1. FAA and KAZC permits (update 2020)
   1. Open blank Excel Spreadsheet
      1. Add columns for Northing, easting, LAT, Long, elevation coordinates from Mircostation for each signal pole.
      2. Northing and easting coordinates only convert into LAT/LONG deg,min,sec (ex. Remove the degrees, minutes, and secs symbols, 38 12 12.123 -85 34 23.12 (add negative sign)). You can use <http://kgs.uky.edu/kgsweb/CoordConversionTool.asp> to convert. Check if coordinates are close enough to location by bringing up the map on this website.
      3. Email excel spreadsheet to [AirportZoning@ky.gov](mailto:AirportZoning@ky.gov) to see if we need to apply for a permit.
         1. If the response is a no, you need to keep email for the records and complete the following:
            1. Input all locations in to the FAA Notice criteria tool, <https://oeaaa.faa.gov/oeaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>
            2. Add column to spreadsheet to note if the tool requires a FAA permit.
            3. If the tool requires permit, go to d

If structure is shielded by a permanent structure contact Division of traffic operations to see if design services agrees to use FAA requirements under 77.9 e (1).

If yes go to step d (ii).

If no go to step d.

* + - * 1. Does the map on the screen show a heliport? FAA has jurisdiction over all private and public heliports. KAZC only has jurisdiction over public heliports (Kentucky has no public heliports). A heliport will look like a perfect circle on the map. Usually the airport will have an eclipse and an approach block.

If yes you will need to file for a permit for all locations. Go to step e.

If no you will need to document that you do not see a heliport surface. Then you would need to document (with photos and added to file) if location fits within the 77.9 e 1 requirements to not file a permit:

(e) You do not need to file notice for construction or alteration of: (1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation; You are done.

* + - * 1. You will need to get a login ID and fill out a permit for each location. Make sure that you make KYTC the sponsor and add Jessica Goodwin as the contact for the Sponsor.
        2. You may be required by the FAA to update or modify your information that has been turned in on the permit.
        3. FAA also will require you to turn in a PART 2 submittal after the structure is installed. If the structure is moved in the field, a new permit shall be submitted to the FAA. You will need to terminate the existing location permit.
      1. If the response is a yes, you will need to do the following;
         1. Get and fill out the permit application (TC 55-2) from the website. <http://transportation.ky.gov/Aviation/Pages/Zoning-Commission.aspx>
         2. On this permit just fill out one location and add in comments that there are multiple locations. You will need to attach the spreadsheet to your submittal
         3. Send permit to [AirportZoning@ky.gov](mailto:AirportZoning@ky.gov) to process and they will send to the KAZC commission for review.
         4. There may be follow-up after the structure is installed.
         5. Input all locations in to the FAA Notice criteria tool, <https://oeaaa.faa.gov/oeaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>
         6. Add column to spreadsheet to note if the tool requires a FAA permit.
         7. If the tool requires permit, you will need to get a login ID and fill out a permit for each location. Make sure that you make KYTC the sponsor and add Jessica Goodwin as the contact for the Sponsor.
         8. You may be required by the FAA to update or modify your information that has been turned in on the permit.
         9. FAA also will require you to turn in a PART 2 submittal after the structure is installed. If the structure is moved in the field, a new permit shall be submitted to the FAA. You will need to terminate the existing location permit.