



Ohio Administrative Code

Rule 5501:1-1-04 Applications for construction or establishment.

Effective: June 22, 2023

Any political subdivision, corporation, association or person desiring or planning to construct or establish an airport, heliport, seaplane landing site, landing field or landing area on their property for commercial purposes shall submit an application to the office of aviation prior to the construction or establishment of the proposed airport, heliport, seaplane landing site, landing field or landing area.

All applications shall include a simplified master plan including a complete written description of the project and a proposed site drawing with a minimum scale of "1" = 200" with certified coordinates showing the location in respect to the surrounding topography. The standards prescribed by the federal aviation administration for design will be applied in considering all applications.

An application for a commercial operating certificate may be presented Monday through Friday, eight a.m. to four p.m., excepting legal holidays, by regular mail, electronically, or in person to:

"The Ohio Department of Transportation

Office of Aviation

2829 W. Dublin-Granville Rd.

Columbus, Ohio 43235"

<https://www.transportation.ohio.gov/programs/aviation>

Upon completion of a review of the application, the administrator will notify the applicant of the approval or denial of the application in writing.

If a certificate is denied, the order shall be sent by certified mail, return receipt requested and inform the applicant of their right to request a hearing. Any request for a hearing must be filed with



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theadministrator within thirty days of the receipt of the written notice. If ahearing is requested, it shall be conducted in accordance with sections 119.01to 119.13 of the Revised Code.
