

**Land Use Application Procedure**

**All Land Use Applications require an Airport permit number**

- Permits can be acquired at [dfwsubmittals@dfwairport.com](mailto:dfwsubmittals@dfwairport.com)
- For Permit questions, contact the Airport Permit Coordinator

**Airport In-House Board Projects:**

For all Airport projects, the below procedures are required for all Land Use Application submittals.

- Contact the Airport Land Use Manager for an application.
- DFW Project Manager to verify if an FAA Form 7460-1 – Notice of Proposed Construction or Alteration is required for this staging area operation. The form can be found at the following:  
[https://www.faa.gov/documentLibrary/media/Form/FAA\\_Form\\_7460-1\\_AJV-1-050117.pdf](https://www.faa.gov/documentLibrary/media/Form/FAA_Form_7460-1_AJV-1-050117.pdf)
- When a Form 7460-1 is required, an FAA review of 45 to 60 Calendar Days must be completed, before a determination letter is sent from the FAA.
- The Contract must state that the Airport will provide a staging area and or a trailer lot area.
- DFW Project Manager must verify and signs your application.
- Complete application for either staging area or trailer lot.
- Provide exhibit of location wanted for staging area. (PDF Google Earth)
- Provide exhibit of location of your project. (PDF Google Earth)
- Applications will be reviewed for approval by Land Use Committee.
- AOA gate access and preferred vehicle route to and from the staging area will be stated in an authorization letter.
- Review of application may take up to ten (10) Working Days.
- When approved, an authorization letter will be sent to you.
- Land Use Application are valid for up to twelve (12) months at a time only.

**Staging Area Application Procedure**

**Contractor Land Use Application for Staging Area**

**Version Date:** September 2018

**Permit No:**

**A. To be completed by Contractor:**

1. Airport Contract Number and Construction Application Number.

Contract# [Click here to enter text.](#)  
(9500xxx)

CA# [Click here to enter text.](#)  
(Also known as permit number)

2. Contractor's company name and contact information (include subcontractors if applicable).

*Provide all company names, mailing addresses, phone numbers, and e-mail addresses.*

[Click here to enter text.](#)

3. Location and description of staging area.

*Include address of the Project site, summary of scope of work and add a pdf from Google Earth of staging area location.*

[Click here to enter text.](#)

4. List all materials to be stored in the staging area.

*Examples: rigid metal conduit, rebar, lumber, etc.*

*Only materials and products related to the specific contract may be stored inside the area.*

[Click here to enter text.](#)

5. Vehicles and type of equipment to be stored at the staging area.

*Examples: light trucks, back-hoes, air compressors, concrete hoppers, etc.*

[Click here to enter text.](#)

6. Chemicals/fuel to be stored and quantities.

*Examples: curing compounds, paint, paint thinner, chemical toilets, etc.*

*Note whether chemicals are to be stored indoors or outdoors.*

[Click here to enter text.](#)

7. List of any work or maintenance to be performed in the staging area.

*Examples: equipment servicing, vehicular maintenance, fueling, etc.*

*Note that only maintenance identified in this application may be performed in the area.*

[Click here to enter text.](#)

8. Dimensions and location of area requested.

*Include address of requested location, approximate calculated area, and distance from project location.*

*(Field may be completed for you in advance.)*

*Ex: East Airfield Drive - LOT 43;*

*Image attached*

[Click here to enter text.](#)

9. Land Use Application Supplemental for Staging Areas.

*Representative has read and understands supplement and agrees to abide by the document.*

*(State that you understand and agree.)*

[Click here to enter text.](#)

10. Contract start and expiration dates. (Maximum of up to 12 months period only)

Start Date: [Click here to enter a date.](#)  
enter a date.

Expiration Date: [Click here to](#)

*Notice To Proceed Date*

*Final Completion Date*

**Contractor Representative:**

**Signature:**

**Date:**

*Representative should be an officer in the company with direct oversight of the work.*

Print Name: \_\_\_\_\_

**B. To be completed by your Owner's Authorized Representative:**

1. Occupancy term.

Start Date: [Click here to enter a date.](#)

*First date land use is required*

End Date: [Click here to enter a date.](#)

*Last date land use is required*

2. Contract requirements regarding area set up.

*Cite the specified requirements included in the contract regarding land use.*

*Ex: Perimeter fencing, site stabilization, erosion control measures, construction entrance, wheel wash stations, etc.*

[Click here to enter text.](#)

3. Contract requirements regarding area condition for Contract Close-Out

*Cite the specified requirements in the contract for the final condition of the area at Final Completion of the work.*

*Ex: Removal of perimeter fences, removal of structural erosion control measures,*

*removal of construction entrance, establishment of perennial grass coverage, etc.*

Condition of Area:

[Click here to enter text.](#)

**Owner's Authorized Representative:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Directions for submission of application:**

A. Complete the following applications:

1) General Application

Contact the Airport Land Use Manager with any questions.

2) Erosion Control Plan

Contact the Airport EAD with any questions.

3) Spill Response Plan

Contact the Airport EAD with any questions.

B. Submit all 3 applications to the Airport Land Use Manager.

C. Allow 2-3 weeks for Letter of Authorization to be issued.

**Trailer Application Procedure**

**Contractor Land Use Application for Trailer Lot**

**Version Date:** September 2018

**Permit No:**

**A. To be completed by Contractor:**

1. Airport Contract Number and Construction Application Number.

Contract # [Click here to enter text.](#)

*(9500xxx)*

CA# [Click here to enter text.](#)

*(Also known as permit number)*

2. Contractor's company name and contact information (include subcontractors if applicable).

*Provide all company names, mailing addresses, phone numbers, and e-mail addresses.*

[Click here to enter text.](#)

3. Location and description of trailer lot.

*Include address of the Project site, summary of scope of work and add a pdf from Google Earth of trailer location.*

[Click here to enter text.](#)

4. List all materials to be stored in the trailer lot area.

*Examples: rigid metal conduit, rebar, lumber, etc.*

*Only materials and products related to the specific contract may be stored inside the area.*

[Click here to enter text.](#)

5. Vehicles and type of equipment to be stored at the trailer lot.

*Examples: light trucks, back-hoes, air compressors, concrete hoppers, etc.*

[Click here to enter text.](#)

6. Chemicals/fuel to be stored and quantities.

*Examples: curing compounds, paint, paint thinner, chemical toilets, etc.*

*Note whether chemicals are to be stored indoors or outdoors.*

[Click here to enter text.](#)

7. List of any work or maintenance to be performed in the trailer lot.

*Examples: equipment servicing, vehicular maintenance, fueling, etc.*

*Note that only maintenance identified in this application may be performed in the area.*

[Click here to enter text.](#)

8. Dimensions and location of area requested.

*Include address of requested location, approximate calculated area, and distance from project location.*

*(Field may be completed for you in advance.)*

*Ex: East Airfield Drive - LOT 43;*

*Image attached*

[Click here to enter text.](#)

9. Land Use Application Supplemental and Trailer Requirements.

*Representative has read and understands supplement and agrees to abide by the document.*

*(State that you understand and agree.)*

[Click here to enter text.](#)

10. Contract start and expiration dates. (Maximum of up to 12 months period only)

Start Date: [Click here to enter a date.](#)  
enter a date.

Expiration Date: [Click here to](#)

*Notice To Proceed Date*  
*Completion Date*

*Final*

**Contractor Representative:**

**Signature:**

**Date:**

*Representative should be an officer in the company with direct oversight of the work.*

Print Name: \_\_\_\_\_

**B. To be completed by your Owner's Authorized Representative:**

1. Occupancy term.

Start Date: [Click here to enter a date.](#)  
*First date land use is required*

End Date: [Click here to enter a date.](#)  
*Last date land use is required*

2. Contract requirements regarding area set up.

*Cite the specified requirements included in the contract regarding land use.*

*Ex: Perimeter fencing, site stabilization, erosion control measures, construction entrance, wheel wash stations, etc.*

[Click here to enter text.](#)

3. Contract requirements regarding area condition for Contract Close-Out

*Cite the specified requirements in the contract for the final condition of the area at Final Completion of the work.*

*Ex: Removal of perimeter fences, removal of structural erosion control measures,*

*removal of construction entrance, establishment of perennial grass coverage, etc.*

Condition of Area:

[Click here to enter text.](#)

**Owner's Authorized Representative:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Directions for submission of application:**

A. Complete the following applications:

1) General Application

Contact the Airport Land Use Manager with any questions.

2) Erosion Control Plan

Contact the Airport EAD with any questions.

3) Spill Response Plan

Contact the Airport EAD with any questions.

B. Submit all 3 applications to Airport Land Use Manager.

C. Allow 2-3 weeks for Letter of Authorization to be issued.