference Code (RRC)	Describe the RRC for each runway. The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. The RRC consists of the same three components as the RDC, but is based on planned development and has no operational application. See AC 150/5300-13A, Paragraph 318.				
C. Alternatives/Proposed Development					

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
11. Explanation of proposed development items	Specific projects can be described as project listings on a master table, on individual project data sheets, or in projects booklets.				
12. Discuss near-term and future Approach Procedure Requirements or effects (e.g., LPV, Circling, etc.)	Based on existing or forecast usage. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.				
13. Navigational Aids or Other Equipment Needs (e.g., Approach Lights, Wind Cones, AWOS, etc.)	The need for new or additional navigational aids is a function of the fleet mix, the percentage of time that poor weather conditions are present, and the cost to the users of not being able to use the airport while it is not accessible.				
14. Wind coverage. Is it adequate for existing and future runway layouts? Has wind data been updated?	This analysis determines if additional runways are needed to provide the necessary wind coverage. Reference AC 150/5300-13A, Appendix 2 for guidance on wind coverage analysis techniques.				
D. Modification to Standards.	Any approved nonconformance to FAA standards, other than dimensional standards for RSAs and OFZs, require FAA approval. A description of all approved modification to standards shall be provided. See AC 150/5300-13A, Paragraph 106(b) and FAA Order 5300.1.				
E. Obstruction Surfaces (14 CFR Part 77 and Threshold Siting Surface)	Reference 14 CFR Part 77 and AC 150/5300-13A, Paragraph 303.				
F. Runway Protection Zone	A description of any incompatible land uses inside the RPZ shall be provided. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.				

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
G. Development summary (including sketches, schedules, and cost estimates) for stages of construction for: Development summary (including sketches, schedules, and cost estimates) for stages of construction for:	Documentation provided should include any electronic spreadsheets and files to facilitate in modifying the financial plan on an as-needed basis.				
15. Development Projects Completed Since Last ALP					
16. 0-5 years					
17. 6-10 years					
18. 11-20 years					
H. Shadow or line-of-sight study for towered airports (negative or positive statements are required).	Reference FAA Order 6480.4. This can be from the Airway Facilities Tower Integration Laboratory (AFTIL) or simpler GIS-generated studies.				
I. Letters of coordination with all levels of government, as needed.	Affected private and/or governmental groups, agencies, commissions, etc., that may have input on the plans. See AC 150/5070-6, Chapter 3.				
J. Wildlife Hazard Management Issues Review (in narrative).	Reference AC 150/5200-33.				
K. Preliminary Identification of Environmental Features	Potential or known features only. Further environmental analysis will be necessary. Reference FAA Order 5050.4B. Begin framework for NEPA analysis.				
19. Major airport drainage ditches					
20. Wetlands					
21. Flood Zones					
22. Historic or Cultural features					
23. Section 4(f) features					

Narrative Report					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
24. Flora/Fauna					
25. Natural Resources					
26. Etc. (other features identified in Order 5050.4B)					
L. Note Action Items from Runway Safety Program Office	List and note status of items from Runway Safety Program Office or Runway Safety Action Plan.				
M. Declared Distance (DD)	The narrative on declared distances is used to aid in understanding the maximum distances available and suitable for meeting takeoff, rejected takeoff, and landing distances performance requirements for turbine powered aircraft. The narrative shall also provide clarification on why declared distances have been implemented. Declared distances data must be listed for all runway ends. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearway, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.				
Remarks					

A.2. Title Sheet

- The scale of the Title Sheet should be developed to include the items listed below.
- The minimum size for the final drawing set is 22” X 34” (ANSI D) and 24” X 36” (ARCH D). Coordinate use of 34” x 44” (ANSI E) and 26” X 48” (ARCH E) with FAA. Color drawings may be acceptable if they are still usable if reproduced in grey scale.

Title Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and revision blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Airport sponsor approval block	Provide an approval block for the sponsoring authority’s representative to sign. Include space for name, title, and date.				
C. Date of ALP (date the airport sponsor signs the ALP)	The month and year of signature prominently shown near the title.				
D. Index of sheets (including revision date column)	Airport Layout Drawing, Airport Airspace Drawing, Inner Portion of the Approach Surface Drawing, Terminal Area Drawing, Land Use Drawing, Airport Property Map, Airport Departure Surface, etc.				
E. State Aeronautics Agency Approval Block (as needed)	Provide an approval block for the sponsoring authority’s representative to sign. Include space for name, title, and date.				
F. State outline with county boundaries. County in which airport is located should be highlighted.	Provide as needed.				
G. Location map (general area)					
H. Vicinity map (specific airport area)					
Remarks					

A.3. Airport Data Sheet

- For smaller airports, some of the ALP sheets may be combined if practical and approved FAA.

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Wind Rose (all weather and IFR) with appropriate airport reference code and runway orientation depicted, crosswind coverage, and combined coverage, source of wind information and time period covered (for IFR runways applicable minimums should be included):	Assembly and analysis of wind data to determine ultimate runway orientation and also provides the operational impact of winds on existing runways. If instrument procedures are present or will be requested then both all-weather and instrument meteorological condition wind roses are required. See AC 150/5300-13A, Appendix 2.				
1. 10.5, 13, 16, 20 knots wind rose (based on appropriate airport reference code)	When a runway orientation provides less than 95 percent wind coverage for any aircraft forecasted to use the airport on a regular basis, a crosswind runway is recommended. The 95 percent wind coverage is computed on the basis of the crosswind not exceeding 10.5 knots for Airport Reference Codes A-I and B-I, 13 knots for Airport Reference Codes A-II and B-II, 16 knots for Airport Reference Codes A-III, B-III, and C-I through D-III, and 20 knots for Airport Reference Codes A-IV through D-VI. See also AC 150/5300-13A, Paragraph 302(c)(3) and AC 150/5300-13A, Appendix 2.				
2. Percentage of wind coverage/crosswind					
3. Source of data	Wind data may be obtained from NOAA at http://www.ncdc.noaa.gov/ Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5 and A2-6.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Age of data (last 10 consecutive years of data with most current data no older than 10 years)	Data must be from the latest 10-year period from the reporting station closest to the airport. Reference AC 150/5300-13A, Appendix 2, Paragraph A2-5.				
C. Airport Data Table					
1. ARC for Airport	List the Airport Reference Code (ARC) for airport. 5300-13AARC is an airport designation that signifies the airport's highest Runway Design Code (RDC), minus the third (visibility) component of the RDC. Reference AC 150/5300-13A.				
2. Mean maximum temperature of hottest month	List the mean maximum temperature and the hottest month for the airport location as listed in "Monthly Station Normals of Temperature, Precipitation, and Heating and Cooling Degree-Days" (Climatology of the United States No. 81). See AC 150/5325-4, 506.b.				
3. Airport elevation (highest point of the landing areas, nearest 0.1 foot) – using North American Vertical Datum of 1988 (NAVD88)	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88. Reference AC 150/5300-13A, Paragraph 102(g) All elevations shall be in NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.				
4. Airport Navigational Aids, including ownership (NDB, TVOR, ASR, Beacon, etc.)	List the electronic aids available at the airport.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Airport reference point coordinates, nearest second (existing, future if appropriate, and ultimate) - NAD83	<p>List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the North American Datum of 1983 (NAD83) coordinate system. See AC 150/5300-13A, Paragraph 207.</p> <p>All latitude/longitude coordinates shall be in NAD83. A note shall be put on the Airport Layout Drawing that denotes that the NAD83 coordinate system was used.</p>				
6. Miscellaneous facilities (taxiway lighting, lighted wind cone(s), AWOS, etc.) [Including type/model and any facility critical areas]	List any other facilities available at the airport.				
7. Airport Reference Code and Critical Aircraft (existing & future)	List the existing and ultimate Airport Reference Code and Critical Aircraft, the most demanding aircraft identified in the forecast that will use the airport. Federally funded projects require that critical design airplanes have at least 500 or more annual itinerant operations at the airport (landings and takeoffs are considered as separate operations) for an individual airplane or a family grouping of airplanes. See AC 150/5325-4, 102.a.(8) and AC 150/5070-6, 702.a. Indicated dimensions for wingspan and undercarriage, along with approach speed.				
8. Airport magnetic variation, date and source	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
9. NPIAS service level (GA, RL, P, CS, etc.)	See FAA Order 5090.3C.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
10. State equivalent service role	As applicable pursuant to State Aviation Department System Plan.				
D. Runway Data Table	The Runway Data Table should show information for both existing and ultimate runways.				
1. Runway identification (Include identifying runways that are "utility")	A column for each runway end should be present. List the runway end number and if pavement strength is less than 12,500 pounds (single-wheel), then note as utility.				
2. Runway Design Code (RDC)	5300-13A The first component, depicted by a letter, is the AAC and relates to aircraft approach speed (operational characteristics). The second component, depicted by a Roman numeral, is the ADG and relates to either the aircraft wingspan or tail height (physical characteristics); whichever is more restrictive. The third component relates to the visibility minimums expressed by RVR values in feet of 1200, 1600, 2400, and 4000. List the RDC for each runway. See AC 150/5300-13A, Paragraph 105(c).				
3. Runway Reference Code (RRC)	The RRC describes the current operational capabilities of a runway where no special operating procedures are necessary. Like the RDC, it is composed of three components: AAC, ADG, and visibility minimums. List the RRC for each Runway. See AC 150/5300-13A, Paragraph 318.				
4. Pavement Strength & Material Type	Indicate the runway surface material type, e.g., turf, asphalt, concrete, water, etc.				
a. Strength by wheel loading	List the existing and ultimate design strength of the landing surface. See AC 150/5320-6, Chapter 3.				
b. Strength by PCN	See AC 150/5335-5.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. Surface treatment	Note any surface treatment: grooved, PFC, etc.				
5. Effective Runway Gradient (%) Author to note maximum grade within runway length. Note to included statement that the runway meets line of sight requirements	List the maximum longitudinal grade of each runway centerline. See AC 150/5300-13A, Paragraph 313.				
6. Percent (%) Wind Coverage (each runway)	List the percent wind coverage for each runway for each Aircraft Approach Category. See AC 150/5300-13A, Appendix 2.				
7. Runway dimensions (length and width)	Dimensions determined for the Critical Design Aircraft by using graphical information in AC 150/5325-4.				
8. Displaced Threshold	Provide the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(2).				
9. Runway safety area dimensions (actual existing and design standard)	List the existing and ultimate dimensions of the Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307.				
10. Runway end coordinates (NAD83) (include displaced threshold coordinates, if applicable) to the nearest 0.01 second and 0.1 foot of elevation.	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second and 0.1 foot of elevation.				
11. Runway lighting type (LIRL, MIRL, HIRL)	List the existing and ultimate type of runway lighting system for each runway, e.g., Reflectors, Low Intensity Runway Lighting (LIRL), Medium Intensity Runway Lighting (MIRL), or High Intensity Runway Lighting (HIRL). LIRLs will typically not be shown for new systems. See AC 150/5340-30, Ch. 2.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
12. Runway Protection Zone (RPZ) Dimensions	List the existing and ultimate Runway Protection Zone (RPZ) dimensions. See AC 150/5300-13A, Paragraph 310. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.				
13. Runway marking type (visual or basic, non-precision, precision)	Indicate the existing and ultimate pavement markings for each runway. See AC 150/5340-1, Section 2.				
14. 14 CFR Part 77 approach category (50:1; 34:1; 20:1) Existing and Future	List the existing and ultimate approach surface slope. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.				
15. Approach Type (precision, non-precision, visual)	List the existing and ultimate Part 77 Approach Use Types. See FAA Order 7400.2, Figures 6-6-3 and 6-3-9.				
16. Visibility minimums (existing and future)	List the existing and ultimate visibility minimums for each runway. See AC 150/5300-13A, Table 1-3.				
17. Type of Aeronautical Survey Required for Approach (Vertically Guided, not Vert. Guided)	List the type of aeronautical survey required for the visibility minimums given. See AC 150/5300-18, Section 2.7 and AC 150/5300-13A, Table 3-4 and Table 3-5.				
18. Runway Departure Surface (Yes or N/A)"	Determine applicability of 40:1 Departure Obstacle Clearance Surface (OCS) as defined in Paragraph 303(c) of AC 150/5300-13A.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
19. Runway Object Free Area	List the existing and ultimate dimensions of the Runway Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309. Objects non-essential for air navigation or aircraft ground maneuvering purposes must not be placed in the ROFA, unless a modification to standard has been approved.				
20. Obstacle Free Zone	The OFZ clearing standard precludes aircraft and other object penetrations, except for frangible NAVAIDs that need to be located in the OFZ because of their function. Modification to standards does not apply to the OFZ. List the Runway OFZ, Inner-approach OFZ, Inner-transitional OFZ, and Precision OFZ if applicable.				
21. Threshold siting surface (TSS)	List the existing and ultimate threshold siting surface (i.e. approach and departure surfaces). Identify any objects penetrating the surface. If none, state "No TSS Penetrations". Reference AC 150/5300-13A, Paragraph 303.				
22. Visual and instrument NAVAIDs (Localizer, GS, PAPI, etc.)	List the existing and ultimate visual navigational aids serving each runway.				
23. Touchdown Zone Elevation	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.				
23. Taxiway and Taxilane width	List the existing and ultimate width of the taxiways and taxilane. Reference AC 150/5300-13A, Paragraph 403 and Table 4-2.				
24. Taxiway and Taxilane Safety Area dimensions	List the existing and ultimate taxiway and taxilane safety area dimensions. Reference AC 150/5300-13A, Paragraph 404(c) and Table 4-1.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
25. Taxiway and Taxilane Object Free Area	List the existing and ultimate taxiway and taxilane object free area dimensions. Reference AC 150/5300-13A, Paragraph 404(b) and Table 4-1.				
26. Taxiway and Taxilane Separation	List any objects located inside the Taxiway/Taxilane Safety Area and Taxiway/Taxilane Object Free Area. Also provide the distance from the taxiway/taxilane centerline to the fixed or movable object. Reference Paragraph 404(a) and Table 4-1.				
27. Taxiway/Taxilane lighting	List the existing and ultimate type of taxiway lighting system, e.g., Reflectors, Low Intensity Taxiway Lighting (LITL), Medium Intensity Taxiway Lighting (MITL), or High Intensity Taxiway Lighting (HITL). LITLs will typically not be shown for new systems. See AC 150/5340-30, Chapter 4.				
28. Identify the vertical and horizontal datum	All latitude/longitude coordinates shall be in North American Datum of 1983 (NAD 83). A note shall be put on the Airport Layout Drawing that denotes that the NAD 83 coordinate system was used. All elevations shall be NAVD88. A note shall be put on the Airport Layout Drawing that denotes that the NAVD88 vertical control datum was used.				
E. Modification to Standards Approval Table (if applicable, a separate written request, including justification, should accompany the modification to standards). Show: Approval Date/ Airspace Case No. / Standard to be Modified / Description	Provide a table to list all FAA approved Modifications to Standards. See AC 150/5300-13A, Paragraph 106(b), and FAA Order 5300.1. List "None Required" on the table if no Modifications have yet been proposed or approved.				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
F. Declared Distances Table	Required even if Declared Distances are not in effect. Declared distances are only to be used for runways with turbine-powered aircraft. The TORA, TODA, ASDA, and LDA will be equal to the runway length in cases where a runway does not have displaced thresholds, stopways, or clearways, and have standard RSAs, ROFAs, RPZs, and TSS. Reference AC 150/5300-13A, Paragraph 323.				
1. Take Off Run Available (TORA)	List the runway length declared available and suitable for the ground run of an airplane taking off, i.e., Take Off Run Available (TORA). The TORA may be reduced such that it ends prior to the runway to resolve incompatible land uses in the departure RPZ, and/or to mitigate environmental effects. Reference AC 150/5300-13A, Paragraph 323(d)(1).				
2. Take Off Distance Available (TODA)	List the length of remaining runway or clearway (CWY) beyond the far end of the TORA ADDED TO the TORA. The resulting sum is the Take Off Distance Available (TODA) for the runway. The TODA may be reduced to mitigate penetrations to the 40:1 instrument departure surface, if applicable. The TODA may also extend beyond the runway end through the use of a clearway Reference AC 150/5300-13A, Paragraph 323(d)(2).				
3. Accelerate Stop Distance Available (ASDA)	5300-13A List the length the length of runway plus stopway (if any) declared available and suitable for satisfying accelerate-stop distance requirements for a rejected takeoff. Additional RSA and ROFA can be obtained by reducing the ASDA. Reference AC 150/5300-13A, Paragraph 323(d)(3).				

Airport Data Sheet					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Landing Distance Available (LDA)	5300-13A List the length of runway declared available and suitable for satisfying landing distance requirements. The LDA may be reduced to satisfy the approach RPZ, RSA, and ROFA requirements. Reference AC 150/5300-13A, Paragraph 323(e).				
G. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.				
Remarks					

A.4. Airport Layout Plan Drawing

- For smaller airports, some of the ALP sheets may be combined if practical and approved by FAA.
- Two, or more, sheets may be necessary for clarity, existing and proposed. The reviewer should be able to differentiate between existing, future, and ultimate development. If clarity is an issue, some features of this drawing may be placed in tabular format. North should be pointed towards the top of the page or to the left. (scale 1”=200’ to 1”=600’)

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Space for the FAA approval stamp	Leave a blank four-inch by four-inch area for the FAA approval stamp.				
C. Layout of existing and proposed facilities and features:	To assure full consideration of future airport development in 14 CFR Part 77 studies, airport owners must have their plans on file with the FAA. The necessary plan data includes, as a minimum, planned runway end coordinates, elevation, and type of approach for any new runway or runway extension. See AC 150/5300-13A, Paragraph 106.				
1. True and magnetic North arrow with year of magnetic declination	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
2. Airport reference point – locate by symbol a Lat./Long. To nearest second (existing, future, and ultimate) NAD 83	List the Airport Reference Point, the latitude and longitude of the approximate center of the airport. Use the NAD 83 coordinate system. See AC 150/5300-13A, Paragraph 207.				
3. Wind cones, segmented circle, beacon, AWOS, etc.	Show as applicable pursuant to AC 150/5300-13A, Chapter 6.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Contours (showing only significant terrain differences)	Topography, budget, and future uses of the base mapping, will dictate what intervals of topographical contours to use on the maps. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, 1005.				
5. Elevations: All NAVD88	All latitude/longitude coordinates shall be in NAD83/NAVD88.				
a. Runway – existing, future, and ultimate ends (nearest 0.1 ft.)	Show the latitude and longitude of the threshold center and end of pavement.				
b. Touchdown Zone Elevation (highest point in first 3,000 ft. of runway)	List the highest runway centerline elevation in the existing and ultimate first 3000 feet from landing threshold. See FAA Order 8260.3, Appendix 1.				
c. Runway high/low points (existing and future)	For all runways identify high and low points (centerline) and provide elevation information.				
d. Label runway/runway intersection elevations	Label the pavement elevation of runway intersections where the centerlines cross.				
e. Displaced Thresholds (if any)	Label the pavement elevation and coordinates of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).				
f. Roadways & Railroads (where they intersect Approach surfaces, the extended runway centerline, and at the most critical points)	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
g. Structures, Buildings, and Facilities	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL. If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation. Don't forget navigation aid shelters, AWOS/ASOS, RVRs, PAPIs, Fueling systems, REILs, etc. Also identify the structure use (hangar, FBO, crew quarters, etc.), as needed. Some lesser objects may be identified by symbols in the legend.				
h. Define features to include: trees streams, water bodies, etc.	Provide information and delineate trees, streams, water bodies, etc., on or near airport property and approach surfaces.				
6. Runway Details					
a. Runway Design – runway length, runway width, shoulder width, blast pad width, blast pad length, and cross wind component. (existing, future, and ultimate)	AC 150/5325-4 describes procedures for establishing the appropriate runway length. AC 150/5300-13A, Table 3-4 and Table 3-5 provides the minimum runway length. AC 150/5300-13A, Table 3-8 provides the standard dimensions of the runway width, shoulder width, blast pad width, blast pad length, and crosswind component based on RDC. Clearly denote the runway numbers at the thresholds. Show location of existing and future threshold lights.				
b. Orientation – true bearing to nearest 0.01 second (and runway numbers)	Show the true bearing to the nearest .01 of a degree of the runway centerline.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
c. End Coordinates – existing, future, and ultimate degrees, minutes, seconds (to the nearest 0.01 second)	Show the latitude and longitude of the threshold center and end of pavement (if different) to the nearest .01 of a second.				
d. Runway Safety Areas (RSA) – actual, existing, future, and ultimate (including dimensions)	Show the extents of the existing and ultimate RSA 5300-13A. Reference AC 150/5300-13A, Paragraph 307.				
e. Runway Object Free Areas (ROFA)	Show the extents of the existing and ultimate ROFA. Reference AC 150/5300-13A, Paragraph 309.				
f. Precision Obstacle Free Zone (POFZ)	Show the extents of the existing and ultimate POFZ. Reference AC 150/5300-13A, Paragraph 308(d).				
g. Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ. Reference AC 150/5300-13A, Paragraph 308.				
h. Clearways and Stopways	Show any/all clearways and stopways/overruns and the markings used to denote these areas. See AC 150/5300-13A, Paragraph 311 and 312; and AC 150/5340-1, Section 2, Paragraph 14.				
i. Runway Protection Zone (RPZ) - Dimensions (existing, future, and ultimate)	Show existing and ultimate RPZ. See AC 150/5300-13A, Paragraph 310. Show the existing and ultimate protective area/zone type of ownership. Identify any incompatible objects and activities inside the RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310 and FAA memorandum dated September 27, 2012.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
j. 14 CFR Part 77 Approach Surfaces	Show the portion of the existing and ultimate approach surfaces that are over airport and adjacent property and identify the approach surface dimensions and slope. See FAA Order 7400.2, Figure 6-3-9.				
k. Threshold Siting Criteria: Approach/Departure Surface (existing, future, and ultimate) 5300-13A	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(b) and 303(c).				
l. Terminal Instrument Procedures (TERPS) surface and TERPS GQS, if applicable.	Determine and identify pursuant to AC 150/5300-13A, Paragraph 303(a)(4)(a), Table 3-4, and Table 3-5. Reference FAA Order 8260.3.				
m. Navigation Aids (NAVAIDS) – PAPI, ILS, GS, LOC, ALS, MALSR, REIL, etc., (plus facility critical area's)	Show all NAVAIDS and provide clearance distances from runways, taxiways, etc. Reference AC 150/5300-13A, Chapter 6.				
n. Marking – thresholds, hold lines, etc.	Show on the runway the type and location of markings, existing and ultimate. See AC 150/5340-1, Section 2.				
o. Displaced threshold coordinates and elevation	Show the latitude, longitude, and the pavement elevation of the runway pavement at any displaced threshold. See AC 150/5300-13A, Paragraph 303(a)(2).5300-13A.				
p. Runway centerline separation distances	Show the runway centerline separation distances to parallel runway centerline, holding position, parallel taxiway/taxilane centerline, aircraft parking area, and helicopter touchdown pad, if applicable. Reference AC 150/5300-13A, Paragraph 321 and Table 3-8.				
7. Taxiway Details	Show the taxiway centerline separation distances to parallel taxiway/taxilane centerlines, fixed or movable objects.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
a. Dimensions – width (existing & ultimate)	Taxiway width based on Taxiway Design Group (TDG). See AC 150/5300-13A, Table 4-2.				
b. Taxiway Edge Safety Margin (TESM)	TESM dimension based on TDG. See AC 150/5300-13A, Table 4-2.				
c. Taxiway Shoulder Width	Taxiway shoulder width based on TDG. See AC 150/5300-13A, Table 4-2.				
b. Taxiway/Taxilane Object Free Area (TOFA)	TOFA width based on Taxiway Design Group (TDG). TOFA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.				
c. Taxiway/Taxilane Safety Area (TSA)	TSA width based on TDG. TSA extend the entire length of taxiway. See AC 150/5300-13A, Table 4-1.				
d. Taxiway/Taxilane Centerline Separation from:					
i. Runway centerline	Show the distance from centerline of runway to centerline of taxiway. See AC 150/5300-13A, Table 4-1.				
ii. Parallel taxiway	Show the distance from centerline of taxiway to centerline of parallel taxiway. See AC 150/5300-13A, Table 4-1.				
iii. Aircraft parking	Show the distance from centerline of taxiway to marked aircraft parking/tie downs. See AC 150/5300-13A, Table 4-1.				
iv. Fixed or Movable Objects	Show the distance from centerline of taxiway to airport objects such as buildings, facilities, poles, etc. See AC 150/5300-13A, Table 4-1.				
8. Fences (identify height)	Show the location of existing and ultimate fences and identify height.				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
9. Aprons					
a. Dimensions (square footage, dimension, or length and width)	Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75.				
b. Identify aircraft tie-down layout	Show proposed tie-down layout on the apron area. See AC 150/5300-13A, Figure A5-1, AC 20-35, and AC 150/5340-1.				
c. Identify Special Use Areas (e.g., deicing or aerial application areas on or near apron)	Show as applicable and pursuant to representative ACs.				
10. Roads	Label all roads.				
11. Legend	Provide a Legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.				
12. Items to be identified with distinct line types	Use distinct line types to identify different items and differentiate between existing and ultimate.				
a. NAVAID Critical Areas (Glide Slope, Localizer, AWOS, ASOS, VOR, RVR, etc.)	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.				
b. Building Restriction Lines 5300-13A(BRL)	The BRL is the line indicating where airport buildings must not be located, limiting building proximity to aircraft movement areas. See AC 150/5300-13A, Paragraph 213(a).				
c. Runway Visibility Zone (RVZ)	Show the RVZ for the existing and ultimate airport configurations. See AC 150/5300-13A, 305(c).				

Airport Layout Plan Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
d. Airport Property Lines and Easements (existing, future, and ultimate)	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations.				
13. Survey Documentation					
a. Survey Monuments (PACS/SACS, see AC 150/5300-16)	Show the location of all established survey monuments located on or near the airport property. Identify Primary and Secondary Airport Control Stations (PACS/SACS) if they exist. See AC 150/5300-16. Show the location of all section corners on or near the airport property.				
b. Offsets, stations, etc.	Show as applicable.				
14. Any Air Traffic Control Tower (ATCT) line of sight/shadow study areas (use separate sheet if necessary)	Reference FAA Order 6480.4.				
15. General Aviation development area (e.g., fuel facilities, FBO, hangars, etc.) – greater detail can be shown on the terminal area drawing	Show as applicable.				
16. Facilities and movement areas that are to be phased out, if any, are described	Show as applicable.				
Remarks					

A.5. Airport Airspace Drawing

- A required drawing.
- Scale 1” = 2000’ plan view, 1” = 1000’ approach profiles, 1”=100’ (vertical) for approach profiles.
- 14 CFR Part 77, Objects Affecting Navigable Airspace, defines this as a drawing depicting obstacle identification surfaces for the full extent of all airport development. It should also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portion of the Approach Surface Drawing.

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Plan view (based on ultimate runway lengths) Include location of water or sewage facilities if inside horizontal surface.					
1. U.S. Geological Survey (USGS) Quad Sheet for base map	Use the most current USGS Quadrangle(s) as a base map for the airspace drawing.				
2. Runway end numbers	Show the ultimate runways and runway numbers. Contact the FAA before renumbering existing runways.				
3. Part 77 Surfaces (Horizontal, Conical, Transition, based on ultimate). Including elevations at the point where surfaces change.	Show the extents of the Part 77 imaginary surfaces. For airports that have precision approach runways show balance of the 40,000’ approach on a second sheet, if necessary. See 14 CFR Part 77.19.				
4. 50’ elevation contours on sloping surfaces (NAVD88)	Show contour lines on all sloping Part 77 imaginary surfaces. See 14 CFR Part 77.19.				
5. Top elevations of penetrating objects for the inner portion of the approach surface drawing	Identify by unique alphanumeric symbol all objects beyond the Runway Protection Zones that penetrate any of the Part 77 surfaces. See 14 CFR Part 77.				
6. Note specifying height restriction (ordinances/statutes)	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.				
7. North Arrow with	Magnetic declination may be				

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
magnetic declination and year	calculated at http://www.ngdc.noaa.gov/geomag-web/#declination . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
C. Profile view					
1. Airport Elevation	List the Airport Elevation, the highest point on an airport's usable runway expressed in feet above mean sea level (MSL). Use NAVD88 datum. See AC 150/5300-13A, Chapter 1, Paragraph 102(g).				
2. Composite Ground Profile along extended Runway Centerline (Representing the composite profile, based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface.				
3. Significant objects (bluffs, rivers, roads, schools, towers, etc.) and elevations	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Use the objects' same alphanumeric identifier that was used on the plan view. Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.				
4. Existing, future, and ultimate runway ends and approach slopes	Show existing and ultimate runway ends and FAR Part 77 approach surface slopes. See 14 CFR Part 77.19.				
D. Obstruction Data Tables (identify obstacles not depicted on the Inner Portion of the Approach Surface Drawing)					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach				

Airport Airspace Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
	<p>surfaces, regardless of whether or not they are obstructions. Use the objects alphanumeric identifier that was used on the plan view.</p> <p>Identify the top elevations of all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions.</p>				
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.				
3. Date of Obstruction Survey	Provide the date of latest obstruction survey.				
4. Ground Surface Elevation	Provide the ground surface elevation (MSL) at the base of each object.				
5. Object Elevation	List the above ground level (AGL) height and the top of object elevation (above mean sea level / AMSL / MSL) for each object.				
6. Amount of surface penetration	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77.				
7. Proposed or existing disposition of the obstruction	Provide a proposed or existing disposition of the object to remedy the penetration. See AC 70/7460-1.				
a. Proposed Disposition (existing)					
b. Proposed Disposition (future)					
Remarks					

A.6. Inner Portion of the Approach Surface Drawing

- A required drawing.
- Scale 1"=200' Horizontal, 1"=20' Vertical, two sheets may be necessary for clarity. Typically, the plan view is on the top half of the drawing and the profile view is on the bottom half. Views should be drawn from the runway threshold to a point on the approach slope 100 feet above the runway threshold elevation, at a minimum, or the limits of the RPZ, whichever is further.
- Drawings containing the plan and profile view of the inner portion of the approach surface to the runway and a tabular listing of all surface penetrations. The drawing will depict the obstacle identification approach surfaces contained in 14 CFR Part 77, Objects Affecting Navigable Airspace. The drawing may also depict other surfaces, including the threshold-siting surface, Glideslope Qualification Surface (GQS), those surfaces associated with United States Standards for Instrument Procedures (TERPS), or those required by the local FAA office or state agency. The extent of the approach surface and the number of airspace obstructions shown may restrict each sheet to only one runway end or approach.

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Block	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Plan View (existing, future, and ultimate)					
1. Inner portion of approach surface	Show the area from the runway threshold out to where the ultimate approach surface slope is 100 feet above the threshold elevation.				
2. Aerial photo for base map	Use an aerial photograph for the base map.				
3. Objects (identified by numbers)	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.				
4. Property line within approaches	Show the property lines that are within the area/portion of airport shown.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
5. Road & railroad elevations, plus movable object heights	Provide elevation information for the traverse ways' centerline elevation where they intersect the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverse way elevation plus the traverse way adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.				
6. Part 77 Approach Surface clearance over Roads and Railroads at the most critical points, the Centerline and Edge of the surface.	Provide elevation information for the traverse ways where they intersect the edges and centerline of the Part 77 Approach surfaces (existing and ultimate). Note whether this elevation is the actual elevation or the traverseway elevation plus the traverseway adjustment (23' for railways, 17' for interstate highways, 15' for other public roads, or 10' for private roads). See also 14 CFR Part 77.				
7. Physical end of runway, end number, elevation (NAVD88) Nearest 0.1 foot	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center.				
8. Airport Design Surfaces					
a. Runway Safety Area	Show the extents of the existing and ultimate Runway Safety Area (RSA). See AC 150/5300-13A, Paragraph 307 and Table 3-8.				
b. Runway Object Free Area	Show the extents of the existing and ultimate Object Free Area (OFA). See AC 150/5300-13A, Paragraph 309 and Table 3-8.				
c. Runway Obstacle Free Zone (OFZ)	Show the extents of the existing and ultimate OFZ which includes the inner-approach OFZ, inner-transitional OFZ, and the Precision OFZ (POFZ), if applicable. See AC 150/5300-13A, Paragraph 308.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
d. Runway Protection Zone (RPZ)	Show the extents of the existing and ultimate RPZ. Prior to including new or modified land use in the RPZ, the Regional and ADO staff must consult with the National Airport Planning and Environmental Division, APP-400. This policy is exempt from existing land uses in the RPZ. See AC 150/5300-13A, Paragraph 310, Table 3-5 and FAA memorandum dated September 27, 2012.				
e. NAVAID critical area	Show the critical area outline for all Instrument Landing System and other electronic Navigational Aids located on the airport. See AC 150/5300-13A, Chapter 6 for general guidance and FAA Order 5750.16 for critical area dimensions.				
9. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used. See AC 150/5070-6, Paragraph 1005.				
10. North arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, Chapter 2, Section 5, for further information.				
C. Profile view					
1. Existing and proposed runway centerline ground profile (list elevations at runway ends & at all points of grade changes) (representing the composite profile based on the highest terrain across the width and along the length of the approach surface)	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the approach surface to where the ultimate approach surface slope is 100 feet above the threshold elevation. A more effective presentation may be a rendering of a composite critical profile.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Future development from plan view	Identify future development using same alphanumeric identifier that was used on the plan view.				
3. Part 77 Approach/transition surface; existing and future VASI/PAPI siting surface	Show the boundaries of the existing and ultimate Part 77 Approach Surface. See FAA Order 7400.2, Figure 6-3-9, See also 14 CFR Part 77.				
4. Threshold Siting Surface	Depict any applicable siting requirements pursuant to Table 3-2 of FAA AC 150/5300-13A.				
5. Terrain in approach area (fences, streams, etc.)	Show all significant terrain(fences, streams, mountains, etc.) within the approach surfaces, regardless of whether or not they are obstructions				
6. Objects – identify the controlling object (same numbers as plan view)	Show all significant objects (roads, rivers, railroads, towers, sign and power poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions. Identify the objects using same alphanumeric identifier that was used on the plan view.				
7. Cross section of road & railroad	Show the cross-section of any roads and/or railroads that cross the area shown. Indicate cross section elevations of roads and railroads at edges and extended centerlines that cross the area shown.				
8. Existing and proposed property and easement lines	Show the airport property boundaries, including easements, for the existing and ultimate airport configurations. AC 5300-13A Note easements for pipelines and residential through the fence gateways.				
D. Obstruction tables for each approach surface (surface should be identified)	A separate table for each runway end must be used to enhance information clarity.				
1. Object identification number	List each object by the same alphanumeric symbol used in the plan view.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Natural Gas Flare, etc.				
3. Date of Obstruction Survey and Survey Accuracy	Provide the date of latest obstruction survey.				
4. Surface Penetrations	5300-13A For any object that penetrates the Part 77 surface, the approach surface, or the obstacle free zone, describe the vertical length the object protrudes.				
5. Proposed disposition of surface penetrations	Provide a proposed disposition of the object to remedy the penetration as described in item 4 above. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303 and 308.				
6. Object elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.				
7. Triggering Event (e.g., a runway extension) – Timeframe/expected date for removal	List the surface that is penetrated and the amount the object protrudes above the surface. See 14 CFR Part 77 and AC 150/5300-13A, Paragraphs 303 and 308.				
8. Allowable approach surface elevation (if applicable)					
9. Amount of approach surface penetration (if applicable)					
10. Proposed disposition of approach surface obstruction (if applicable)	Provide a proposed disposition of the object to remedy the penetration. See AC 70/7460-1 for Part 77 violations. "Removal" and/or "Lower" should be listed for any Airports safety area/zone violations. See AC 150/5300-13A, Paragraph 303.				

Inner Portion of the Approach Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
11. Obstacle Free Zone (OFZ)	Determine and depict the applicable OFZ surfaces, see AC 150/5300-13A, Paragraph 308. Provide a proposed disposition of the object to remedy the penetration. Note: Modification to the OFZ standard is not permitted.				
E. Runway Centerline Profile	This may be shown on the Inner Portion of the Approach Surface drawing if there is space to show the runway and Runway Safety Area in sufficient detail otherwise a separate sheet may be necessary. At a minimum this drawing is to show the full length of the runway and Runway Safety Area including: runway elevations, runway and Runway Safety Area gradients, all vertical curves, and a line representing the 5' line-of-sight. See AC 150/5300-13A, Paragraph 305.				
1. Scale	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Paragraph 305.				
2. Elevation	Show runway elevations, runway and Runway Safety Area gradients, and all vertical curve data. See AC 150/5300-13A, Paragraph 318.				
3. Line of Sight	The vertical scale of this drawing must be able to show the separation of the runway surface and the 5' Line-of-Sight line. See AC 150/5300-13A, Section 305.				
Remarks					

A.7. Runway Departure Surface Drawing

- Required where applicable. For each runway that is designated for instrument departures.
- This drawing depicts the applicable departure surfaces as defined in Paragraph 303 of FAA AC 150/5300-13A. The surfaces are shown for runway end(s) designated for instrument departures.
- 40:1 for Instrument Procedure Runways (Scale, 1" = 1000' Horizontal, 1" = 100' Vertical, Out to 10,200' beyond Runway threshold) 62.5:1 for Commercial Service Runways (Scale, 1" = 2000' Horizontal, 1" = 100' Vertical, Out to 50,000' beyond Runway threshold).
- Contact the FAA if the scale does not allow the entire area to fit on a single sheet. The depiction of the One Engine Inoperative (OEI) surface is optional; it is not currently required.

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Plan view (existing & future)	See AC 150/5300-13A, Paragraph 303(c).				
1. Aerial Photo for base map	Use an aerial photograph for the base map. A USGS 7.5 minute series map is also acceptable.				
2. Runway end numbers and elevations (nearest 1/10 of a foot)	Show the existing and ultimate runway end, runway number, and the elevation of the threshold center. For runways that have a clearway, depict this surface and the relocated departure surface. Reference AC 150/5300-13A, Paragraph 303(c)(1).				
3. 50' elevation contours on sloping surfaces (NAVD88)	Show contour lines on the Part 77 imaginary surfaces. See 14 CFR Part 77.19.				
4. Depict property line, including easements	Show the property line(s) that are within the area/portion of airport shown.				
5. Identify, by numbers, all traverse ways with elevations and computed vertical clearance in the departure surface	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters.				

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
6. Ground contours	Show ground contour lines in 2', 5', or 10' intervals. Topographic issues may be important in the alternatives analysis, which may require that reduced contour intervals be used.				
C. Profile view (existing & future)					
1. Ground profile	Depict the ground profile along the extended runway centerline representing the composite profile, based on the highest terrain across the width and along the length of the departure surface to extents of the surface dimensions.				
2. Significant objects (bluffs, rivers, roads, buildings, fences, structures, etc.)	Show all significant objects (roads, rivers, railroads, towers, poles, etc.) within the approach surfaces, regardless of whether or not they are obstructions using an alphanumeric character.				
3. Identify obstructions with numbers on the plan view	Identify the objects using same alphanumeric identifier that was used on the plan view.				
4. Show roads and railroads with dashed lines at edge of the departure surface	Show the cross-section of any roads and/or railroads that cross the area shown.				
D. Obstruction Data Tables					
1. Object identification number	Identify all significant objects (roads, rivers, railroads, towers, poles, etc.) within the departure surfaces, regardless of whether or not they are obstructions using unique alphanumeric characters. List each object by the same alphanumeric symbol used in the plan view.				
2. Description	Provide a brief description of the object, e.g., Power Pole, Cell Tower, Tree, Natural Gas Flare, etc.				
3. Object Elevation	List the Above Ground Level (AGL) height and the top of object elevation in MSL for each object.				

Runway Departure Surface Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
4. Amount of surface penetration	List the object protrudes above the departure surface. See AC 150/5300-13A, Paragraph 303(c).				
5. Proposed or existing disposition of the obstruction	Provide a proposed disposition of the object to remedy the penetration. See AC 150/5300-13A, Paragraph 303(c).				
6. Separate table for each departure surface	A separate table for each runway end must be used to enhance information clarity.				
Remarks					

A.8. Terminal Area Drawing

- Scale 1”=50’ or 1”=100’. Plan view of aprons, buildings, hangars, parking lots, roads.
- This plan consists of one or more drawings that present a large-scale depiction of areas with significant terminal facility development. Such a drawing is typically an enlargement of a portion of the ALP. At a commercial service airport, the drawing would include the passenger terminal area, but might also include general aviation facilities and cargo facilities. See AC 150/5300-13A, Appendix 5.
- Use scale that allows the extent of the terminal/FBO apron area to best fit the chosen sheet size, e.g., typical GA airports may be able to use 1”=50’ scale on a 22” X 34” sheet, but a complex hub airport with multiple terminal areas may require a 1”=100’ scale on a 36” X 48” sheet. Contact FAA if an airport layout requires scaling or sheet sizing other than what is listed.
- This drawing is not needed at every airport type and is therefore optional.

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Building data table	All buildings on the Airport Layout Drawing should be identified by an alphanumeric character. List these identifiers in a table and give a description of the building. If no Terminal Area drawing is done, also include the top of structure elevation in MSL. Show the location of existing and ultimate hangars. Include dimensions of apron and distance from runway and taxiway centerlines. See AC 150/5300-13A, Appendix 5. Show the elevation of the highest point of each structure.				
1. Structure identification number					
2. Top elevation of structures (AMSL)					
3. Obstruction marking/lighting (existing/future)					
C. Buildings to be removed or relocated noted	If any of the structures violate any airport or approach surfaces give an ultimate disposition to remedy the violation.				
D. Fueling facilities, existing and future	Show the location of existing and ultimate fueling facilities. Include dimensions of apron and distance from runway and taxiway centerlines.				

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
E. Air carrier gates positions shown (existing/future)	Show the existing and ultimate air carrier gate positions. See AC 150/5300-13A, Chapter 5.				
F. Existing and future security fencing with gates	Show the existing and ultimate security fencing and gates. See AC 150/5300-13A, Paragraph 606.				
G. Building restriction line (BRL)	Show the Building Restriction Line (BRL) that is within the area/portion of airport shown. The BRL identifies suitable building area locations on airports. This should be located where the Part 77 surfaces are at 35' above the airport elevation unless a different height is coordinated with the FAA. See AC 150/5300-13A, Paragraph 213(a).				
H. Taxiway or Taxilane centerlines designated	Show centerlines of all taxiway and taxilanes within the area/portion of airport shown.				
I. Dimensions					
1. Clearance Dimensions between runway, taxiway, and taxilane centerlines and hangars, buildings, aircraft parking, and other objects.	Show the location of existing and ultimate apron. Include dimensions of apron and distance from runway and taxiway centerlines. Apron should be sized using activity forecast and the apron design spreadsheet. See AC 150/5300-13A, Chapter 5 and FAA Engineering Brief No. 75.				
2. Dimensions of aprons, taxiways, etc. Apron/Hangar areas that do not meet dimensional standards of the critical aircraft should be identified and the wingspan/design group of the aircraft that can use that area depicted. Include tie down location with clearances	Show the dimensions between existing and ultimate runway, taxiway, and taxilane centerlines and existing and ultimate hangars, buildings, aircraft parking, and other fixed or movable objects. See AC 150/5300-13A, Chapter 3 and Chapter 4. Show proposed tie-down layout on the apron area as well as taxilane marking plan. See AC 150/5300-13A, Appendix 5, AC 20-35, and AC 150/5340-1.				

Terminal Area Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
J. Property Line	Show the property line(s) that are within the area/portion of airport shown.				
K. Auto parking (existing & ultimate)	Show the existing and ultimate auto parking areas. See AC 150/5300-13A, Appendix 5.				
L. Major airport drainage ditches or storm sewers	Show any significant airport drainage ditches or storm sewers within the area/portion of airport shown.				
M. Special Use Area (e.g., Agricultural spraying support, Deicing, or Containment)	Show any special use areas within the area/portion of airport shown.				
N. North Arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
O. Fence	Show the existing and ultimate perimeter fencing or general area fencing.				
P. Entrance Road	Show the existing and ultimate entrance road. See 5300-13AFAA Order 5100.38, Chapter 6, Section 2.				
Remarks					

A.9. Land Use Drawing

- Scale 1”=200’ to 1”=600’.
- A drawing depicting on- and off-airport land uses and zoning in the area around the airport. At a minimum, the drawing must contain land within the 65 DNL noise contour. For medium or high activity commercial service airports, on-airport land use and off-airport land use may be on separate drawings. The Airport Layout Drawing should be used as a base map.
- Drawing optional. Need based on scope of work.

Land Use Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Title and Revision Blocks	Each drawing in the Airport Layout Plan drawing set shall have a Title and Revision Block. For drawings that have been updated, e.g., as-builts, the revision block should show the current revision number and date of revision.				
B. Airport boundaries/property, existing & future (fee and easement)	Show the existing and ultimate property lines. If known, show property lines for parcels surrounding the airport.				
C. Plan view of land uses by category (Agricultural, Aeronautical, Commercial, Residential, etc.). Use local land use categories.					
1. On-Airport (existing & future)	Label existing and ultimate on-airport property by usage, e.g., Terminal Area, Air Cargo, Public Ramp, Airfield - Movement, Airfield - Non-movement, etc. Include existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids).				
2. Off-Airport (existing & future) [to the 65 DNL Contour at a minimum, if contour known]	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.				
D. Boundaries of local government	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.				
E. Land use legend	Provide a legend that identifies all symbols and line types used on the drawing. Lines must be clear and readable with sufficient scale and quality to discern details.				

Land Use Drawing					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
F. Public facilities (schools, hospitals, parks, churches etc.)	Identify public facilities, e.g., schools, parks, etc.				
G. Runway visibility zone for intersecting runways	Show the Runway Visibility Zone(s) for the existing and ultimate airport configurations. See AC 150/5300-13A, Section 305.				
H. Show off-airport property out to 65 DNL if available	Label existing and ultimate off-airport property by usage and zoning, e.g., Agricultural, Industrial, Residential, Commercial, etc.				
I. Airport Overlay Zoning or Zoning Restrictions	List any local zoning restrictions that are in place to protect the airport and surrounding airspace. See AC 150/5190-4.				
J. North arrow with magnetic declination and year	Magnetic declination may be calculated at http://www.ngdc.noaa.gov/geomag-web/#declination . This model is using the latest World Magnetic Model which has an Epoch Year of 2010. See FAA Order 8260.19, "Flight Procedures and Airspace." Chapter 2, Section 5, for further information.				
K. Drawing details to include runways, taxiways, aprons, RPZ, terminal buildings and NAVAIDS	Show existing and future airport features (e.g., runways, taxiways, aprons, safety areas/zones, terminal buildings and navigational aids, etc.). See AC 150/5300-13A.				
L. Crop Restrictions	Show the Crop Restriction Line (CRL). See AC 150/5300-13A, Paragraph 322 and AC 150/5200-33.				
Remarks					

A.10. Airport Property Map / Exhibit A

- Scale 1"=200' to 1"=600'.

Airport Property Map / Exhibit A					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
A. Will Property Map serve as Exhibit A? – If YES, follow the directions to the right. – If NO, go to item B below.	If prepared in accordance with AC 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects, use ARP SOP no. 3.00 Exhibit A guidance instead of below checklist.				
If Property Map will not serve as Exhibit A:					
B. Title and Revision Blocks					
C. Plan view showing parcels of land (existing, future, and ultimate)					
1. Fee land interests (existing and future)					
2. Easement interests (existing and future)					
a. Part 77 protection					
b. Compatible Land Use					
c. RPZ protection					
3. Airport Property Line					
D. Legend – shading/cross hatching, survey monuments, etc.					
E. Data Table					
1. Depiction of various tracts of land acquired to develop airport	If any obligations were incurred as a result of obtaining property, or an interest therein, they should be noted. Obligations that stem from Federal grant or an FAA-administered land transfer program, such as surplus property programs, should also be noted. The drawing should also depict easements beyond the airport boundary.				

Airport Property Map / Exhibit A					
Item	Instructions	Sponsor/Consultant			FAA
		Yes	No	N/A	
2. Method of acquisition or property status (fee simple, easement, etc.)					
3. Type of Acquisition Indicated	(e.g., AIP-noise, AIP-entitlement, PFC, surplus property, local purchase, local donation, condemnation, other)				
4. Acreage					
F. Access point(s) for through-the-fence arrangements including residential					
Remarks					

APPENDIX B. ALP APPROVAL TYPES AND APPROVAL LETTERS

FAA has two Orders guiding approval of ALPs: FAA Order 5050.4B which deals with environmental requirements and FAA JO 7400.2 which deals with airspace matters. Requirements from each are contained in all ALP approval letters.

B.1. FAA Order 5050.4B Provisions

Airport sponsors, consultants, the public—and even FAA staff—sometimes request clarification on the meaning of “conditional” and “unconditional” approval of ALPs. FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions (or latest edition), clearly explains the specific criteria for those types of ALP approvals, as well as for a third, “mixed” approval. FAA’s conditional, unconditional, or mixed approval of an ALP is a Federal action subject to NEPA and other environmental laws. Section 202 of the Order, the complete text of which is on the following pages, describes in detail those three approval types.

The vast majority of FAA’s ALP approvals have been “conditional,” as not all development depicted on the drawings has received formal environmental approval, especially that planned for the long-term. This type of approval also includes a caveat that development not yet shown on the ALP is subject to FAA environmental approval.

Although there is provision in the Order for completely “unconditional” approval of an ALP, as a practical matter, such approval is unlikely. Even the ALP for an entirely new airport would show development beyond the time-limited approval horizon of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) (normally, approved work must commence within three years of the environmental finding or record of decision).

A “mixed” ALP approval includes an unconditional approval of specifically-listed projects which have received environmental approval and are cleared for work to begin, as well as conditional approval of planned development that must still receive environmental approval before work can start. (Note: There is another type of mixed approval, not mentioned in the Order, where specific planned or existing development is not approved, but for non-environmental reasons.) This summarizes the three types described in detail on the following pages:

a. Conditional ALP approval

- (1) Does not confer environmental approval for all features depicted on the ALP.
- (2) Approves the building of facilities only after FAA completes its environmental analysis of those facilities and issues an unconditional approval of the ALP depicting them.
- (3) ALP is still subject to environmental review.

b. Unconditional ALP approval

- (1) FAA has completed the environmental review process for near-term development.
- (2) FAA has authorized construction of facilities depicted on the unconditionally-approved ALP.

c. “Mixed” ALP approval

(1) FAA has environmentally analyzed and unconditionally approved the near-term development shown on the ALP, but defers its environmental review of the long-term development.

(2) FAA has conditionally approved that portion of the ALP depicting the long-term development.

(3) FAA approval letter must specify those projects that are unconditionally or conditionally approved.

Again, the complete and detailed descriptions from Section 202 of the Order are contained here. The attachments consist of examples of conditional and/or mixed ALP approval letters which may be used as templates. The fourth sample letter illustrates a specific exception to an otherwise conditional approval.

Note: The following is an excerpt from Section 202 of FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions.

202. AIRPORT LAYOUT PLAN (ALP).

a. General. An ALP identifies all existing and future runways, runway extensions, terminal buildings and other airfield facilities, and the descriptions of the development needed to support them. The ALP is for planning purposes only. It does not commit the airport sponsor to building any depicted airport facilities. Also, ARP’s approval of an ALP does not commit ARP to contribute Federal financial support to the facilities the ALP depicts.

b. NEPA compliance for ALP approvals. As paragraph 9.g.(3) notes, FAA’s conditional, unconditional, or mixed approval of an ALP is a Federal action subject to NEPA and other environmental laws.

c. FAA’s ALP approval choices. The approving FAA official may issue a “conditionally” or “unconditionally” approve an ALP as discussed below. Also, that official may environmentally and unconditionally approve more immediate range development shown on an ALP, while deferring environmental action on later stages of proposed development depicted on the same ALP but not yet ripe for decision. This situation leads to the official a “mixed” ALP approval as discussed in paragraph 202.c (3).

(1) Conditional ALP approval. This approval signals that:

(a) The proposed ALP depicts features that are safe and efficient for airport operations and airport use.

(b) ARP has not yet completed its review of the environmental impacts the features depicted on the ALP would cause. ARP has not done so because the features are not yet needed and are not ripe for decision (see “tiering” paragraph 1403 of this Order for more information). or

(c) The approving FAA official has *not* authorized the airport sponsor or project proponent to begin building the facilities shown on the conditionally approved ALP. The sponsor or proponent may start building those facilities *only after* the ARP completes its environmental analysis of those facilities and the approving FAA official issues an unconditional approval of the ALP depicting those facilities.

Note: A conditional ALP approval normally qualifies as a categorical exclusion under the Administrative/General exclusions, FAA Order 1050.1E, paragraph 307.p. (also see Chapter 6, Table 6-1, of this Order). Because there is no reasonable expectation that the approval would cause environmental effects, it rarely involves extraordinary circumstances (FAA Order 1050.1E, paragraph 303d).

(2) Unconditional ALP approval. This approval signals that:

(a) The proposed ALP depicts features that are safe and efficient for airport operations and airport use and that the features are ripe for Federal decision.

(b) ARP has completed the environmental review process this Order requires for the near-term and immediate-term development that is ripe for decision. and

(c) The approving FAA official *has* authorized the airport sponsor or project proponent to begin building the facilities or equipment depicted on the unconditionally approved ALP.

(3) "Mixed" ALP approval. ARP would issue this approval when it unconditionally and conditionally approves the same ALP. ARP would likely issue this approval for ALPs resulting from master plans showing various airport development over a long period of time. In these cases, ARP would environmentally analyze and unconditionally approve the near-term and immediate-term development shown on an ALP that is ripe for decision. However, ARP would defer its environmental review of the long-term development that is not yet ripe for decision. When issuing a "mixed ALP approval:"

(a) The approving FAA official would unconditionally approve that portion of an ALP depicting the proposed near-term and immediate-term development the sponsor proposes. But to do so, ARP must have completed its environmental review and make applicable assurances (e.g., those addressing Section 4(f), relocation, wetlands, floodplains, and coastal zone management programs) for those actions ripe for decision. If ARP has evaluated the environmental effects for all of the development on the ALP, the official would unconditionally approve the entire ALP. ARP urges sponsors or proponents to begin all of the unconditionally approved development within 3 years of the date ARP completes its environmental review for that development. If they do not, ARP would need to complete a written re-evaluation of or a supplement to the NEPA document ARP completed earlier when it unconditionally approved the ALP. (See paragraphs 1401 and 1402 of this Order for more information).

(b) The approving FAA official would conditionally approve that portion of the ALP depicting the long-term development that is not yet ripe for decision. Later, when the airport sponsor or proponent chooses to build this development, it must *first* obtain the official's unconditional ALP approval for that development. To do so, ARP would have to complete the proper NEPA document, issue the proper assurances, and the official would have to unconditionally approve the ALP segments depicting the development that is now ripe for decision.

(4) Limitations on ALP approvals. The approving FAA official may not conditionally approve an ALP depicting a new airport, a new runway, or a major runway extension if any of those projects and their associated actions are the subjects of an EA or EIS that is being prepared. In these instances, the approving FAA official may unconditionally approve an ALP depicting those facilities and their connected actions, but only if FAA has issued a FONSI or ROD that is based on an EA or EIS that addresses those airport actions.¹ These limitations do not preclude ARP from taking any of the following actions:

(a) Approving ALPs depicting and approving Airport Improvement Program (AIP) or Passenger Facility Charge (PFC) funding for projects having independent utility from those the ongoing NEPA document is addressing. For purposes of this Order, a project has independent utility when the project has logical starting and end points and would have a useful purpose without relying on other transportation improvements.

(b) Issuing airspace determinations that focus on the effect of proposed major airport development projects on the safe, efficient use of the airport's navigable airspace. or

¹ Memo from Manager, Community and Environmental Needs Division, dated November 17, 2003, addressing Airport Layout Plan Approvals.

(c) Issuing written findings that ALPs depict features that are safe and efficient for airport operations and airport use.

d. **FAA's ALP approval letters.** These letters reflect FAA's decision on the proposed project's effect on airport utility as well as safe and efficient use of the airport and navigable airspace. They also reflect the status of FAA environmental reviews for facilities the ALP depicts.

(1) **A conditional ALP approval.** When the approving FAA official conditionally approves an ALP, the approval letter must specifically identify those items on the associated ALP that FAA has *not* environmentally analyzed. In addition, the ALP should be dated. Either the dated plans or an approval letter accompanying it should clearly indicate that the approving FAA official has *conditionally* approved the ALP and that the ALP is *still* subject to environmental review. The approval letter should include text similar to this:

"My signature on the enclosed ALP does not necessarily reflect the FAA's official views or policy, authorize construction of the development, nor constitute FAA's commitment to take part in the recommended development.

The actions listed below are subject to Federal environmental laws, statutes, and regulations. FAA first must make an environmental finding on these actions before the airport sponsor may begin them. To satisfy these responsibilities, FAA must complete the environmental process described in the most current version of FAA Order 5050.4.

(ARP suggests listing here those actions requiring FAA's written environmental approval).

"This approval does not cancel notice and review requirements that 14 CFR Parts 77 and 157 impose because they address all proposed structures shown on the ALP."

(2) **An unconditional ALP approval.** When the approving FAA official unconditionally approves an ALP, the letter must specifically state that fact. ARP suggests listing the facilities the official is unconditionally approving. A way to do so is to stamp the words, "UNCONDITIONALLY APPROVED" on the ALP and enter the date of that approval. Suggested language for the unconditional approval letter is:

"The Federal Aviation Administration (FAA) has completed its environmental review of the enclosed Airport Layout Plan (ALP) and has unconditionally approved the facilities listed below. Note the approval does not necessarily reflect FAA's official views or policy. Also note my signature does not constitute the FAA's commitment to take part in the recommended development.

This approval does not cancel notice and review requirements that 14 CFR Parts 77 and 157 impose because they address all proposed structures shown on the ALP."

(ARP suggests listing here those projects FAA is unconditionally approving).

(3) **A "mixed" ALP approval.** When the approving FAA official issues a "mixed" ALP approval, the letter must specify those projects that the decision maker has unconditionally and conditionally approved. Suggested language for a "mixed" ALP approval is:

"Due to the various timing of projects depicted on this ALP, I am issuing unconditional and conditional ALP approvals as described below. FAA has completed its environmental reviews of those projects that I have unconditionally approved. For FAA purposes, the sponsor may undertake only those projects that have received that approval. All other projects depicted on the ALP have not yet been environmentally reviewed. Therefore, I have conditionally approved them. For FAA purposes, the sponsor is not authorized to construct those projects until FAA unconditionally approves them.

Neither approval cancels notice and review requirements that 14 CFR Parts 77 and 157 impose because they address all proposed structures shown on the ALP."

(ARP suggests listing here those actions for which FAA has completed its environmental review (unconditionally approved) and those for which it has not (conditionally approved)).

B.2. FAA Order 7400.2J Provisions

In addition to FAA Order 5050.4B, another FAA Order, JO 7400.2J (or latest edition), Procedures for Handling Airspace Matters, contains provisions regarding ALP approvals. Portions of that Order pertinent to ALP approval are excerpted below. Although Order JO 7400.2J specifies only two types of ALP approvals—“Approved” and “Conditional Approval”—this SOP uses the three types specified in Order 5050.4B, as they are variations on the JO 7400.2J types. Language from Section 12-1-5 of Order JO 7400.2J is also included in the example approval letters, as the ALP approval letter also constitutes an aeronautical study determination.

Note: The following is an excerpt from Chapter 12 of FAA Order JO 7400.2J, Procedures for Handling Airspace Matters.

12-1-2. TERMINOLOGY

b. ALP. An ALP is a graphic depiction of the existing and future airport facilities showing the clearance and dimensional requirements to meet applicable standards. The ALP serves as a record of aeronautical requirements and is used by the FAA in its review of proposals that may affect the navigable airspace or other missions of the FAA.

1. Approved. An approved ALP is one that has met all the applicable requirements as set forth in the appropriate FAA documents. In order for an ALP to be unconditionally approved, the appropriate FAA offices must have reviewed and approved the location, type, and dimension of all proposed development. In addition, all proposed development must have been subject to the appropriate environmental processing and have written approval by the FAA.

2. Conditional Approval. The conditional approval of an ALP is one that has met all the applicable requirements. An ALP that has been conditionally approved is one where the proposed development has received conceptual approval by the appropriate FAA office. The proposed development has not received approval as to the final location, type, and dimension of all proposed development. New structures would require the submission of FAA Form 7460-1. In addition, where the appropriate environmental processing has not occurred, a conditional ALP approval would be required.

12-1-5. STATEMENT IN DETERMINATIONS

a. No Objections or Conditional. Include the following statement in the determination forwarded to the proponent:

1. “This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.”

2. “In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.”

3. “The FAA cannot prevent the construction of structures near an airport. The airport environs can only be protected through such means as local zoning ordinances, acquisitions of property in fee title or aviation easements, letters of agreement, or other means.”

B.3. Example 1: Conditional ALP Approval

The conditions and exceptions in each letter are highlighted in yellow and bolded.

(Date)

(Airport Sponsor and address)

Dear ____:

The ____ Airport Layout Plan (ALP), prepared by ____, and bearing your signature, is approved and the master plan is accepted. A signed copy of the approved ALP is enclosed.

An aeronautical study (no. ____-NRA) was conducted on the proposed development. This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

The FAA has only limited means to prevent the construction of structures near an airport. The airport sponsor has the primary responsibility to protect the airport environs through such means as local zoning ordinances, property acquisition, aviation easements, letters of agreement or other means.

This ALP approval is conditioned on acknowledgement that any development on airport property requiring Federal environmental approval must receive such written approval from FAA prior to commencement of the subject development. This ALP approval is also conditioned on acceptance of the plan under local land use laws. We encourage appropriate agencies to adopt land use and height restrictive zoning based on the plan.

Approval of the plan does not indicate that the United States will participate in the cost of any development proposed. AIP funding requires evidence of eligibility and justification at the time a funding request is ripe for consideration. When construction of any proposed structure or development indicated on the plan is undertaken, such construction requires normal 45-day advance notification to FAA for review in accordance with applicable Federal Aviation Regulations (i.e., Parts 77, 157, 152, etc.). More notice is generally beneficial to ensure that all statutory, regulatory, technical and operational issues can be addressed in a timely manner.

Please attach this letter to the Airport Layout Plan and retain it in the airport. We wish you great success in your plans for the development of the airport.

Sincerely,

(Authorized signature, ADO or Airports Regional Office)

Enclosure

cc: (Consultants), (State Aeronautics), (Other FAA LOBs), (etc.)

B.4. Example 2: Conditional ALP Approval with Stipulation

The conditions and exceptions in each letter are highlighted in yellow and bolded.

(Date)

(Airport Sponsor and address)

Dear ____:

We have completed our review of the updated Airport Layout Plan (ALP) for the ____ Airport, ____, (state), and find it acceptable from a planning standpoint. **The ALP** was reviewed by FAA (airspace study ____-NRA) and **is conditionally approved**. This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

The FAA has only limited means to prevent the construction of structures near an airport. The airport sponsor has the primary responsibility to protect the airport environs through such means as local zoning ordinances, property acquisition, aviation easements, letters of agreement or other means.

The approval, indicated by my signature, is **given subject to the condition that the depicted lengthening and strengthening of Runway ____ may not be undertaken without environmental approval by the Federal Aviation Administration.**

Notwithstanding, all items of development shall comply with the requirements of the National Environmental Policies Act of 1969 (P.L. 91-190). Approval of the plan does not indicate that the United States will participate in the cost of any development proposed. AIP funding requires evidence of eligibility and justification at the time a funding request is ripe for consideration.

When construction of any proposed structure or development indicated on the plan is undertaken, such construction requires normal 45-day advance notification to FAA for review in accordance with applicable Federal Aviation Regulations (i.e., Parts 77, 157, 152, etc.). More notice is generally beneficial to ensure that all statutory, regulatory, technical and operational issues can be addressed in a timely manner.

We are enclosing a copy of the approved ALP drawing set for your records. If you have any questions, please contact me at our office at (tel. no).

Sincerely,

(Authorized signature, ADO or Airports Regional Office)

Enclosure

cc: (Consultants), (State Aeronautics), (Other FAA LOBs), (etc.)

B.5. Example 3: “Mixed” ALP Approval with Specifically Approved Items**The conditions and exceptions in each letter are highlighted in yellow and bolded.**

(Date)

(Airport Sponsor and address)

Dear ____:

____ Airport

Airport Layout Plan Update

Airspace Case No. ____-NRA

The ____ Airports District Office has completed the review of the Airport Layout Plan (ALP) update for the ____ Airport and we have found it acceptable from a planning standpoint, as detailed below. Please find enclosed a signed copy of the updated ALP, with a revision date of ____.

This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

The FAA has only limited means to prevent the construction of structures near an airport. The airport sponsor has the primary responsibility to protect the airport environs through such means as local zoning ordinances, property acquisition, avigation easements, letters of agreement or other means. We encourage the appropriate local agencies to adopt land use and height restrictive zoning based on the revised plan.

Approval of the plan does not indicate that the United States will participate in the cost of any development proposed. AIP funding requires evidence of eligibility and justification at the time a funding request is ripe for consideration. When construction of any proposed structure or development indicated on the plan is undertaken, such construction requires normal 45-day advance notification to FAA for review in accordance with applicable Federal Aviation Regulations (i.e., Parts 77, 157, 152, etc.). More notice is generally beneficial to ensure that all statutory, regulatory, technical and operational issues can be addressed in a timely manner.

The approval indicated by my signature is given subject to the condition that the proposed airport development requiring environmental processing shall not be undertaken without the FAA’s prior, written approval. The following proposed airport development reflected on the ALP has received the required environmental processing and is hereby unconditionally approved:

- **Widen and extend ____**
- **Extend Taxiway ____**
- **Construct Runway ____ and a parallel taxiway**
- **Widen Runway ____ and construct parallel taxiways**
- **Expand commercial apron**

The Capital Improvement Plan (CIP) shown in the updated master plan indicates the year in which the airport sponsor plans to initiate these development projects. While the ____ ADO will consider this CIP to develop and amend the FAA’s ACIP for the airport, please note that the FAA will periodically review and revise its ACIP for the ____ Airport and it may vary from the CIP proposed in the updated master plan.

If you have questions regarding this ALP approval, please contact ____, ____ Program Manager, at ____ (tel. no.).

Sincerely,

(Authorized signature, ADO or Airports Regional Office)

Enclosure

cc: (Consultants), (State Aeronautics), (Other FAA LOBs), (etc.)

B.6. Example 4: Conditional ALP Approval with Exception

The conditions and exceptions in each letter are highlighted in yellow and bolded.

(Date)

(Airport Sponsor and address)

Dear ____:

The ____ Airport Layout Plan (ALP), prepared by ____, and bearing your signature, is approved, with exception as noted. A signed copy of the approved ALP is enclosed.

An aeronautical study (____-NRA) was conducted on the ALPs proposed development. This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

The FAA has only limited means to prevent the construction of structures near an airport. The airport sponsor has the primary responsibility to protect the airport environs through such means as local zoning ordinances, property acquisition, aviation easements, letters of agreement or other means.

The FAA ____ Flight Standards District Office (FSDO) correctly noted that the ALP's proposed location of future baseball fields would not have an adverse effect on aeronautical operations. That is not the issue, however, as it would be the aeronautical operations which would have an adverse effect on parents and children using the baseball fields, as they would be highly sensitive to low-flying aircraft conducting normal operations in the airport traffic pattern. Further, as evidenced by two recent aircraft accidents in playgrounds near the ____ Airport, there is an increased safety risk to persons and property on the ground in the final approach/departure areas to runways. The proposed location of the future baseball fields, therefore, is both a perceived and real safety issue and, consequently, an incompatible land use in such close proximity to an airfield. This was noted in ____ review comments letter on the draft ALP. The proposed location is also contrary to the [sponsor's] own proper designation of this part of the airport as "Aviation Related Use Area". **For these reasons, the location of future baseball fields as shown on the ALP is not approved.**

On the issue of non-aviation related uses, as you know, the ____ Airport property was originally conveyed from the United States to ____ under the Surplus Property Act of 1944. The Act requires that all non-aviation uses and tenants of the airport's property pay fair market rental value, i.e., the amount which they would have to pay to rent or lease comparable private property. If such uses do not pay fair market rates, or if the income is not used for airport operations or development, the FAA considers it revenue diversion. The fair market rental value requirement also applies to nonprofit organizations or uses, and would be applicable to the ALPs depicted non-aviation uses of baseball fields, hotel/conference center, recreational vehicle park, and golf course. Finally, even if depicted on the approved ALP, Federal Aviation Regulation (FAR) Part 77 and the [sponsor's] grant assurance obligations require that all proposed development on airport property be submitted to this office for aeronautical study using FAA Form 7460-1, Notice of Proposed Construction or Alteration.

This approval is conditioned on acknowledgement that any development on airport property requiring Federal environmental approval must receive such written approval from FAA prior to commencement of the subject development. This ALP approval is also conditioned on acceptance of the plan under local land use laws. We encourage appropriate agencies to adopt land use and height restrictive zoning based on the plan.

Approval of the plan does not indicate that the United States will participate in the cost of any development proposed. AIP funding requires evidence of eligibility and justification at the time a funding request is ripe for consideration. When construction of any proposed structure or development indicated on the plan is undertaken, such construction requires normal 45-day advance notification to FAA for review in accordance with applicable Federal Aviation Regulations (i.e., Parts 77, 157, 152, etc.). More notice is generally beneficial to ensure that all statutory, regulatory, technical and operational issues can be addressed in a timely manner.

Please attach this letter to the Airport Layout Plan and retain it in the airport files.

Sincerely,

(Authorized signature, ADO or Airports Regional Office)

Enclosure

cc: (Consultants), (State Aeronautics), (Other FAA LOBs), (etc.)

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