

PROJECT/TAA NAME AND NUMBER: _____

PROJECT MANAGER/TENANT REP: _____

DATE: _____

**Airport Layout Plan (ALP)
Notice of Proposed Construction/Alteration (7460) & National Environmental Policy Act (NEPA)
Questionnaire for**

Port Authority of NY & NJ Contracts & Tenant Alteration Applications (TAA*)

**The following questions will determine the need to submit a FAA Form 7460-1 and NEPA document.
Please answer all questions and return this form to Scott Marsh (contact info below).**

1. Project Funding and Airport Layout Plan (ALP)

- | | | |
|--|-----|----|
| A. Project funded with FAA AIP or PFC monies. | Yes | No |
| B. Project scope modifies current structure(s) on ALP (height or footprint). | Yes | No |
| C. Project scope adds structure(s) on ALP. | Yes | No |

**If Yes to A, B or C a 7460-1 form and NEPA document are required, continue to step 5.
If Yes to B or C an ALP change is required, contact Airport Planning (APD) in step 6.**
If No, continue to Step 2

2. Use of Construction Equipment (i.e., cranes, trucks, bulldozers, backhoes, etc.)

- | | | |
|--|-----|----|
| D. Construction equipment exceeds height of project structure(s). | Yes | No |
| E. Construction equipment to operate within the Air Operations Area (AOA). | Yes | No |

If Yes to D or E, a 7460-1 form is required, continue to step 5. If No, continue to Step 3

3. Movement Area Impact (i.e. Runways and Taxiways)

- | | | |
|--|-----|----|
| F. Project construction has potential to affect the Movement Area. | Yes | No |
| G. Project construction will occur within the Movement Area. | Yes | No |

If Yes to F or G, a 7460-1 form is required, including a [Construction Safety Plan](#), continue to step 5.
If No, continue to Step 4.

4. If answered No to all questions, submittal of FAA Form 7460-1 and NEPA document not required.

5. Please contact the following ATS staff for instructions on NEPA document submittal:

Edward Knoesel:	eknoesel@panynj.gov	(O) 212-435-3747	(F) 212-435-3825
Adeel Yousuf:	ayousuf@panynj.gov	(O) 212-435-3784	(F) 212-435-3825

Please contact the following ATS staff for instructions on FAA Form 7460-1 submittal:

Scott Marsh:	smarsh@panynj.gov	(O) 212-435-3898	(F) 212-435-3825
Jonathan Winslow:	jwinslow@panynj.gov	(O) 212-435-3696	(F) 212-435-3825

6. Please contact the following APD staff for instructions on ALP changes:

Hui Xu:	hxu@panynj.gov	(O) 212-435-3762	(F) 212-435-3831
---------	--	------------------	------------------

*** Please note: If required, under the TAA process, tenants must submit the 7460-1 form and a NEPA document for ATS review. The Port Authority, as the Airport Sponsor, is required to submit all tenant 7460s and NEPA documents to the FAA. Submittals to the FAA are done by ATS staff.**

PROJECT/TAA NAME AND NUMBER: _____

PROJECT MANAGER/TENANT REP: _____

DATE: _____

Notice of Proposed Construction/Alteration (7460) & National Environmental Policy Act (NEPA)

Questionnaire for

Port Authority of NY & NJ Contracts & Tenant Alteration Applications (TAA*)

- I. Project scope/Complete description of Proposal
 - a. Would project be new construction or alteration of existing
 - b. Would project be permanent or temporary
 - c. Type of structure (i.e., building, tower, antenna, etc.)
- II. Work schedule
- III. Would structure be marked/painted and/or lighted
- IV. If project involves a tower/antenna provide FCC antenna structure registration #.
- V. Latitude and Longitude Coordinates
 - a. Survey Information must meet 1A accuracy (20 feet horizontal / 3 feet vertical)
 - b. Site location information/Survey must be accurate to within the nearest second or the nearest hundredth of a second
 - c. Surveys should be done to North American Datum (NAD) 83 standards
 - d. Site elevation surveys should be done to North American Vertical Datum (NAVD) 88 standards
 - e. Site elevations should be provided above mean sea level
 - f. Total structure heights should be provided above ground level and shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc
 - g. For buildings, include site orientation, coordinates or each corner
 - h. NOTE: HAND-HELD GPS INSTRUMENT AND/OR GOOGLE EARTH LATITUDE/LONGITUDE NUMBERS ARE NOT ACCEPTABLE
- VI. For transmitting stations, include maximum effective radiated power (ERP) and all frequencies
- VII. For antennas, include the type of antenna and center of radiation
- VIII. For microwave, include azimuth relative to true north
- IX. For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (attach depiction)
- X. For each pole/support, include coordinates, site elevation, and structure height above ground level or water
- XI. For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials
- XII. For alterations, explain the alteration thoroughly
- XIII. For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.)
- XIV. For trench work, include coordinates and site elevations for the beginning point, end point and if longer than 500 feet, each point at 500 foot intervals