

TEMPORARY FIELD PERMIT APPLICATION

Information required by Act 327 P.A. of 1945, as amended, to obtain a permit

This application is required when the owner of an aircraft uses, or proposes to use, an area or areas of land for temporary commercial operations. Permits will not be issued for a period exceeding 120 days. Permits are not required for exclusive use of ultralights, balloons, or seaplanes.

INSTRUCTION:

1. Complete the information listed below at least 14 days prior to date of requested issuance.
2. Complete a detailed sketch of the proposed temporary facility. The sketch must clearly indicate the location of the facility and ingress and egress routes.
3. Return completed form to the Michigan Department of Transportation (MDOT), Office of Aeronautics, 2700 Port Lansing Road, Lansing, Michigan 48906-2171. Make check and money order for fees payable to the State of Michigan.

If you have any questions or require additional information, contact Michele Duncan via e-mail: DuncanM3@Michigan.gov or phone: (517) 648-9665.

APPLICANT INFORMATION			
ASSOCIATED CITY			MDOT USE ONLY
PHYSICAL LOCATION OF LANDING SITE			DATE RECEIVED
APPLICANT NAME	APPLICANT PHONE NUMBER	APPLICANT E-MAIL ADDRESS	AMOUNT
APPLICANT ADDRESS (City, State, and Zip Code)			DEPOSIT CODE
DATES FACILITY WILL BE USED	PILOT NAME		INSPECTOR
AIRCRAFT MAKE AND N# (List all aircraft to be used)			PERMIT NUMBER

DESCRIPTION OF ACTIVITY / EVENT NAME

I certify that this facility meets the minimum standards for a Temporary Field Permit listed on the back of this form.

OWNER SIGNATURE	DATE
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PROPERTY OWNER INFORMATION

Permission is granted to use the property described above for commercial operations.

PROPERTY OWNER NAME	PRO. OWNER E-MAIL ADDRESS
PROPERTY ADDRESS	PHONE NUMBER
OWNER SIGNATURE	DATE

TEMPORARY FIELD SKETCH (required) Need to show preferred ingress and egress paths for heliport.
PERMIT REQUIREMENTS CHECKLIST

A heliport shall meet all of the following requirements:

- ☐ Contain a length and width of the landing area of at least 1 ½ times the length of the helicopter using the facility.
- ☐ Contain at least two (2) heliport approach surfaces free of obstructions. The heliport approach surface begins at the end of the heliport landing area with the same width as the landing area and extending outward and upward for a horizontal distance of 4,000 feet where its width is 500 feet. The slope of the approach surface is 8 to 1. Two of the heliport approach surfaces provided shall be located to provide that their centerlines form an arc of not less than 90 degrees at their intersection. Each heliport approach surface shall provide an area suitable for an emergency landing during takeoff, climb-out, and landing.
- ☐ If a heliport is located on an elevated structure or roof, then the heliport shall comply with local building and fire codes. The landing area shall be designed to support 1.5 times the maximum gross weight of the largest helicopter authorized to use the heliport. When applying for a license, the applicant shall file a certificate signed by a professional engineer registered in this state, certifying structural compliance of the heliport.
- ☐ Contain a windcone or means of identifying wind direction.
- ☐ Ground level heliports shall have operational areas fenced or marked with caution signs to prevent the inadvertent or unauthorized entry of persons or vehicles.
- ☐ Signs indicating a heliport. The signs shall be located on the heliport's perimeter.
- ☐ Maintain a clearly marked automobile parking area.
- ☐ Maintain an itinerant aircraft parking area.
- ☐ Maintain a clearly marked entrance from a public road.
- ☐ A telephone that is available to the public 24 hours daily on the heliport and the telephone's location clearly indicated.
- ☐ An administration building or terminal building with sanitary facilities available to the public.