

- (1) True north;
 - (2) Latitude and longitude to the nearest ten thousandth of a minute or hundredth of a second;
 - (3) Field evaluation (MSL);
 - (4) Actual dimensions of the operating area;
 - (5) Magnetic alignment of runway(s) to nearest second;
 - (6) Mast location and airship drift clearance; and
 - (7) Location(s), use, and height(s), of structures on or proposed for the facility.
- viii. Also for airship bases, a scale of one inch equals 400 feet shall also be used showing:
- (1) Location(s), use, and height(s) (MSL), of obstruction(s) in the Safety Zone Area if applicable;
 - (2) Location(s), use, and height(s) (MSL), of obstruction(s) at facilities, where Safety Zoning does not apply, contiguous to the facility within at least 3,000 feet from the end of each runway and at least 500 feet from each side of the centerline of the runway(s);
 - (3) Proposed air traffic patterns superimposed on the drawing with pattern altitudes indicated; and
 - (4) Mast location and airship drift clearance.
- ix. For parachute drop zones, a scale of one inch equals 400 feet shall be used, showing:
- (1) True north;
 - (2) Latitude and longitude to the nearest ten thousandth of a minute or hundredth of a second;
 - (3) Actual dimensions of the drop zone;
 - (4) Locations, runway alignments, and traffic patterns of any other aeronautical facilities within 3,000 feet of the center of the drop zone;
 - (5) All roads, streets, powerlines, telephone lines, and bodies of water (where any depth at any time exceeds four feet), within 3,000 feet of the center of the drop zone;
 - (6) All buildings with heights above the drop zone elevation within 1,000 feet of the center of the drop zone; and
 - (7) All inhabited buildings within 1,000 feet of the center of the drop zone.
- x. Parachute drop zone applications shall also include a listing of all aeronautical facilities located within five miles of the site.
- xi. For banner towing facilities, include a sketch of the designated drop and pick-up area which shows the air traffic pattern for pick-up and drop of the banner.
- xii. For minor alterations at restricted or special use facilities, the engineering certification is not required unless site requirements are such that the Director deems it necessary.
 - xiii. For abandonment or deactivation of any facility, certified drawings are not required.
3. Upon request by the Director, submit a legal description, certified by a land surveyor or professional engineer licensed by the State Board of Professional Engineers and Land Surveyors as truly describing the site for which a license is requested or held.
4. For an elevated heliport or helistop, submit a certified drawing showing that the load bearing capability structural limits of any structure proposed is sufficient for the type of operations anticipated.
5. If the aeronautical facility premises are not owned by the applicant, the applicant shall:
- i. Identify on the license application the owner(s) and any other parties who hold an interest in the property by lease or otherwise, and specify their interest; and
 - ii. Submit copies of all documents of title or interest to the Office upon request. Prior to licensing, the applicant shall submit written approval for the facility from the person(s) controlling the proposed facility premises.
6. In order to show conformance with existing zoning and land use ordinances, applicants shall:
- i. Submit a copy of the final determination, from the appropriate planning authority having jurisdiction, regarding the proposed changes or new facility, as submitted in the licensing application;
 - ii. Submit a copy of the certification, received from the appropriate planning authority having jurisdiction, which states that the application, as submitted, is deemed complete; in such cases, no final licensing decision will be made until the Department reviews and considers the final determination made by the appropriate planning authority having jurisdiction; or
 - iii. If the applicant is notified by the appropriate planning authority having jurisdiction that their final determination is to deny the application, the applicant shall submit to the Office a copy of the final determination plus relevant portions of the applicable ordinances;
7. In addition to the materials required in (a)1 to 6 above, the applicant shall submit copies of permits, or applications for permits, notices of intent, or other documents which are required by any other Federal, State, or local agency with jurisdiction. If only permit applications are submitted, final permits or letters of denial shall be submitted when received.

8. For any change that will require relocation, transfer, or eviction of tenants, submit a plan explaining how facility tenants and/or users are to be notified, and what opportunities are available for relocation;

9. Applicants submitting requests under the requirements of N.J.S.A. 16:61 (Safety Fund Grants) are exempt from duplicate DA-1 and DA-2 requirements; and

10. Submit a completed copy of FAA Form 7480-1, "Notice of Proposed Construction or Alteration" (or subsequent form as amended or superseded) at the same time the form is submitted to the FAA.

(b) The applicant may request, in writing, waivers of application requirements to the Office. The Director may approve such waivers based on the following:

1. Hardship to the applicant; or
2. Demonstrated substantial compliance with the provisions of this chapter; or
3. When the scope and magnitude of the requirement does not require full compliance.

16:54-2.2 Application forms for temporary facilities

(a) All persons proposing to operate temporary aeronautical facilities shall:

1. Submit an Application for Temporary Aeronautical Facility, Form DA-5, including all applicable attachments, in accordance with the provisions of N.J.A.C. 16:54-2.1; and
2. Comply with the provisions of N.J.A.C. 16:54-6.

16:54-2.3 Notice to the public

(a) The applicant shall publish a legal notice as shown in Appendix A, incorporated herein by reference, at a time specified by the Office.

1. The legal notice shall be published in at least two newspapers serving the jurisdiction of the appropriate governing body.
2. One of the papers shall be the official publication designated by the appropriate governing body for public notices and the second shall be the newspaper designated as secondary, or, if not so designated, shall be a newspaper circulated widely in that political subdivision.

(b) The notice shall contain the text prepared by the Office and shall provide a period for public comment and response of not less than 30 days.

(c) The applicant shall submit, to the Office of Aviation, certified proof of publication in the two newspapers. Where the publication dates differ, the later publication date will be used by the Office in determining the public period for comment.

(d) Waivers to the notice requirement will not be given for any proposal to construct a new aeronautical facility. When waivers of the public notice requirement are granted in accordance with N.J.A.C. 16:54-2.1(b), the applicant shall still be required to notify the appropriate governing body, in writing, of the action being requested in the application.

16:54-2.4 Public hearing testimony

(a) The Commissioner may require that public hearings and/or informational meetings to be held regarding an application for license.

(b) The applicant shall be prepared to provide relevant data and information regarding the application at a public hearing or at any proceeding required by the Office. The applicant is responsible for preparing a formal transcript of the public hearing, and submitting that transcript to the Office. Such hearing or proceeding shall be conducted at no cost to the Department.

16:54-2.5 Application processing

(a) All applications for aeronautical facility licenses shall be processed by the Office to ascertain that the minimum requirements of this chapter are met, and to determine whether the issuance of such license would be consistent with public health, safety and welfare, and the development of aeronautics in the State. In making its determination, the Office will consider aviation development, surrounding land uses, local land use ordinances, topography, noise characteristics of the types of aircraft to be used, air traffic patterns proposed to be used, air operational demand, aircraft movement operations, capacity of nearby aeronautical facilities, economic factors, and any other factors deemed relevant by the Department.

1. The Office reserves the right to approve the methods, standards, techniques, and sites to be used in the construction, change, modification, and/or alteration of new or existing aeronautical facilities to ensure compliance with reasonable engineering practices and the safety of the public.

2. Any proposed changes to an approved application must be provided to the Director for review and approval before proceeding with the change. Changes to a previously submitted application that would substantially change the impact of the facility on the contiguous land area or airspace, cannot be approved and will require the submission of a new application incorporating such changes.

16:54-2.6 Approvals

If the application is approved, the applicant shall receive a license, Form DA-L-1, Aeronautical Facility License, for the facility. If the application is disapproved, the applicant may petition the Commissioner for exemption in accordance with N.J.A.C. 16:54-7, Petition for Exemption.