

Completed applications are to be returned to:

Huntsville Police Department

ATT: Lt. Mark McMurray

Special Operations Division

815 Wheeler Avenue

Huntsville, AL 35801

Office: (256) 427-5580, 427-5379

Fax: (256) 427-5581

E-mail: mark.mcmurray@huntsvilleal.gov

Special Event Aircraft Landing Permits shall be granted to only the following entities: medical service providers, emergency responder's agencies, or military contractors; and under only the following circumstances: training exercises, aircraft demonstrations, or aircraft displays.

Click to view the [Code of Ordinances](#) of the City of Huntsville, Alabama concerning how it affects your event. Go to Chapter 6, Aviation; Article 1, In General.

The Huntsville Police Department (hereinafter, "HPD") need as much information as possible concerning contacts for your event. Leave nothing blank; use N/A as needed. Incomplete or inaccurate applications may result in delays or denial in obtaining approval for your permit. At times HPD may have to cancel, change or delay an event due to unforeseen circumstances and in the past we have had problems making contact using the information on the application. If the information changes prior to your event, please contact us with updated information as soon as possible.

Completed applications must be submitted a minimum of ten (10) business days before the date of the event, or a minimum of thirty (30) business days if the event requires the closure of any public street or highway.

All applications will be stamped by HPD with the date and time of receipt in order to ensure that the use of the public area requested is on a first-come, first-served basis.

To prevent delays or denial of a Permit you should check with the appropriate person listed above prior to scheduling your event for available dates, times, locations or other previously scheduled events.

Your application must be processed and reviewed for approval or denial. This process may be lengthy due to other applications that have been received or other events scheduled, so it is best to get your application in as early as possible.

Remember that this form is just an application to receive a Special Event Aircraft Landing Permit. This document is not and can not be used as proof of approval to land any aircraft. If your application is approved you will be notified of this and you must sign for and pick up a copy of the finished Special Event Aircraft Landing Permit at the Huntsville Police Department, 815 Wheeler Avenue, within one week of being notified between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, excluding legal holidays.

SUBMISSION OF THIS APPLICATION IS CONFIRMATION THAT THE DESIGNATED LANDING ZONE HAS BEEN CHECKED AND IT HAS BEEN DEEMED SAFE AS PER NORMAL AND CUSTOMARY AIRCRAFT LANDING/DEPARTURE SAFETY GUIDELINES IN EFFECT AT THE TIME OF THIS APPLICATION. FURTHER, THE LANDING ZONE WILL BE CHECKED IMMEDIATELY PRIOR TO ANY AIRCRAFT LANDING AND PRIOR TO DEPARTURE. ANY CHANGES OF INFORMATION LISTED ON THIS APPLICATION THAT WILL AFFECT THE SAFETY OR SECURITY OF THE LANDING ZONE MUST BE REPORTED TO THE APPROPRIATE PERSON WHO ISSUED THE PERMIT PRIOR TO ANY AIRCRAFT LANDING OR DEPARTURE.

APPLICATION FOR SPECIAL EVENT AIRCRAFT LANDING PERMIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, USE N/A AS NEEDED

Name of the event: _____

Type of event: _____

Arrival date: _____ Arrival time: _____

Departure date: _____ Departure time: _____

Set-up date (if applicable): _____ Set-up time: _____

Breakdown date (if applicable): _____ Break down time: _____

Person completing this application:

Your name: _____ Birthdate: _____

Your address: _____

City: _____ State: _____ Zip code: _____

Company/organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home phone: (____) _____ Work phone: (____) _____

Cell phone: (____) _____ Pager: (____) _____

Fax: (____) _____ E-mail: _____

Person responsible for checking and maintaining the suitability and safety of the landing site:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

Company/organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home phone: (____) _____ Work phone: (____) _____

Cell phone: (____) _____ Pager: (____) _____

Fax: (____) _____ E-MAIL: _____

Alternate person responsible for checking and maintaining the suitability and safety of the landing site:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

Company/organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home phone: (____) _____ Work phone: (____) _____

Cell phone: (____) _____ Pager: (____) _____

Fax: (____) _____ E-mail: _____

Name of the organization, group, company, etc. that is sponsoring the event:

Organization name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: (____) _____ Fax: (____) _____

Name of the person authorizing the event: _____

Title of the person authorizing the event: _____

Authorizing address: _____

City: _____ State: _____ Zip code: _____

Home phone: (____) _____ Work phone: (____) _____

Cell phone: (____) _____ Pager: (____) _____

Fax: (____) _____ E-mail: _____

Aircraft owner:

Company/organization/individual: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: (____) _____ Fax: (____) _____

Contact name: _____ Title: _____

Home phone: (____) _____ Work phone: (____) _____

Cell phone: (____) _____ Pager: (____) _____

Fax: (____) _____ E-mail: _____

Aircraft description:

Make: _____

Model: _____

Tail number: _____ Color: _____

Aircraft body dimensions and number of rotors and their dimensions: _____

Owner: Military _____ Other government entity _____ Company _____ Individual _____

Crew: Military _____ Other government entity _____ Company _____ Individual _____

Landing: Number of crew: ____ Number of passengers ____ Departure: Number of crew: ____ Number of passengers ____

Pilot name: _____ Title: _____

Pilot affiliation: _____

Purpose of the event:

Landing zone: (give a full description for the requested information)

Location and description of the landing zone: (Include maps or drawings on a separate sheet.)

Size: _____

Description of the terrain: _____

Ground cover/composition: _____

Obstructions/obstacles within 150 feet of the perimeter of the landing zone: _____

Approach path: _____

Departure path: _____

List occupied structures or areas in the approach/departure paths: _____

Has the area been assessed for structures or objects adjacent to the landing zone for potential damage from rotor wash? ____

If so, what provisions have been made to reduce any potential damage? _____

If there will be a night landing or departure, what provisions have been made for additional lighting? _____

What provisions have been made for securing the landing zone against pedestrians, animals or vehicles entering the area?

Will Huntsville Fire and Rescue be needed for landing or departure? ____ If yes, explain: _____

Will traffic control, crowd control or emergency medical coverage be needed? ____ If yes, explain; _____

Will there be any hazardous materials or munitions onboard the aircraft during landing or departure? ____ If yes, give a complete description including hazard class, quantity, special handling or packaging, etc.: _____

Will the aircraft be fueled on site or maintenance performed? _____ If yes, explain: _____

Will radio contact be maintained between the aircraft and personnel on the ground during landing and/or departure? _____
If no, explain method of communication to be used: _____

What provisions have been made to monitor weather conditions at the landing zone and in the immediate area? _____

Landing zone property owner: _____

Owner address: _____

Home phone: (____) _____ Work phone: (____) _____

Cell phone: (____) _____ Pager: (____) _____

Fax: (____) _____ E-mail: _____

IMPORTANT: Attach a notarized statement that indicates permission has been obtained for the use of private property or property under the control or jurisdiction of any board, agency or other governmental entity.

Are there any other special circumstances or information that are pertinent to this application?

I UNDERSTAND THAT THIS PERMIT IS CONDITIONAL AND MAY BE REVOKED OR MODIFIED DUE TO CHANGES IN THE LANDING ZONE, OR UNAVAILABILITY OF THE SITE DUE TO FIRE, CASUALTY, MANMADE OR NATURAL DISASTERS, SCHEDULED MAINTENANCE OR PUBLIC EMERGENCY. FURTHER I HAVE RECEIVED A COPY OF SECTIONS 6 OF THE HUNTSVILLE MUNICIPALITY CITY ORDINANCE 09-520.

SIGNATURE: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____

FOR OFFICE USE ONLY

DATE AND TIME RECEIVED:

RECEIVED BY: