

## Request to Operate in Controlled Airspace

### Before You Begin

Welcome to the FAA DroneZone. The FAA DroneZone is a new system that replaces the Part 107 Airspace Authorization/Waiver portal previously housed on the FAA website. Applications submitted through the FAA DroneZone are still processed in a manual fashion, much like that of the former portal. For information about automated processing of authorizations using the Low Altitude Authorization and Notification Capability (LAANC) application, a separate system, please visit: [https://www.faa.gov/uas/programs\\_partnerships/uas\\_data\\_exchange/](https://www.faa.gov/uas/programs_partnerships/uas_data_exchange/).

Submit your FAA DroneZone application as soon as possible prior to your planned operation. For applications that only request a 14 C.F.R. § 107.41 *authorization* to operate in controlled airspace, the FAA strives to provide a response within 90 days.

For applications to waive the requirements of 14 C.F.R. § 107.41 (airspace waiver), the FAA's evaluation of your application will require extensive coordination and analysis. Applications for this waiver require adherence to 14 C.F.R. § 107.200 and must contain extensive safety justification. Because of these additional requirements, airspace waivers tend to take longer to analyze than airspace authorizations. We strongly encourage applicants to select airspace authorization rather than airspace waiver whenever possible.

The time required for the FAA to make a determination regarding authorization and waiver requests will vary based on the complexity of the request and the volume of applications received. The amount of data and analysis required as part of the application will be proportional to the specific relief that is requested.

Local Air Traffic Control facilities cannot issue authorizations directly to the proponent. Please do not contact the facility directly for authorization. You must go through the FAA DroneZone, a LAANC provider, or by utilizing FAA Form 7711-2, "Application for Certificate of Waiver or Authorization" only. The facility's main goal is to facilitate separation services for manned aircraft and to ensure the safety of the National Airspace System; calls from small UAS operators can distract them from their primary goal.

### Instructions

From the Part 107 Dashboard, select that you would like to submit a new waiver/authorization application. A pop-up window will then appear and you will have to select which application you intend to fill out. To request to operate in controlled airspace, select either airspace authorization or airspace waiver based on the parameters of your operation. As mentioned above, airspace authorization is preferred over airspace waiver.

## New Waiver/Authorization Application

Please select one of the following to start your Application. Please note that although operational waiver is listed below, these instructions only pertain to 14 C.F.R § 107.41 airspace authorization and airspace waiver:

**Operational Waiver:** Use this to request a waiver to the provisions of Part 107 waivable under 14 C.F.R. § 107.200 (e.g. operations at night, operations from a moving vehicle, operation beyond line of sight, operation over people, operation requiring a visual observer, operations of multiple UA by one pilot, operation near aircraft, or waivers from operating limitations on ground speed, altitude, minimum visibility, or minimum distance from clouds).

**Airspace Authorization:** Use this to request access to controlled airspace. An airspace authorization is the mechanism by which an operator may seek Air Traffic Control (ATC) approval to operate in controlled airspace. Authorizations can be for a specific location or for broad areas governed by a single ATC jurisdiction.

### Examples:

- A short-term operation taking photos at a specific address in controlled airspace
- A wide-area authorization allowing the operator to fly at any location within a single airspace so long as the altitude is in accordance with the UAS Facility Map (UASFM)
- Operating at night in controlled airspace (include approved night waiver number in your application)

**Airspace Waiver:** Use this to request a waiver from 14 C.F.R. § 107.41. Airspace Waivers may be issued where the applicant can demonstrate through safety mitigations through equipment, technology, and/or other operational parameters that their UAS can safely operate in controlled airspace without seeking ATC authorization prior to each operation. Processing times for airspace waivers are significantly longer than processing times for airspace authorizations.

### Examples:

- Operating with a special device that prevents the sUAS from ever exceeding the altitudes in the UASFM

*After making your selection, click **Start Application** to proceed to your application.*

## Operation Title

Please enter a title for your operation. This can be anything you choose. We suggest naming your operation something that will help you remember which operation this application is for. E.g., "1254 Main Street Photos" or "Springfield Power Line Inspection".

## Responsible Party

The Responsible Party is the person responsible for the safety of the operation. This section will automatically populate with the information previously submitted when your FAA DroneZone account was created, but you may edit this information for a specific application by clicking “Edit Organization Information”.

**Name:** Please enter the name of the person who is to be the point of contact for all matters pertaining to the operation.

**Organization:** Please enter the name of the organization the responsible party is associated with (if applicable).

**Phone:** Enter the Responsible Person’s phone number. This phone number should be for the person whom the FAA or ATC facility can contact for additional information as needed.

**Email:** Provide the Responsible Person’s email address.

### Remember, the Responsible Person:

- Is responsible for the safe conduct of the operation and for strict observance of the terms and provisions contained in the authorization or waiver;
- Is responsible for maintaining records or other information required to demonstrate compliance with the special provisions in the authorization or waiver;
- Is responsible for ensuring the remote pilot in command, manipulators of the controls, and visual observer(s) (VO), if used, are:
  - Accessible by ATC; ATC may need to contact the remote pilot during the operation;
  - Informed and observant of the terms and provisions in the authorization or waiver; and
  - Familiar with the regulations codified at 14 C.F.R. part 107.
- Has knowledge of the operations of the Small UAS under the authorization or waiver;
- Is not required to be the holder of a remote pilot certificate with a Small UAS rating (remote pilot in command);
- May be the representative of an organization (enter name of organization in the appropriate space); and
- Is responsible for maintaining a list of pilots involved in the operation, the make/model of all aircraft operating under the terms of the authorization or waiver and, presenting the information to the FAA upon request.

Click **Next** to move on to *Operation Parameters*.

## Operation Parameters

**Start Date:** Select a date operations are scheduled to begin.

**End Date:** Select a date operations are scheduled to end.

- Submit applications as soon as possible (at least 90 days) prior to the start of the planned operation.
- The length of the approval period for airspace authorizations and airspace waivers is at the discretion of the FAA but not to exceed 24 months.

**Timeframe of Operation:** You may select more than one box.

*NOTE: Operations at night require an approved waiver to 14 C.F.R. § 107.29. The reference number associated with the approved 14 C.F.R. § 107.29 waiver must be added to the Existing Waivers field.*

**Frequency of Operation:** Select approximately how frequently you plan to operate.

**Local Time Zone:** Select your local time zone.

**Proposed Location of Operation:** In order to assess the impacts to local air traffic, the user must provide a detailed description of the area of operation, including the city and state. Additionally, applicant should provide specific information about the location of the operation.

This may be done by providing the center point with radial distance or a polygon shape utilizing points defined as latitude/longitude, physical addresses, and/or easily identifiable landmarks.

**Proposed Maximum Flight Altitude:** Provide the maximum altitude at which the operation will be conducted in feet above ground level (AGL).

**Latitude and Longitude:** Indicate the latitude and longitude of the approximate center point of your operation.

**Radius:** Select the radius that best estimates how far from the above latitude and longitude you plan to operate. You can also select "Blanket Area / Wide Area" if you are requesting to operate throughout the entire class of airspace controlled by the local airport/jurisdiction.

**Nearest Airport:** Indicate the airport nearest to your proposed area of operation. This field will automatically populate as you begin typing. If the airport you wish to operate near is not listed, please select the nearest airport that is listed (some small airfields are not listed).

**Class of Airspace:** Select the class of airspace of your intended operation. Applications should be made for a single class of airspace associated with a specific airport.

**Description of Your Proposed Operation:** A complete description of the proposed operation.

*NOTE: The following is required for airspace waivers only. This field will only appear when filling out an application for airspace waiver.*

**Justification That the Operation is Safe under the Terms of a Certificate of Waiver:** To comply with 14 C.F.R. § 107.200, applications for airspace waivers must include justification establishing that the operation can safely be conducted under the terms of a waiver.

**When writing your justification:**

- Identify potential hazards and risks.
- Review the Waiver Safety Explanation Guidelines for 14 C.F.R. § 107.41 and describe, to the greatest extent possible, how you propose to mitigate risks associated with the hazards utilizing operating limitations, technology, training, equipment, personnel, sterile areas, etc.  
[https://www.faa.gov/uas/request\\_waiver/waiver\\_safety\\_explanation\\_guidelines/#operation](https://www.faa.gov/uas/request_waiver/waiver_safety_explanation_guidelines/#operation)
- Include the reason an airspace authorization will not provide adequate relief to 14 C.F.R. § 107.41 for the proposed operation. The amount of time required to process an airspace authorization being too long is not an adequate justification for obtaining an airspace waiver.  
*NOTE: The FAA will deny waiver requests submitted without hazard identification and risk mitigation strategies.*
- The FAA may contact you to request additional information, such as information about the equipment on your sUAS and/or details about the location of your operation. Any documents you submit to the FAA may be disclosed, under the FAA's System of Records Notice under the Privacy Act. If you believe the records contain commercially valuable information that should not be disclosed to the public, include annotations on each page and/or electronic file. The FAA will evaluate the records and may not disclose them if they are exempt from public disclosure under 5 U.S.C. § 552(b).

**Existing Waivers:** To analyze the possible impact to air traffic, the FAA must consider any waivers or authorizations associated with the requested operation. If you select 'Yes', provide the waiver number or reference number. For authorizations/waivers issued prior to the launch of FAA DroneZone, you may manually enter in the number of your approved authorization/waiver. For authorizations/waivers approved using DroneZone, you may select from the list below.

Click **Next** to move on to Review Authorization/Waiver.

## Review Authorization/Waiver

Please review your authorization/waiver application. If everything looks correct, click Submit. If you need to make any changes, please click Back.

## After Submitting

After you click 'Submit' you should receive a confirmation message with an application reference number. To check the status of your application, please click Manage Waivers/Authorizations from your FAA DroneZone Part 107 Dashboard. This will contain the most up-to-date information on your airspace waiver or authorization.