

# Hangar Development at Vermont State Owned Airports

## Terms/Definitions:

**Developer:** Individual or corporation intending to construct a hangar at a state-owned airport in Vermont.

**Designer:** Individual or firm (engineering or architectural) working on behalf of the developer. Will generally require a Professional Engineering License in Vermont.

**VTrans:** Vermont Agency of Transportation. Property owner and leasing authority at the airport.

**VPM:** VTrans Aviation Project Manager for the specific airport.

## Prior to Starting

Most state airports have planned development areas that have been previously reviewed and permitted to the extent possible. While private development is not required to occur within those areas, developers are encouraged to request hangar locations that have already been partially or completely permitted. Development in those areas has a great potential to significantly reduce the developer effort, time, and cost to begin construction.

A typical review time, for both previously permitted and unpermitted areas, has been developed and is included at the end of this document.

## Step 1: Initial Contact and Siting Review

- Developers shall contact VTrans Aviation ROW Agent ([AOT.AviationROWAgent@vermont.gov](mailto:AOT.AviationROWAgent@vermont.gov)) to discuss possible hangar sizes and locations at the given airport. VTrans Aviation ROW Agent can provide the following:
  - Guidance on hangar locations where permits may already have been partially or completely obtained.
  - Existing Aviation Environmental Resource data (available at: Coming Soon): The developer may request to review existing data that VTrans Aviation has on file. This data is not comprehensive but can indicate areas that should be avoided due to known resource presence.
  - General information on lease agreements at the desired airport.
  - Information on any known restrictions for the airport such as the Runway Object Free Area (ROFA), Taxiway Object Free Area (TOFA), Building restriction Line (BRL) and Runway visibility Zone (RVZ), based on coordination with the VPM supporting the desired airport.
- The Developer shall then provide VTrans with an indication of the proposed hangar size and desired location on the airport, including the following:
  - Approved/permitted development sites need only include a location map with hangar location illustrated as a box with dimensions.
  - Unpermitted site proposals shall include a map identifying any known presence of environmental resources listed on the checklist referenced in Step 3.
    - [ANR Natural Resource Atlas](#) to review existing resources such as wetlands, streams, threatened and endangered species, etc.

- [Vermont Environmental Research Tool](#) to locate existing permits associated with the airport.
- VTrans Aviation, in coordination with VTrans Environmental, will review the proposal and provide feedback as to whether the desired size and location is potentially acceptable for construction of a new hangar. If the desired location is preliminarily determined as acceptable the Developer may proceed to Step 2. If not acceptable, the developer may propose an alternate location that will be reviewed following the same steps described above.

### Step 2: FAA Height Restrictions

- The developer shall file a FAA form 7460 request with the FAA regarding the proposed height and location of the hangar. This process takes up to 60 days. It is the developer's responsibility to provide latitude and longitude coordinates of the four corners of the proposed buildings and an anticipated maximum height at the peak of the building. This information shall be filed by the developer at the following website: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
  - Additional height restriction resources can be found at: <https://vtrans.maps.arcgis.com/home/item.html?id=c322a090094946fdb68efc4b53455107>
- Once concurrence from the FAA is received, the developer may proceed to Step 3.

### Step 3: Permitting Coordination

- **Developer will be responsible for acquiring and/or amending all permits required for the proposed hangar.** It is strongly recommended that a developer hire a design consultant (engineer) to assist in the design and pursuit of necessary permits. The VPM can be contacted for any questions or guidance related to environmental permitting.
- **See the Environmental Documentation checklist near the end of this document for required documentation.**
- All VTrans Airports have existing Act 250 and VT Operational Stormwater Permits which will require amendments. The developer is required to meet with relevant staff prior to drafting these permit amendments and shall contact the VPM who will coordinate and schedule that meeting. Further detail for amendments to Act 250 and Operational Stormwater permits can be found in Attachments 1 and 2.
- Prior to any submittal of permit application to regulators, the developer shall provide a copy of the application and relevant plans to VPM. The VPM will coordinate necessary reviews and, if necessary, signatures for permit applications.
- Additional Permits
  - The developer is urged to discuss the project with the local municipality for any additional permits required such as a building permit.
  - Fire suppression permitting may be required.
- The developer will be responsible for any fees associated with permitting.
- **The developer shall provide VTrans with a copy of all hangar development permits that have been acquired, prior to proceeding to Step 4.**

### Step 4: Coordination prior to Construction

- The developer shall provide VTrans with proposed final hangar and associated development plans to the VPM.
- The VPM will set a meeting with VTrans airport operations. The purpose of this meeting is to coordinate anticipated construction and discuss the development of the required Construction Safety and Phasing Plan (CSPP).
- The developer shall create a CSPP for review and comment by VTrans prior to submission to the FAA for approval.
- CSPP requirements vary greatly based on hangar location and duration of construction. FAA Advisory Circular 150/5370-XX (current standard) (<https://www.faa.gov/>) is a good resource for the development of a CSPP.
- Finalize lease agreement with VTrans Aviation ROW Agent.

#### Step 5: Construction

- A pre-construction meeting shall be held where VTrans is informed of schedule and to discuss access to the site.
- **Construction must conform to all permit requirements. Field changes will require VTrans review and potentially amendments to permits to proceed.**
- The Developer may be required to provide a Resident Engineer to watch over and inspect the hangar improvements. This determination to be made on a case-by-case basis by VTrans.
- Prior to completion of construction, a site meeting with the developer/designer, VTrans Regional Stormwater Technician and VTrans Stormwater Management Engineer shall be set to ensure VTrans is satisfied with conformance to the operational stormwater permit.
- Paving will require the use of an approved pavement mix design, material testing and on-site inspection to be provided by the developer and approved by VTrans.
  - Pavement design shall meet the needs of the FAA design aircraft standard for the specific airport.

#### Step 6: Post-Construction

- The operational stormwater permit requires an initial designer's certification of compliance by a VT licensed Professional Engineer within 60 days of completion. The developer/designer shall coordinate via a site meeting with VTrans to determine if treatment is in compliance with the permit.
- Schedule final inspection.

## Typical VTrans review times:

**Other state and federal agencies and municipalities have review times that are beyond VTrans control and may significantly lengthen the time required to acquire all necessary permits.**

VTrans will strive to provide feedback within **three weeks** (for previously permitted sites) if provided all the necessary information. Specific time frames are outlined below during each Step of the process however review times will vary based on the complexity of the review and the time of year submitted. For example, a hangar to be constructed in an already permitted location will require minimal review, possibly as little as a week. A hangar proposed in a location that has not been partially permitted previously will require a more extensive review of up to multiple months. Submittals for review in the months of March and April may be delayed due to FAA grant deadlines.

## **Expected typical review times by Step outside of March and April:**

### Step 1: Initial Contact [30 days] (2 months if not previously permitted)

- Review of desired location; including environmental–

### Step 2: Height Restrictions [60 days]

- Height restriction reviews by FAA are not under VTrans Control –by FAA

### Step 3: Permitting

- Coordination prior to submission will reduce the below review times often cutting them in half or a third. Requesting to meet with the VTrans coordinator for the given permitting effort is strongly encourage prior to developing permitting materials.
- Some typical review times for VTrans environmental items not previously permitted are:
  - Resource Identification 88 days
  - Environmental Resource Clearances and Permits 132 days
- Stormwater Coordination– 3 weeks **(2 months if not previously permitted)**
- Act 250 Coordination – 3 weeks **(2 months if not previously permitted)**
- Review of permits prior to submittal to regulatory agencies – 2 weeks (example wetlands, water, or wastewater) **(1 month if not previously permitted)**
- All permits in this section are approved by other state agencies and municipalities that are not under VTrans control and may take weeks or months to obtain.

### Step 4: Prior to Construction

- Final hangar and development plans – 2 weeks **(1 month if not previously permitted)**
- CSPP – 2 weeks (this is also subject to review by FAA and VTrans has no control over the review time by the FAA which is in addition to the 2 weeks)
- Finalized Lease agreement – 1 week

### Step 5: Construction

- Review of approved mix designs and material testing – 2 weeks

### Step 6: Post-Construction

- No review times expected as project is complete.

## Attachment 1 – Environmental Documentation Checklist

The following natural and cultural resources shall be reviewed and considered for impacts and permitting.

### **Checklist:**

<b>Resources</b>	<b>Presence [Yes/ No]</b>	<b>Existing Permits [Include Permit Name &amp; No.]</b>	<b>Required Environmental Reviews and Permits</b>
Archaeological			
Historic (Buildings and Structures)			
Wetlands and Buffers			
Agricultural Soils			
Wildlife Habitat			
Rare, Threatened, and Endangered Species			
Operational Stormwater			
Hazardous and Contaminated Materials			
Act 250 Permits			
FEMA Floodplains			
Flood Hazard Area			
Rivers and Streams			
Other (list)			

### **References:**

Act 250 Database Link (to reference existing Act 250 permits):  
<https://anrweb.vt.gov/anr/vtanr/Act250.aspx>

Vermont Environmental Research Tool (to reference other state permits):  
<https://anrweb.vt.gov/DEC/ERT/Default.aspx>

### **Potential Impact Discussion:**

For each of those resources listed as **Present** in the checklist, please provide a brief description of the findings and impacts.

## Attachment 2 - Act 250 and Stormwater Permit Amendment

- Stormwater Permitting
  - The developer is strongly encouraged to meet with VTrans to discuss potential stormwater impacts from the proposed development.
  - Most all VTrans airports have existing VT operational stormwater permits and VTrans stormwater staff will need to review the proposed hangar development to determine how it may impact existing permits and what amendments to those permits are required.
  - Based on input from VTrans, the developer (or their design consultant) shall prepare the necessary stormwater treatment permitting plans and application. Note that associated impervious areas outside of the specific hangar location, such as buildings, taxiways, vehicle drives, and parking areas, may need to be accounted for in the stormwater treatment design.
  - The developer shall submit the permit application to VTrans for review and acceptance. Note that VTrans shall be listed as the sole applicant on operational stormwater permits and that the application must be prepared by or under the direction of a VT licensed Professional Engineer.
  - VTrans Stormwater Management Engineer will submit application to ANR.
  - If additional changes to the stormwater treatment permitting plans are required, it is the developer's responsibility to provide updated information.
- Act 250 Permitting
  - The developer shall research previous Act 250 permits for the airport. The Act 250 database may be searched at the following website:  
<https://anrweb.vt.gov/anr/vtanr/act250.aspx>
  - The developer may consider utilizing an approved hangar design that conforms to previous partial findings, as this may alleviate some Act 250 permitting requirements such as only requiring a minor amendment to the permit.
  - The developer shall request a meeting to discuss the proposed hangar development with the VPM. This meeting is intended to provide general guidance the developer may need to complete the Act 250 application and to determine if further review may be required.
  - The developer shall prepare the Act 250 permit application for the hangar development which can be found at: <https://nrb.vermont.gov/act250-permit>
  - The developer shall provide the VPM with a copy of the application and supporting documentation for review and feedback.
  - Pending internal review and acceptance, the VPM will obtain the necessary VTrans signatures as the property owner and return the completed application to the developer for submission.