

YYC CRANE APPROVAL APPLICATION

INSTRUCTIONS

Filling out the YYC Crane Approval form

This application form is designed to accept typed data. Once a form is filled out, it must be saved or printed before exiting. The application form must contain all required information. Incomplete applications will not be reviewed and will be returned to the Applicant.

Applicant Information

The Applicant can be anyone who is associated with the project. Unless otherwise specified, the Applicant will be the main contact during the review process by the Calgary Airport Authority.

Site Information

The application must contain information concerning the site where the crane will be located. **Applicants assume full responsibility for providing accurate ground elevation (above sea level) information** (separate survey documentation may be submitted with the application as additional information). If there is an existing structure or building on or near the site, providing the structure or building height will assist in the assessment of the application.

Crane Information

The application must contain information concerning the crane that is proposed to be used. **Applicants assume full responsibility for providing accurate coordinate information (NAD 83) for the location of the crane** (for multiple crane locations on a site, the Applicant should provide coordinates for each location). Crane location(s) must be identified on a detailed site drawing and/or aerial photograph and **must** accompany all applications.

HOW TO APPLY

Submitting an Application

Submissions to the Calgary Airport Authority must contain three components:

- (1) completed **YYC Crane Approval Application** (including supporting documentation such as drawings, aerial photos, etc.);
- (2) reviewed/approved **Transport Canada Aeronautical Assessment Form**; and
- (3) reviewed/approved **NAV CANADA Land Use Application**.

Separate submissions to Transport Canada and NAV CANADA are the Applicant's responsibility and must follow each agency's application process (review and approval timeframes for each agency can range anywhere between 30 – 90 days). The Calgary Airport Authority will not provide final approval without copies of both the Transport Canada and NAV CANADA approvals.

Once the Applicant has completed/assembled all required components, the package should be submitted to **cranes@yyc.com** (note: handwritten applications will NOT be accepted). Applicants will receive confirmation that their application has been received and will also be provided with a YYC Application Reference Number. The YYC Application Reference Number should be used in all subsequent communication with the Calgary Airport Authority regarding the application.

Reviewing an Application

Applications will be reviewed by the Calgary Airport Authority to determine any potential impact to airport operations or regulatory compliance as well as any comments or instructions that were provided by Transport Canada and/or NAV CANADA in their responses/approvals. Provided all required information has been received, applications can usually be reviewed within 5 business days.

Approval of Application

Once the application has been fully reviewed and it has been determined that the proposed crane operation will not impact airport operations or compromise regulatory compliance, the Applicant will be notified and an approval issued. The Calgary Airport Authority will not approve any application that has been rejected by either Transport Canada or NAV CANADA.

Rejection of an Application

The Calgary Airport Authority reserves the right to reject any application if it deems the proposed crane operation to unsatisfactorily impact airport operations or compromise regulatory compliance.

APPLICANT

Company Name			
Address			
Contact Name			
Telephone		Cellular	
Fax		Email	

SITE

Site Owner Name													
Site Address													
Contact													
Site/lot number <i>(YYC only)</i>													
Elevations		Ground (ASL)		ft		m		Structure Height		ft		m	

CRANE

Company Name														
Address														
Contact														
Telephone						Cellular								
Fax						Email								
Coordinates		°	'	"	N Latitude			-	°	'	"	W Longitude		
Type of Equipment		Tower Crane		Yes		No		Mobile		Yes		No		
Note: A site drawing or aerial photograph with crane location(s) identified must be submitted with all applications.		Swing Radius				Boom Length								
		Maximum height to be reached during construction								ft		m		
		Lights				Paint								

SCOPE OF WORK

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DURATION OF CONSTRUCTION

Start Date				End Date							
Hours of Operation				Lowered when not in use?				Yes		No	

APPLICANT SIGNATURE

I hereby certify that the information provided is true, complete and correct to the best of my knowledge.											
Applicant's Name						Date					
Signature											

Please submit completed forms to cranes@yyc.com. Note: handwritten applications will NOT be accepted.