

GANDER INTERNATIONAL AIRPORT

DEVELOPMENT HANDBOOK



Revised:
June 20, 2013

Table of Contents

SECTION 1	EXECUTIVE SUMMARY	1
SECTION 2	DEFINITIONS	2
SECTION 3	LAND DESCRIPTION	4
3.1	Geophysical Description	4
3.2	Land Tenure	4
3.3	Airport Zoning	4
3.4	Municipal Zoning	4
3.5	Other Land Use Restrictions	5
SECTION 4	LAND USE ZONES	9
4.1	Commercial Land	9
4.2	Industrial Land	9
SECTION 5	LAND AVAILABILITY AND CONDITIONS	13
5.1	General	13
5.2	Compatibility with Airport Plans	13
5.3	Pre-Access Licence	13
5.4	Length of Term	13
5.5	Market Rent – Land	13
5.6	Airport Maintenance Charge	13
5.7	Rent Relief	14
5.8	Land with Vested Improvements	14
5.9	Comfort Clause	14
5.10	Connection to Services	14
SECTION 6	AGREEMENTS	16
6.1	Pre-Access Licence	16
6.2	Development Agreement	16
6.3	Clearance Letters	16
SECTION 7	DEVELOPMENT APPLICATION	17
7.1	Development Application	17
7.2	Requirements	17
7.3	Application Review Process	17
7.4	Approval	18
7.5	Approval Validity	18
7.6	Limitation of Rights Granted to Proponents	18
SECTION 8	CONSTRUCTION (BUILDING) PERMIT	19
8.1	General	19
8.2	Requirements	19
8.3	Process	20
8.4	Construction Permit	20
8.5	Construction Inspection	21
8.6	Mechanics Lien Act – Waiver	21
8.6	Authority of Consultant	21

SECTION 9	LANDSCAPING REQUIREMENTS	22
9.1	Purpose	22
9.2	Requirements	22
9.2	Process	23
9.3	Securities	24
9.4	Maintenance	24
SECTION 10	FINANCIAL REQUIREMENTS	25
10.1	Summary of Fees	25
10.2	Landscaping Securities	25
SECTION 11	PROGRESSION OF WORK	27
11.1	Schedule	27
11.2	Acceptance of Work	27
11.3	Temporary Turning Areas (for ROW work only)	27
11.4	Warranty Period	27
APPENDICIES		
	Appendix A – Pre-Access Licence Checklist	31
	Appendix B – Development Approval Checklist	33
	Appendix C – Development Agreement and Construction Permit Checklist	35
	Appendix D – Acceptance of Construction Works Checklist	37
	Appendix E – Sample Development Agreement	39
	Appendix F – Facility Alteration Permit (GIAA)	41
	Appendix G – Aeronautical Obstruction Clearance Form (Transport Canada)	47
	Appendix H – Land Use Proposal Submission Form (Nav Canada)	49
	Appendix I – Mechanics Lien Act – Waiver	53

1.0 EXECUTIVE SUMMARY

Gander International Airport is open for business. We thank you for your interest in our Airport and welcome any development proposal that you may have. The experienced management team here at Gander International Airport will be happy to help guide you through the development application process, and will endeavor to make the experience as smooth and efficient as possible.

The **Gander International Airport - Development Handbook** is designed to provide an overview of the Development Guidelines of Gander International Airport Authority Inc. (Airport Authority). The purpose of the document is to familiarize tenants and potential tenants with respect to the land use planning process. The document outlines and defines the principal elements of land use planning and the process by which land is leased.

The Handbook is a tool that will be used to ensure that Gander International Airport will be developed in an appropriate manner - incorporating aviation, non-aviation and commercial use of the land, while ensuring that existing guidelines, regulations and directives are met.

We have divided the plan into different sections to aid potential developers and/or tenants to easily understand and follow the various steps from developing a proposal to obtaining an executed land lease.

If you require further clarification or have any additional questions please contact:

Stephen Burbridge P.Eng., PMP
Manager of Infrastructure
Gander International Airport Authority

(709) 256-2614
BurbridgeS@giaa.nf.ca

2.0 DEFINITIONS

- (a) **As-Builts** means *Drawings* submitted in both paper and digital format compiled to the standards outlined within this document.
- (b) **Contractor** means the construction party hired by the *Developer* to install the Infrastructure works as designed by the *Developers Engineer*.
- (c) **Consultant** means the Engineer/Inspector hired by the *Developer* to conduct full time inspection for the development.
- (d) **Developer** means a person or company who has applied for and has been granted approval to develop or service an existing parcel of land.
- (e) **Developers Engineer** means an engineer licenced to practice in Newfoundland and Labrador who has been hired by the developer to complete the requirements outlined in this document.
- (f) **Developers Inspector** means an onsite construction inspector who must complete the construction inspection requirements outlined in this document. The Developers Inspector in many situations may be the *Developers Engineer*.
- (g) **Development Area** means the area outlined within the developers survey of land to be developed.
- (h) **Development Permit** means a permit giving the developer approval to proceed with construction work as per the Development Agreement
- (i) **Drawings** means both paper copy, as well as digital.
- (j) **Easement** means an interest in land owned by another person, consisting in the right to use or control the land, or an area above or below it, for a specified purpose as agreed to by the by the dominant tenement and servient tenement, which includes but not limited to, the Town of Gander, the Airport Authority, or a Utility Company or other party.
- (k) **Front yard depth** – The distance between the front lot line of a lot and the front wall of the main building on the lot.
- (l) **Hard-Cover Landscaping** – Landscaping for the purpose of parking and pedestrian traffic, this landscaping shall include but not be limited to, crushed stone, asphalt, concrete and the like.
- (m) **Landscaping** – Landscaping refers to any activity that modifies the visible features of an area of land. This may include ground cover such as grass sods, grass seed, plants, trees, asphalt, concrete curbs and the like.
- (n) **Rear-yard depth** – The distance between the rear lot line and the rear wall of the main building on the lot.
- (o) **Side-yard depth** – The distance between the side lot line and the nearest side wall of any building on the lot.
- (p) **Site Grading** means the laying out of all lots within a proposed subdivision as outlined within this document.

- (q) **Soft-Cover Landscaping** – Landscaping used for drainage control, erosion control and the beautification of property. This landscaping shall include but not be limited to, sodding, seeding, shrubs, trees and the like.
- (r) **Survey** means the determination of any point or the direction or length of any line required in measuring, laying out, or dividing land for the purpose of establishing boundaries or title to land.
- (s) **TAC Manual** means the Transportation Association of Canada’s, Geometric Design Guide for Canadian Roads (latest edition).
- (t) **The Airport Authority** means the Gander International Airport Authority.
- (u) **Water and Sewer Guidelines** means Guidelines for the Design, Construction and Operation of Water and Sewerage Systems as published by the Government of Newfoundland and Labrador, Department of Environment and Conservation.
- (v) **Water Service Pipe** means a pipe which branches off the main water distribution system and conveys potable water to the building or property served.
- (w) **Water System** means the Airport Authority’s Distribution System which is composed of an assembly of pipes, fittings, control valves and appurtenances which convey water to water service pipes and hydrants.

3.0 LAND DESCRIPTION

3.1 *Geophysical Description*

Gander International Airport is located adjacent to the Town of Gander in central Newfoundland. Coordinates of the Airport are 48° 57' N, 54° 34' W, and the elevation is approximately 150 meters above mean sea level. Land within the Airport boundary is relatively flat with steep slopes near the shore of Gander Lake. Vegetation varies from sparsely wooded areas to dense forest. The natural ground surface varies from bog to rock outcrops.

3.2 *Land Tenure*

The 5012.2 hectares which presently comprise Gander International Airport were granted to Canada by Newfoundland at the time of Union for the purpose of maintaining the Airport. Accordingly, Transport Canada's title to the land is subject to its requirement in maintaining the airport. **Figure 1.1.1** illustrates the Airport's boundaries and principal features.

The Department's title is also subject to claims to timber rights held by forest resource companies over certain parcels of airport land. In addition, the Province possesses a 60 meter right-of-way for the Trans Canada Highway and the Newfoundland Light and Power Company, a 30 meter easement for its transmission lines. While the existing Trans Canada Highway right-of-way is sufficient to permit upgrading the highway to four-lanes divided, it will not allow improvement of the existing alignment. **It is therefore recommended that developments of a permanent nature not be permitted within 150 meters of the existing Trans Canada Highway right-of-way.**

3.3 *Airport Zoning*

The establishment of an Airport Zoning Regulation in 1976 under the Aeronautics Act has imposed certain restrictions upon land use in the vicinity of the Airport. These restrictions comprise obstruction height limitations in the runway approaches and within 4000 meters of the Airport's Reference Point. Details of the restrictions appear in the Transport Canada publication, **Aerodrome Standards and Recommended Practices (TP 312)**, Part II, and a copy of the Regulation is on record in the Land Titles Office, and available at the President & CEO's office.

3.4 *Municipal Zoning*

Lands adjacent to the western boundary of the Airport are subject to land use zoning regulated by the Town of Gander. Lands near James Boulevard (the main access road to the Airport) are zoned commercial and form the main business district of the Town. Lands to the north and south of this commercial area are zoned for residential development.

3.5 *Other Land Use Restrictions*

3.5.1. **Airport Land**

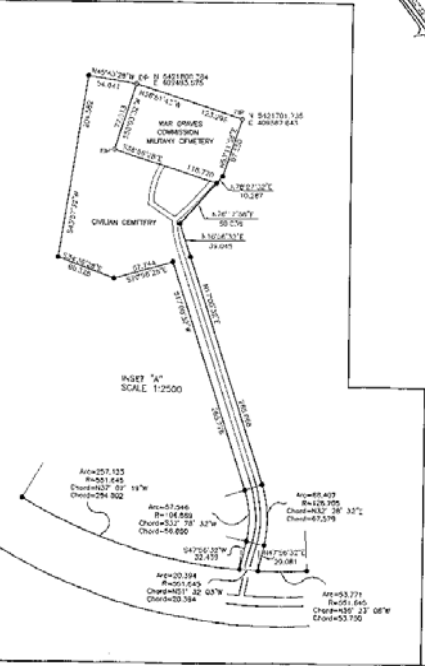
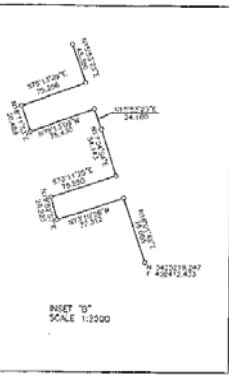
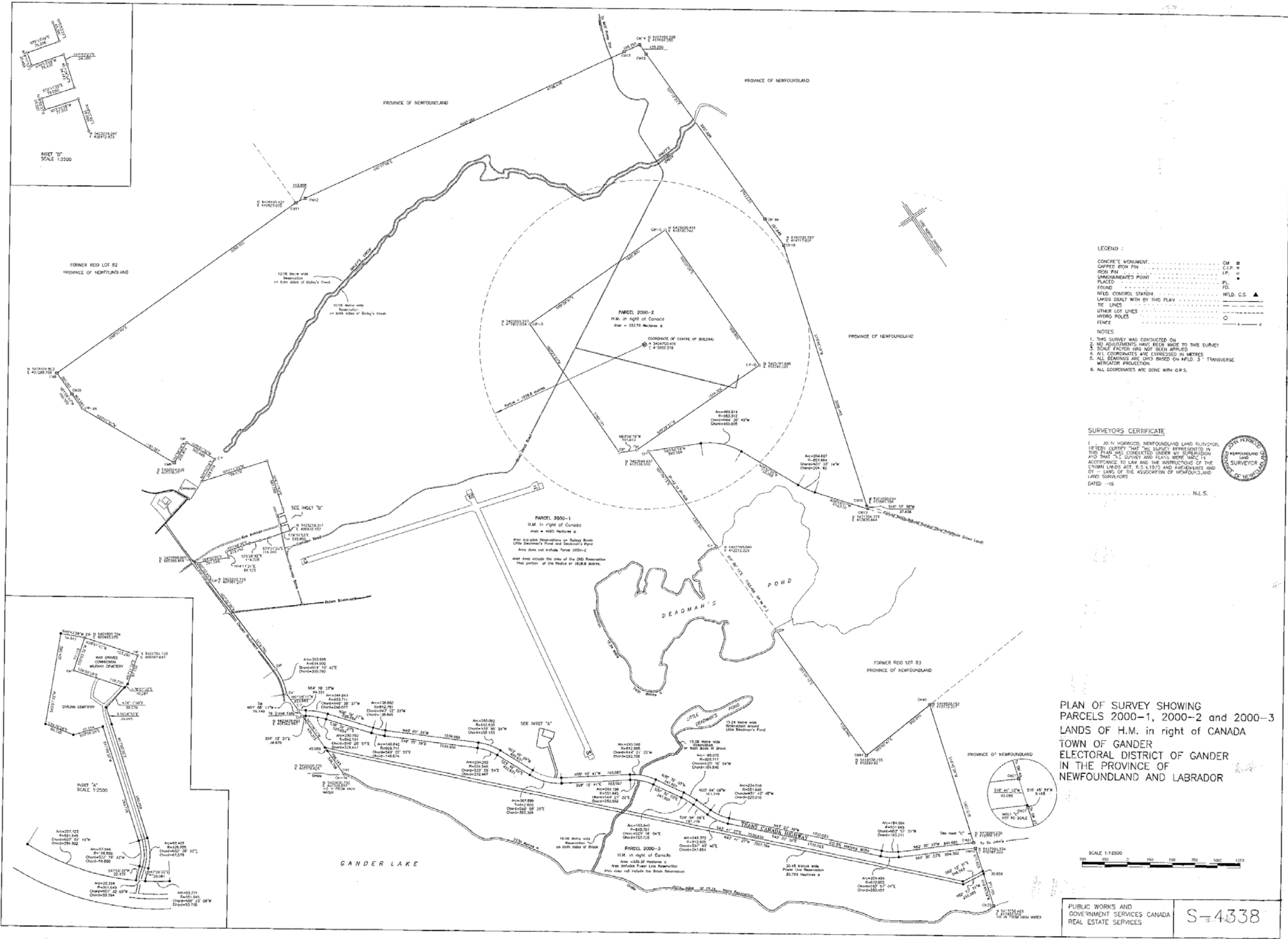
Other restrictions applying to use of airport land may be imposed in respect to:

- (a) The protection of telecommunications and electronic systems.
- (b) Restrictions to visibility.
- (c) Line of sight requirements of NavCanada.
- (d) Agreements between Airport Authority/Transport Canada and the Department of National Defence respecting limitations to land use within 1828.8 meters of the High Frequency Direction Finder Site whose position is generally depicted in **Figure 1.1.1.** and more specifically in the Department of National Defence Drawing L-G16/5-8732-101 dated August 21, 1986.

3.5.2 **Land Adjacent to the Airport**

Transport Canada/Airport Authority provides a **Noise Exposure Forecast** for the lands adjacent to the airports it owns and operates. The Forecast provides an assessment of the annoyance resulting from exposure to aircraft noise for the guidance of those responsible for the development of land adjacent to federal airports. The Transport Canada Publication **Land Use in the Vicinity of Airports (TP 1247), Part IV** contains full details of the generation of Noise Exposure Forecasts and recommended noise control actions.

This Page is Intentionally Left Blank



LEGEND :

CONCRETE MONUMENT	CM	■
CAPPED IRON PIN	C.I.P.	●
IRON PIN	I.P.	○
UNMARKETED POINT	U.P.	○
PLACED	PL	●
FOUND	FD	○
FIELD CONTROL STATION	FLD. C.S.	▲
LANDS DEALT WITH BY THIS PLAN		—
THE LINES		---
OTHER LOT LINES		---
HYDRO POLES		○
FENCE		—x—x—

- NOTES**
1. THIS SURVEY WAS CONDUCTED ON
 2. NO ADJUSTMENTS HAVE BEEN MADE TO THIS SURVEY
 3. SCALE FACTOR HAS NOT BEEN APPLIED
 4. ALL COORDINATES ARE EXPRESSED IN METRES
 5. ALL BEARINGS ARE USED BASED ON FIELD 3° TRANSVERSE MERCATOR PROJECTION
 6. ALL COORDINATES ARE DONE WITH G.P.S.

SURVEYORS CERTIFICATE

I, JON HARRISON, NEWFOUNDLAND LAND SURVEYOR, HEREBY CERTIFY THAT THE SURVEY REPRESENTED IN THIS PLAN WAS CONDUCTED UNDER MY SUPERVISION AND THAT THE SURVEY AND PLANS WERE MADE IN ACCORDANCE TO LAW AND THE INSTRUCTIONS OF THE CROWN LANDS ACT, R.S. 1970 AND AMENDMENTS AND BY A LAND OF THE ASSOCIATION OF NEWFOUNDLAND LAND SURVEYORS.

DATED: 1988

..... N.L.S.



PLAN OF SURVEY SHOWING PARCELS 2000-1, 2000-2 and 2000-3 LANDS OF H.M. in right of CANADA TOWN OF GANDER ELECTORAL DISTRICT OF GANDER IN THE PROVINCE OF NEWFOUNDLAND AND LABRADOR



PUBLIC WORKS AND GOVERNMENT SERVICES CANADA REAL ESTATE SERVICES

S-4338

4.0 LAND USE ZONES

4.1 Commercial Land

In general terms, land lying to the south of James Boulevard from the westernmost boundary of the Airport to the edge of the parcel occupied by the Department of National Defence (DND) is designated as Commercial. Land on the north side of James Boulevard from the westernmost boundary of the Airport to the west side of Circular Road is also designated as Commercial.

The Airport Authority is open for business and, as such, is willing to discuss any potential development concept at any time. The Airport Authority is in the design phase of a new commercial development in the area of Cooper Blvd and Roe Ave. The development concept is attached at **Figure 1.1.2**. Developers are invited to contact the Airport Authority directly for more information.

4.2 Industrial Land

Eight areas (identified and shown in the Land Use Drawing) have been given this designation:

Area 1 Land to the west of and adjacent to the Air Terminal Building and Air Cargo reserves used by aviation fuel suppliers for servicing general aviation aircraft and by air carriers for cargo operations. **No change in existing land use designation is recommended.**

Area 2 Land to the south of the Air Terminal Building and the Meteorological Instrument Compound used by aircraft handling companies to service international air traffic. **No change in existing land use designation is recommended.**

Area 3 Land to the south of Runway 13-31 and east of Runway 03-21 accommodating the Provincial Forest Protection Service and General Aviation Terminal Inc. The sewer system in this area has limited capability; however, if a major development was to occur in that area, the old sewer system could be upgraded to connect back into the Town sewer system. Otherwise, an approved septic system would be considered. **No change in existing land use designation is recommended.**

Area 4 Land occupied by Universal Helicopters and Briggs Aero hangar. **No change in designation is recommended. However, because of the operational restrictions to land development in this area, no further development be permitted in this area (refer to area 5).**

Area 5 Land on the south side of the Search and Rescue Hangar. Until 1997, this land was reserved for D.N.D. expansion. There is an aircraft component manufacturing facility in this area owned by Nfld. Bonding and Composites **It is recommended that this area be designated as "Industrial". There is in excess of 10 hectares of serviced (water and sewer) land available for development.**

Area 6 The area north of Runway 13-31 can provide fully serviced lots. It is fortuitous that this land is adjacent to the Gander Business Park, has good access to the Provincial road network and is of a nature that requires little preparation prior to development. It is therefore recommended that the land immediately north of Runway 13-31 and lying between the intersection of Runways 03-21 and 13-31 and the beginning of Runway 13 be designated "Industrial". It is further recommended that a portion of this land be developed in the future for light Industrial uses subject to a determination of specific requirements and the most advantageous area for this work. Developers should note that there are height restrictions in this area due to DND emplacements and the proximity to runway 13-31.

Area 7 Land serving amphibian aircraft operations at Deadman's Pond (a separate Land Use Plan for this area was developed in 1995-96).

Area 8 The area north of James Boulevard presently occupied by fuel tank farms and extending westward to Circular Road is designated Industrial. There are approximately 4 hectares available for development.

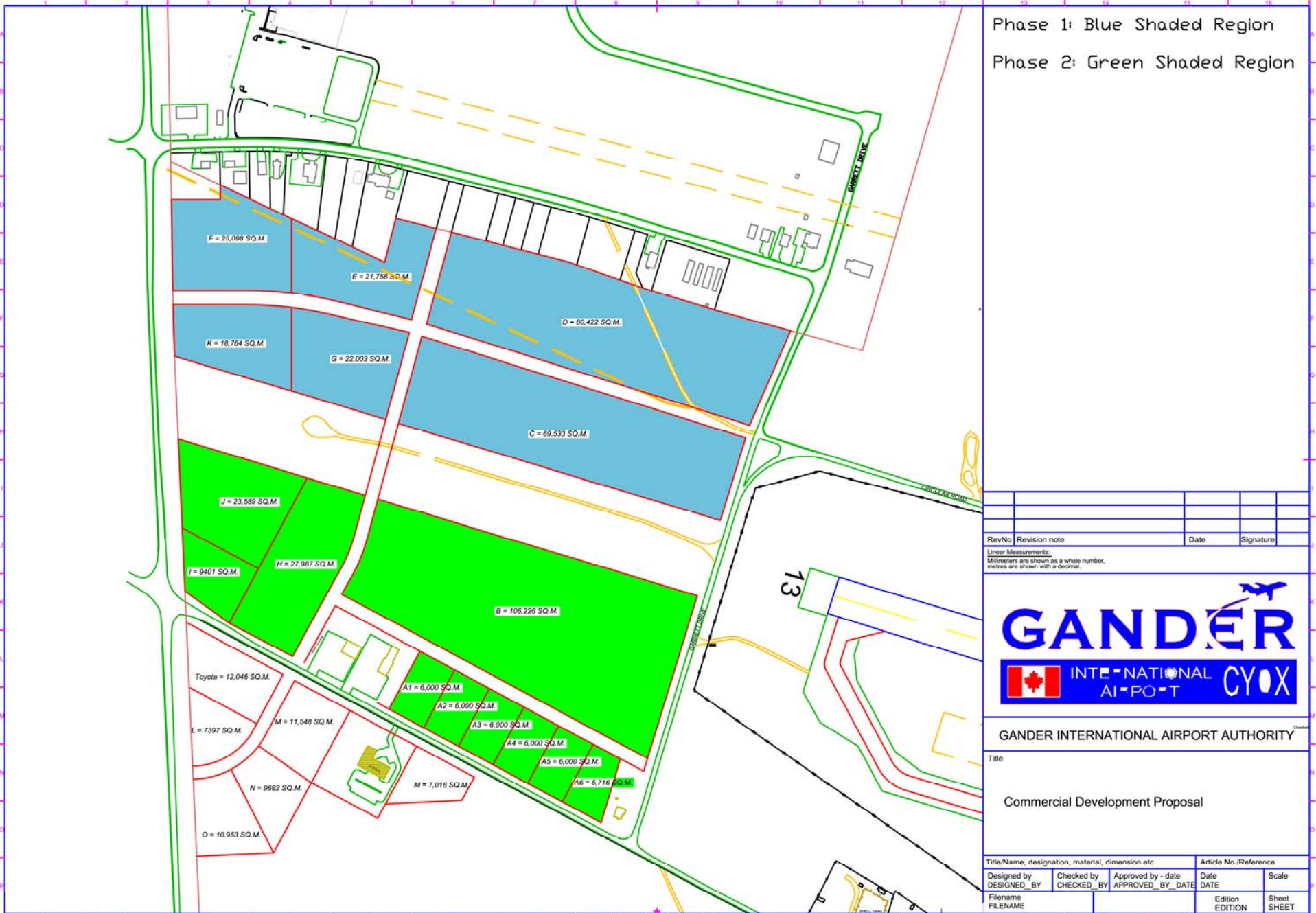


Figure 1.1.2 GIAA Commercial Development Concept

This Page is Intentionally Left Blank

5.0 LAND AVAILABILITY AND CONDITIONS

5.1 General

Gander International Airport Authority does not offer land for sale; however, it makes land available for long-term leasing. No person, company or any other legal entity shall be permitted to occupy or use any land unless there is an executed lease agreement which provides specific written authority for the occupancy or use of such land.

5.2 Compatibility with Airport Lands

Prior to the letting of any parcel of land, airport officials must ensure that the proposal and relevant airport plans are congruous. Relevant airport plans may include:

- a) Airport Master Plan.
- b) Airport Land Use Plan.
- c) Commercial Development Plan.
- d) Subdivision Plan.

5.3 Pre-Access Licence

In advance of lease execution, a *Pre-Access Licence* will be required for any potential developer who wishes to access airport property to assess a potential development site. A Pre-Access Licence is typically used when a developer wishes to undertake preliminary planning activities such as surveying, soil testing, storing of supplies and other such preparatory activities which do not involve any significant alteration to, investment in, or construction on the site. For more information on Pre-Access Licences see section 6.1 and Appendix A.

5.4 Length of Term

Each lease agreement is to be for a specific term to be negotiated between the potential developer and the Airport Authority.

5.5 Market Rent – Land

All new lease agreements, any extensions and renewals must include the full market value rent for the land. The rate as of September 1, 2012 is \$3.00 M² – groundside and \$1.80 M² – airside and is adjusted annually according to inflation.

5.6 Airport Maintenance Charge

Any development that is inside the secure perimeter fence of the Gander International Airport Authority shall be considered an airside development. All developments of this

nature will be subject to an Airport Maintenance Charge (AMC). The AMC covers the cost of maintaining common user airside facilities. The current rate is \$2.18 M² and is adjusted annually according to inflation. **This fee will NOT apply to any new commercial development in the GIAA industrial park.**

5.7 Rent Relief

In the event that a tenant accepts a serviced rental rate but the Airport Authority is not able to fund services which it would ordinarily supply and the tenant provides funding for such services, the Airport Authority will consider the amount of the investment as a factor in determining either the rent or the length of term.

5.8 Land with Vested Improvements

Any improvements made to the land shall, upon termination of the lease agreement and any extensions to it, be vested to the Airport Authority unless otherwise provided for in the lease agreement. Termination may be for any reason, i.e. normal expiry, default, cancellation, etc.

Where appropriate, the lease agreement may include a provision that, at the option of the Airport Authority, the tenant is to remove all improvements and to restore the land to its unimproved condition at the end of the term.

5.9 Comfort Clause

A tenant who desires to invest additional capital for improvements on the airport lands, prior to the expiration date of the Lease, may request an extension to provide a sufficient period of time to amortize the additional capital invested. Tenants looking to undertake this type of expansion are encouraged to contact the GIAA Manager of Infrastructure for more information.

5.10 Connection to Services

5.10.1 Water, Sewerage and Power

If connection to utilities is required by the tenant, it shall be the tenant's responsibility to connect to the nearest trunk or lateral line for water, sewer, power and any other utility. This shall be done at the tenant's expense.

5.10.2 Aircraft Taxiway Access

If taxiway access is required by the tenant and is approved by the Airport Authority, it will be the tenant's responsibility to connect to the aircraft taxiway. This shall be done at the tenant's expense.

5.10.3 Roadway Access

If stub roadway access is required and approved by the Airport Authority, it will be the tenant's responsibility to connect to any airport roadway. This shall be done at the tenant's expense.

6.0 AGREEMENTS

6.1 *Pre-Access Licence*

Prior to entering into a development agreement the developer may request a Pre-Access Licence from the Airport Authority. The Pre Access Licence will authorize the developer and his/her agents to access the property freely for the purposes of collecting field data and measurements that may be required in the design process. The pre access licence must be accompanied by an informal, written description of the intended use and will be subject to a processing fee of \$50. See Appendix A for the Pre-Access Licence checklist.

6.2 *Development Agreement*

The Developer shall sign a Development Agreement with the Airport Authority (copy included in Appendix E), and it shall name the approved plan(s) and conditions as required by the Airport Authority for its development.

The Airport Authority reserves the right to amend, alter, change, update, cancel or revoke any Development Agreements or Construction Permits if deemed necessary at the discretion of the Airport Authority.

6.3 *Clearance Letters*

Prior to approval of any plan and before the signing of a Development Agreement, or before the issue of a Construction Permit, the Airport Authority will require a written response from NL Power advising that all conditions for servicing have been satisfied.

7.0 DEVELOPMENT APPLICATION

7.1 *Development Application*

Before entering into a development agreement the applicant will be required to submit a formal development plan. There will be a \$250 Administrative Fee for the review of all development applications. See Appendix B for the Development Application checklist.

7.2 *Requirements*

The development application must be accompanied by the following:

- (a) Three sets of preliminary drawings showing the proposed development plan. The preliminary drawings must be sealed and signed by a professional engineer licenced to practice in the Province of Newfoundland and Labrador, otherwise known as the *Developer's Engineer*. The drawings shall include, but not be limited to:
 - 1. Development layout/Site plan (must show projected centerline of nearest runway if applicable).
 - 2. Building footprint, elevation, and cladding.
 - 3. Fence location, elevation and material.
 - 4. Identification of services and connections (water, storm sewer and sanitary sewer).
 - 5. Grading plan.
 - 6. Water courses, open space and street connections.
- (b) A legal survey of the property confirming the development is contained within the limits of property.
- (c) Written consent from the property owner for the development (if the development encompasses property not leased from the Gander International Airport Authority).
- (d) Facility Alteration Permit (Appendix F).
- (e) Aeronautical Obstruction Clearance Form (Appendix G).
- (f) Land Use Proposal Submission Form (Appendix H). The approval time for this form may be as long as 10-12 weeks. As such, the developer is encouraged to submit this form directly to Nav Canada in advance of submitting a formal development plan to the airport authority.

7.3 *Application Review Process*

The preliminary plans will be reviewed by the Airport Authority for the following: Land Use Plan, zoning, Development Regulations, access, water supply, sanitary sewer generation, storm sewer generation, internal street layout, and open space/landscaping.

Once an Application for Development (together with pertinent information) has been received by the Airport Authority, it will be circulated to all site managers for their

consideration and comment. The site managers shall include those of the Air Traffic Services Manager, the Flight Services Station Manager, the Control Tower Manager, and the local Airport section managers. This review is to ensure that all applicable regulations, zoning, height restrictions, etc. are met.

At this point the Airport Authority will begin preliminary lease negotiations. As well, the applicant is required to have the parcel of land surveyed and the original survey drawing submitted to the Airport Authority.

LAND USE APPROVAL AND A SIGNED LEASE DOCUMENT ARE CONDITIONS PRECEDENT FOR ISSUANCE OF A FACILITY ALTERATION PERMIT

7.4 *Approval*

Development Approval shall be valid for a period not exceeding two years from the date of granting by the Airport Authority. An extension period of one year may be allowed by the authority upon written request and a satisfactory explanation provided by the applicant as to the reason why the extension is required. During this time, the final construction drawings and documentation shall be submitted for final approval and issuance of the construction (building) permit.

7.5 *Approval Validity*

Development Approval shall be valid for a period of two years from the Approval Date. With the concurrence of the CEO, an Approval may be renewed where more than one year is likely to elapse between the original Approval and the initiation of the proposed project.

7.6 *Limitation of Rights Granted to Proponents*

- (a) A Land Use Approval shall not be construed as an approval of the technical aspects of a proposed use of airport land.
- (b) Approval of a proposed use of airport land shall not be construed as a “right of first refusal”. A proponent must be ready, willing and able to lease the affected land and initiate his project within the period of validity of its approval.
- (c) Approval of a proposed use of airport land shall not be construed as a right to enter, occupy or carry out any activity or work upon the land.

8.0 CONSTRUCTION (BUILDING) PERMIT

8.1 General

The development is to be designed and constructed in accordance with the following documents (in addition to any other relevant acts, codes or by-laws):

- (a) Gander International Airport Authority Land Use Plan.
- (b) Town of Gander Development Regulations.
- (c) Government of Newfoundland and Labrador Municipal Water, Sewer and Road Specifications, (Government Master Specifications).
- (d) Guidelines for the Design, Construction and Operation of Water and Sewage Systems, Government of Newfoundland and Labrador Department of Environment and Lands, latest edition.
- (e) The Transportation Association of Canada's, Geometric Design Guide for Canadian Roads (TAC).
- (f) National Building Code of Canada (NBC).

8.2 Requirements

Prior to the start of construction the applicant will be required to submit a formal request for a construction (building) permit to the Airport Authority. Construction permit application shall be made within two years of the granting of Development Approval and must be accompanied by the documents listed below. Developers should note that all construction drawings and supporting documentation submitted for approval must be sealed by a professional engineer licenced to practice in the province of Newfoundland and Labrador.

- (a) **Development Plan:** The submitted plans shall show the following:
 - 1. Building design (including footprint, elevation and cladding)
 - 2. Fence Location, elevation and material
 - 3. Water, sanitary and storm sewer layout and details
 - 4. Access road alignment information (vertical and horizontal curve information)
 - 5. Open space areas
 - 6. Bench mark locations and elevations
 - 7. Directions of sanitary and storm system flows
- (b) **Plan and Profile Drawings:** Plan and profile drawings showing buildings, streets, driveways, water mains and sewers, including invert information, pipe sizes, pipe materials and grades.
- (c) **Landscape Plan.** In accordance with Section 9.
- (d) **Sanitary Sewer Calculations (if requested):** Calculations are to be submitted on standard forms and accompanied by a detailed drainage plan.

- (e) **Storm Sewer Calculations (if requested):** Calculations are to be submitted on standard forms and accompanied by a detailed storm drainage plan.
- (f) **Department of Environment and Conservation Permits:** Copies of any permits required for works under the Water Resource Act (Permit to Construct).
- (g) **Newfoundland Power/Aliant Telephone Easements:** Legal plan and description for any required easements.
- (h) **Geotechnical Report:** As required
- (i) **Environment Site Assessment:** As required.
- (j) **Security Plan (As required):** A security plan must be submitted for all airside developments and any development that will require access to airside property or installations.

8.3 *Process*

The detailed design will be reviewed for conformance with the guidelines outlined within Section 8.1 of this document. Where problems are noted, the *Developer* will be required to make the necessary revisions and resubmit the drawings for approval. If no problems are noted, the Development Agreement will be executed and the Construction (Building) Permit issued. The *Developer* will be required to submit copies of the approved construction drawings in digital format at this time.

8.4 *Construction Permit*

Upon approval, the Development Agreement will be executed and the Construction Permit will be issued. The Construction Permit is valid for a two year period but may be renewed once for a period not exceeding one year. The developer should note that renewals will be subject to the regulations in effect at the time of renewal. The granting of the Construction Permit shall not prevent *the* Airport Authority from thereafter requiring the correction of any errors not noted at the time of approval.

Any revisions to the aforementioned drawings subsequent to approval for construction shall not be made without the prior approval of *the* Airport Authority. Upon approval of any revision, a digital copy of the revised drawing shall be submitted.

All approved developments will be subject to a Development Permitting Fee of 0.5% of the total estimated cost of construction. See Appendix C for the Development Approval and Construction Permit checklist.

Developers should note that a building permit must also be obtained from the Town of Gander. This permit will be issued at no cost for any development located on airport property. Developers will simply be required to register for the permit and provide the Town of Gander one set of plans for municipal records. This is essential as the Town of Gander provides structural fire fighting services for all developments on airport property.

8.5 Construction Inspection

Due to the nature of airport operations, the Airport Authority has an obligation to ensure that all construction adheres to the approved design and specifications. To that end, the Developer shall retain the services of a professional engineer licenced to practice in the Province of Newfoundland and Labrador (herein after referred to as the *Developers Engineer*) to provide on-site inspection throughout the construction. The intent of these inspections will be to ensure that the contractor complies with the design as approved by the Airport Authority.

The *Developers Engineer* shall ensure that the *Developers Inspector* is present at all critical phases of the construction. All fees and charges associated with the *Consultant* shall be paid by the *Developer*. The responsibilities of the *Developers Inspector* to the Airport Authority shall include, but is not limited to the following:

- (a) On site general and technical inspection of the work while it is in progress.
- (b) Arranging for, witnessing and carrying out routine field testing of equipment and materials.
- (c) Surveying to check line and grade.
- (d) Recording work progress.
- (e) Submission of reports to the *Developers Engineer* covering the work inspected with details of deficiencies discovered. Any deficiency that would make the development non-conformant with the terms of the construction permit as issued by the airport authority are to be rectified at no cost to the authority.

Depending on the nature of the development the *Airport Authority* may, in its discretion, choose to hire a *Consultant* or who is an independent body from the *Developers Engineer*.

8.6 Mechanics Lien Act - Waiver

Gander International Airport Authority, as a condition of permitting work by the developer, will require a signed waiver to the Mechanics Lien Act (see Appendix I). The developer and all contractors and sub-contractors will be required to waive and release in accordance with the provisions of the Mechanics Lien Act, any claim of builders lien under the Mechanics Lien Act with respect to work to be done and materials to be supplied or work already done or materials supplied in connection with improvements at the said site.

8.7 Authority of Consultant

The *consultant*, in the course of carrying out its responsibilities, shall have the authority to order discrepancies or alterations to be rectified in accordance with the approved plans. Where discrepancies cannot be resolved to the satisfaction of the *Consultant* the *Developers* work shall be stopped by the *Consultant* under the power vested from the Airport Authority until such time as discrepancies or alterations have been resolved. All costs incurred to make the necessary corrections in accordance with the approved drawings shall be borne by the *Developer* and not recoverable from the Airport Authority.

9.0 LANDSCAPING REQUIREMENTS

9.1 Purpose

The purpose of the commercial landscaping standard is to provide direction for *landscaping* with respect to new commercial developments on Airport Authority property. The landscape requirements outlined in this section represent the Gander International Airport Authority's essential criteria for landscape design. The submission of a landscape plan that exceeds this minimum standard is encouraged.

9.2 Requirements

9.2.1 General

- The existing landscape character shall be preserved to an extent reasonable and feasible.
- Shrubs, ground cover and trees are encouraged, but shall not be the sole contributor to the landscape. Effective use of existing topography, and existing vegetation is also encouraged as a component of the landscape plan.
- All *landscaping* adjacent to parking areas shall be protected by concrete curbs, retaining structures or other protective measures.
- *Landscaping* both at the time of establishment and in the future, shall not obstruct the view between street, access driveways and parking aisles.

9.2.2 Site Preparation / Grading / Slope

- All areas disturbed by site work, such as embankments and slopes, are to be re-instated with sodded/seeded grass. This applies to front, flanking street side-yards, as well as side and *rear-yards*.
- The maximum permitted vertical slope for sodding/seeding is 2:1. Slopes greater than 2:1 shall require a design from an Engineer Licenced to practice in Newfoundland and Labrador.
- All slopes are to be covered with a minimum of sodded grass or other plant material such as low growth ground covers, to be approved by the Gander International Airport Authority. The use of other *landscaping* materials, such as ornamental gravel, shall not be permitted on slopes greater than 10%.
- Existing vegetation to be retained shall only be permitted if it does not contribute to drainage and/or erosion control Issues.

9.2.3 Hard-cover and Soft-cover Landscaping Requirements

- The complete lot is to be landscaped (*hard-cover* and/or *soft-cover landscaping*); this applies to front, flanking street Side-yards, as well as side and rear-yards.

- A minimum of 10% of the overall lot is to be landscaped with *soft-cover landscaping* (sodding, tree and shrub plantings, natural landscape design elements). Zones that allow for front, side and *rear-yard* reductions to zero may be excluded from this requirement.
- A minimum of 2 metre in the front and Side-yards are to be landscaped with soft cover *landscaping* except where controlled access is provided. If the development regulations allow the reduction of a *front yard* or *rear-yard* to zero, this requirement will not be enforced.
- All areas between the curb/sidewalk and the property boundary are to be landscaped with a minimum of seeded/sodded grass.
- Where the applicant proposes to use landscape materials for ground cover on the subject property other than sod (e.g. ground cover perennials, mulching, ornamental gravel), it shall be ensured that the material is appropriately contained and does not spill onto the sidewalk or into the street right-of-way.
- All areas disturbed through site work shall be re-instated with a minimum of sodded grass.
- The Gander International Airport Authority encourages the retention of natural vegetation where applicable.
- If time expires with respect to *landscaping* the Gander International Airport Authority reserves the right to retain the *landscaping* security.
- The driveway and all vehicle circulation areas are to be paved with curbing from the front of the property up to the limits of the rear wall of the building.
- No more than 85% of the *front yard* is to be paved unless otherwise approved by the Gander International Airport Authority.
- All areas designated as high traffic areas as determined by Gander International Airport Authority shall be paved using any of the following, asphalt, concrete, paver stones and the like.

9.2.4 Landscape Buffers

Where required by the Gander International Airport Authority, the *landscaping* of berms and tree plantings will be in accordance with the requirements as determined by the Gander International Airport Authority.

9.3 Process

The provision of *landscaping* and the submission of a landscape plan shall be a condition of the issuance of a building/development permit. This shall apply to any new *commercial properties* within the Gander International Airport Authority.

9.3.1 Landscape Plan and Approval Process

All new commercial developments, as part of the development/building permit application process, shall submit a landscape plan to the Manager of Infrastructure for review and approval.

9.3.2 Submission of Landscape Plan

The landscape plan must ensure compliance with the Gander International Airport Authority Development Regulations. The landscape plan may be incorporated into the site plan or may be submitted on a separate drawing. The Landscape Plan shall:

- (a) Indicate a scale and all dimensions in metric.
- (b) Indicate boundary lines, bearings, and development regulation *front yard*; *side-yard*; and *rear-yard* depth.
- (c) Indicate the location of all proposed plant material, landscape design elements, tree and shrub plantings, planting beds, and sodded areas.
- (d) Indicate the location of all hard-surfaced areas (e.g. driveways, walkways, parking areas).
- (e) Indicate the location, height, and construction type of all fences, screen walls and retaining walls, if applicable.
- (f) Indicate the location of storm water management landscape features, if applicable.
- (g) Indicate the location of existing vegetation to be retained or removed;
- (h) Indicate the location of all existing natural features (e.g. top of bank, water courses etc.).
- (i) Indicate the proposed grades, slopes, finished first floor elevations, existing grades along the property lines.
- (j) Indicate the location of existing and proposed utilities.
- (k) Indicate any other landscape element that contributes to the site development.

9.4 *Securities*

As a condition of all *landscaping* approvals and prior to the issuance of a building permit, the applicant is required to provide a security to the Gander International Airport Authority to ensure the proper and timely completion of the approved *landscaping*. See 10.2 for more information on the value, payment and release of Landscape Securities.

9.5 *Maintenance*

The property owner shall be responsible to maintain and keep in healthy condition all *landscaping* elements implemented with each commercial lot. Any property within the Gander International Airport Authority that does not comply with the standards outlined within this schedule may be ordered to remediate the said property to an acceptable standard.

10.0 FINANCIAL REQUIREMENTS

10.1 Summary of Fees

In an effort to show that we are open for business the Airport Authority has made an effort to streamline and clarify the fee structure. For the benefit of potential developers the following is a list of current fees involved in the various pre-development and development stages

10.1.1 Pre-Access Licence Processing Fee

The Airport Authority will charge and a \$50 processing fee for the issuance of a Pre-Access Licence. This fee must be paid prior to issuance of the licence.

10.1.2 Development Application

The Airport Authority will charge and a \$250 processing fee for all development applications. The fee is independent of development approval and must be paid at the time of application submission.

10.1.3 Construction (Building) Permit Fee

The Airport Authority will charge a building permitting fee of 0.5% on all new developments, renovations and expansions. This fee must be paid in full before a construction permit will be issued.

10.2 Landscaping Securities

In addition to the fees noted above the Airport Authority has implemented a landscaping security to ensure compliance with existing landscaping requirements as set out in this document.

10.2.1 Amount

As a condition of all *landscaping* approvals and prior to the issuance of a construction permit, the applicant is required to provide a security to the Gander International Airport Authority to ensure the proper and timely completion of the approved *landscaping*. Landscaping Securities shall be compiled as follows:

Commercial Lots: \$4.00 per square metre of overall lot area minus any buildings and undisturbed areas to be removed from the landscape fee calculation.

Ex.	Total lot area	1000 sq-m
	Building area	- 200 sq-m
	Natural vegetation retained	- 100 sq-m
	Calculated landscape fee area	700 sq-m @ \$4.00/sq-m

10.2.2 Type

The applicant will be required to provide a security in the amount of \$4.00/sq-m in one of the following forms:

- (a) cash deposit, in the amount of 100% of the approved security value with the Gander International Airport Authority; or
- (b) an irrevocable letter of credit from a Chartered Bank and payable to the Gander International Airport Authority at any time the owner is in default of the landscape plan, in the amount of 100% of the approved security value.

10.2.3 Security Release

The landscape plan designer/engineer is to certify that all landscape works were implemented to specification. The Gander International Airport Authority also withholds the right to undertake spot checks of completed landscape works to confirm compliance.

The security will be released upon successful completion of the *landscaping* to the satisfaction of the Gander International Airport Authority. The *Landscaping* deposit will not be returned until all *landscaping* is completed as per the submitted landscape plan.

11.0 PROGRESSION OF WORK

11.1 *Schedule*

Construction works shall not commence until all financial requirements have been met and the Development Agreement and the Construction Permit have been issued and executed.

11.2 *Acceptance of Work*

Construction works will be accepted upon completion of the following:

- (a) Development Plan as per Gander International Airport Authority Standards.
- (b) Test results as required for the water, sanitary and storm sewer systems.
- (c) Inspection of the water, sanitary, and storm sewer systems by the Airport Authority.
- (d) Video Inspection of sanitary and storm sewers (for Street Construction only).
- (e) Fire flow tests as required by the Town of Gander and the Airport Authority (As required).
- (f) Compaction test results for sub-grade works (for Street Construction only).
- (g) Concrete test results for curb and gutter and sidewalk work (for Street Construction only).
- (h) Asphalt test results for base and surface course asphalt (for Street Construction only).
- (i) Correction of all noted deficiencies.
- (j) As-Built Drawings as per Airport Authority Standards.
- (k) Developers Engineer sign-off on the completion of development.

11.3 *Temporary Turning Areas*

When the development requires the construction of streets, and the when the development is staged in such a manner that a proposed street is not completed in one season, *The Airport Authority* will require that a turning area be constructed at points where the streets temporarily terminate. These turning areas must be constructed to a minimum of Class "A" standards and capable of four- season use.

11.4 *Warranty Period*

When a development includes the construction of underground services and/or Rights of Way that are handed over to the Airport Authority all work will be covered by a developer's warranty. To that end, the *Developer* shall, at his own expense, rectify and make good any defect or fault (to the satisfaction of *The Airport Authority*) however caused, appearing within a one year period from the date of acceptance of *Work*.

Failure of the *Developer* to comply shall give *The Airport Authority* the right to utilize any or all of the Construction or Landscaping Security to complete the outstanding work. The

Securities, less funds utilized by *The Airport Authority* to complete or rectify deficiencies, will be released at the end of the warranty period (one year) providing that all noted deficiencies have been corrected.

APPENDICIES

Appendix A – Pre-Access Licence Checklist

Appendix B – Development Application Checklist

Appendix C – Development Agreement and Construction Permit Checklist

Appendix D – Acceptance of Construction Works Checklist

Appendix E – Sample Development Agreement

Appendix F – Facility Alteration Permit (GIAA)

Appendix G – Aeronautical Obstruction Clearance Form (Transport Canada)

Appendix H – Land Use Proposal Submission Form (Nav Canada)

Appendix I – Mechanics Lien Act - Waiver

This Page is Intentionally Left Blank

Appendix A

Pre-Access Licence Checklist

All items below form part of a checklist that must be completed in its entirety and submitted for approval by the developer prior to Issue of a Pre-Access Licence.

- Pre-Access Licence processing fee (\$50)
- Informal description of nature and scope of development.

This Page is Intentionally Left Blank

Appendix B

Development Application Checklist

All items below form part of a checklist that must be completed in its entirety and submitted for approval by the designer prior to Issue of Development Approval to the *Developer*.

- Development Application Processing Fee (\$250)
- Three sets of preliminary drawings showing the development plan which shall include:
 - Development Layout – Must show offset of the building footprint from projected centre line of nearest runway (where applicable)
 - Building footprint, elevation and cladding
 - Perimeter fences and fencing material
 - Services and Connections
 - Drainage Plan
 - Water courses, open space and street connections
 - Engineers Signature
- Legal Survey outlining the extents of the development area and written consent form all land owners involved in the development (excluding the Gander International Airport Authority).
- Facility Alteration Permit – GIAA (Appendix F)
- Aeronautical Obstruction Clearance Form – Transport Canada (Appendix G)
- Land Use Proposal Submission Form – Nav Canada (Appendix H)

This Page is Intentionally Left Blank

Appendix C

Development Agreement and Construction Permit Checklist

All items below form part of a checklist that must be completed in its entirety and submitted for approval by the designer prior to signing the Development Agreement and issuance of a Construction Permit to the *Developer*. Development Permit Fee (0.5% of total development cost).

- Construction Permitting Fee and Landscaping Security paid.
- 3 sets of construction drawing as outlined within this document.
 - Building design (including footprint, elevation and cladding)
 - Fence Location, elevation and material
 - Water, sanitary and storm sewer layout and details
 - Access road alignment information (vertical and horizontal curve information)
 - Landscaping Plan
 - Bench mark locations and elevations
 - Directions of sanitary and storm system flows
 - Engineers Signature
- Plan and profile drawings showing buildings, streets, driveways, water mains and sewers, including invert information, pipe sizes, pipe materials and grades.
- Legal plan and description for any required easements.
- Drawing approval from Manager of Infrastructure.
- Formal Lease Agreement with GIAA.
- Building Permit (Town of Gander).*
- Copies of any permits required for works under the Water Resource Act (Permit to Construct).
- Sanitary and storm sewer calculations (if requested)
- Geotechnical report (As required).
- Traffic Impact Study (As required).
- Environment Site Assessment (As required).
- Security Plan (As required). A security plan must be submitted for all airside developments and any development that will require access to airside property or installations.

* Developers should note that a building permit must be obtained from the Town of Gander. This permit will be issued at no cost for any development located on airport property. Developers will simply be required to register for the permit and drop of one set of plans for municipal records. This is essential as the Town of Gander provides structural fire fighting services for all developments on airport property.

This Page is Intentionally Left Blank

Appendix D

Acceptance of Construction Works Checklist

All items below form part of a checklist that must be completed in its entirety and submitted for approval by the designer prior to acceptance of the development. Securities will be released by the Airport Authority within 7 days of receipt of written request from the developer provided all required documentation has been received and work is accepted.

- As-Built Engineering Drawings as per Airport Authority Standards to the point of substantial completion.
- Engineers Sign off on compliance of Development with all applicable codes, by-laws, acts, and regulations.
- Correction of all noted deficiencies.
- Test results as required for the water, sanitary and storm sewer systems (As required).
- Inspection of the sanitary, and storm sewer systems by the Airport Authority (As required).
- Video inspection of the Sanitary and Storm Sewer (As required).
- Concrete test results for curb, gutter and sidewalk (for ROW work only).
- Asphalt test results for base and surface course asphalt (for ROW work only).
- Compaction test results for sub-grade works (for ROW work only).
- Rock Pad Certification (if applicable).

This Page is Intentionally Left Blank

Appendix E

Sample Development Permit

- 1) NAME OF APPLICANT
- 2) ADDRESS OF APPLICANT
- 3) NAME AND ADDRESS OF DEVELOPER (if not (1) above)
- 4) DATE OF APPLICATION
- 5) DATE OF DECISION
- 6) LOCATION OF DEVELOPMENT
- 7) NATURE OF DEVELOPMENT
- 8) Permission is hereby GRANTED for the proposed development as outlined above,
SUBJECT TO:

All elements of the proposed development are to be reviewed and approved by Nav Canada and Transport Canada prior to the start of any construction works.

The development being completed in accordance with the engineering drawings as approved by the Manager of Infrastructure. All work to be constructed to the "Municipal Water Sewer and Road Specifications " as published by the Province of Newfoundland and Labrador Department of Municipal and Provincial Affairs; the Development Procedures and Engineering Standards for the Gander International Airport Authority; all provisions of the approval to be issued by the Provincial Department of Environment and Conservation and must include but may not be limited to the following:

- (a) The development being done in accordance with the engineering drawings reviewed by the Manager of Infrastructure for the Airport Authority dated_____
- (b) The developer shall provide the Airport Authority with as-constructed drawings in hard copy and digital format showing all as-built information prior to final release of securities associated with the subdivision.
- (c) During the course of construction, lots identified that may be backfilled or that require backfill will require written confirmation in the form of a subsurface investigation from an engineer licenced to practice in the province of Newfoundland and Labrador that the lot is appropriate for the building and its use. (Reference N.B.C.C. 4.2. Foundations). The developer shall provide this confirmation to the Airport Authority
- (d) Legal survey information is required for development boundaries, layouts, easements and Right of Ways.
- (e) No individual building permits will be issued until such time as security, satisfactory to the Airport Authority, has been posted to ensure completion of the development in accordance with the Development Permit and Development Regulations as per 5.3.
- (f) No changes in work shall be carried out in any portion of the subdivision without prior approval from the Manager of Infrastructure or designate.

- (g) The contractor /developer must notify the Airport Authority prior to commencement of and is required to notify the Manager of Infrastructure or designate prior to any service testing taking place.
- (h) Environmental Approval required for water, sanitary, and storm sewer.
- (i) Driveway grading for connection to existing streets to be coordinated with the Manager of Infrastructure.

The reasons for the IMPOSITION OF CONDITIONS ON THE CONSENT ARE:

To comply with the Development Procedures and Engineering Standards of the Airport Authority; to comply with the requirements of the Department of Environment & Conservation; and the standards of the specifications for municipal services as published by the Department of Municipal and Provincial Affairs.

DATED:

Chief Executive Officer

Appendix F

Facility Alteration Permit (FAP)

1.1 Purpose

The Facility Alteration Permit is the mechanism through which control is exercised upon new construction or the alteration of existing structures at Gander International Airport Authority. The FAP shall be the form used for all development applications and when signed and returned to the developer shall serve as the construction permit. You can contact the Airport Authority any time to obtain an electronic copy of this form

1.2 Responsibility

Gander International Airport Authority Inc. is responsible for the issuance and approval of Facility Alteration Permits. The President & CEO is responsible for the Permit Holder's compliance with the Terms and Conditions of the Facility Alteration Permit.

1.3 Application

A Facility Alteration Permit will be approved and issued for any proposal which involves improvement to airport lands or the change of configuration and/or allocation of space within buildings managed by the Airport Authority. The application requires the attachment of the appropriate drawings, sketches and specifications to allow for operational and technical reviews of the proposal. No proposal shall be carried out without a Facility Alteration Permit.

1.4 Review Process

Applications are submitted to the President & CEO. Provided that the proposed project has received Land Use Committee approval, the proposals will undergo an **Environmental Assessment and Review Process "Project Register and Decision Summary"**. The screening of the project and completion of the form will be the responsibility of Gander International Airport Authority. The review of Facility Alteration Permit applications will be based on the following criteria:

- a) Conformance with Airports policies, standards and guidelines.
- b) Conformance with directions given by the Land Use Committee in their review of the proposed project.
- c) Technical feasibility and effectiveness.

This Page is Intentionally Left Blank



Facility Alteration Permit

APPLICANT MUST READ THE TERMS AND CONDITIONS PRINTED ON THE REVERSE

The Applicant (Tenant) shall not commence performance of any of the said work prior to the receipt by the Applicant of a copy of this application duly signed in Part Two hereof on behalf of the Gander International Airport Authority Inc. Upon receipt thereof, the Applicant agrees to perform the said work in accordance with the following information to be provided by the Applicant and to comply with and be bound by all requirements and conditions, if any, set forth below in Part Two hereof and the terms and conditions set forth on the reverse hereof.

Part 1: TENANT FACILITY ALTERATION OR CONSTRUCTION APPLICATION The following information is to be provided by the Tenant. (Refer to your lease or permit for required information.)			
Permission is hereby requested to perform the following described work on the space and/or lands occupied by the Tenant			
At (Facility):	Pursuant to (Lease, Space Permit No.):	Location (Building # or area) of space to be altered:	
Description of work and reason:			
Estimated cost of work:	Estimated time to complete:	Starting Date:	Completion Date:
PLANS: Prints of each drawing must be submitted with copies of application. Include floor plans and show area affected by proposed work.			
TITLE OF DRAWING		DRAWING NUMBER	DATED
Name and Address of Contractor (If not known, submit later):		Name & Address of Engineer or Architect:	Telephone Number:
			Licence Number:
Send Correspondence to: (Name and address of employee in charge of work)			Telephone Number:
Applicant's Name (as it appears on lease or Permit):		Signature of authorized representative:	Title:
			Date _____

ENGINEER OR ARCHITECT CERTIFICATION

I have supervised the preparation of plans and specifications for the entire work represented herein and hereby certify that they conform to federal and provincial laws, regulations and codes and to the requirements of the respective enactments, ordinances, resolutions and regulations of the city, town or municipality in regard to construction and maintenance of buildings and structures and in regard to health and fire protection which would be applicable.

Signature of Engineer or Architect

Date

Part 2: Reviewed by Gander International Airport Authority Inc. and returned to Applicant

The above application is:

Approved

Disapproved

Subject to the following conditions:

Environmental Screening Required: Yes _____ **No** _____

By:

Approved By:

Date:

Title:

Date

TERMS AND CONDITIONS

1. This permit conveys permission to undertake the alterations described herein. This permit does not constitute an assessment, evaluation, or warranty of any kind or nature by Gander International Airport Authority Inc. (GIAA) of the quality of materials, design and construction employed in the performance of work to be done by the Tenant, and GIAA assumes no responsibility for the consequences thereof.
2. In the performance of work the Tenant shall conform to all federal, provincial municipal and local laws, regulations, bylaws or Codes, which are or would be applicable if GIAA were a private corporation.
3. The Tenant shall also observe and obey (and compel its officers, employees, agents and contactors to observe and obey) the rules and regulations of the Gander International Airport Authority Inc. now in effect which are applicable to the performance of the work and such further applicable rules and regulations which may from time to time during the said performance be promulgated by GIAA for reasons of safety, health, preservation of property or maintenance of a good and orderly appearance or for the safe and efficient operation of the facility.
4. The Tenant shall indemnify and hold harmless the Gander International Airport Authority against and from (a) the risk of injuries (including wrongful death) or damage direct or consequential to it or its property arising out of or in connection with the performance of the work, and (b) the risk of claims and demands by third persons, arising or alleged to arise out of the performance of the work and to the conditions of the leased premises during the performance of the work and following the completion of the work, whether such risks arise out of acts or omissions of the Tenant, its contractors or otherwise.
5. The Tenant shall pay all claims lawfully made against it by contractors, subcontractors, suppliers and workmen and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of the work and the conditions of the leased premises during the performance of the work, and shall cause all contractors and subcontractors to pay all such claims lawfully made against them.
6. No changes or revisions shall be made to the work authorized by this permit without prior approval of the President and CEO or his designated official.
7. The Gander International Airport Authority Inc. reserves the right to halt or suspend the work or cancel the permit without notice, for whatever reasons it deems necessary.
8. The Tenant shall notify the President and CEO or his designated official, not less than two days prior to the commencement of the work, and shall complete the same within the number of days specified in Part 1 of this Facility Alteration Permit application. The Tenant shall advise the president and CEO or his designated official when the work is substantially complete. Upon substantial completion of the work the Tenant shall deposit with the President and CEO or his designated official one copy of the drawing(s) showing the as-built facilities.
9. In the performance of the work, the Tenant shall not do or permit to be done any act affecting the operation of any existing plumbing, heating, fire-alarm, sewerage, drainage, water supply, electrical, sprinkler, ventilating, refrigeration, fuel or communication system at her facility, or other such service system thereat, including all pipes, lines, conduits, equipment and fixtures, except with the express written approval of the President and CEO, his designated official or his resident Engineer.
10. Prior to the commencement of the work and throughout the performance thereof, the Tenant shall erect and maintain at its own expense in or about the space such barriers, shields and other suitable protective devices for the protection of the public and others and their property. The work shall be performed in such manner as will cause the minimum inconvenience to members of the public and others at the facility.

This Page is Intentionally Left Blank

Appendix G

Aeronautical Obstruction Clearance (AOC) Form

1.1 Purpose

The purpose of the form is to specify the location of new or altered structures that may pose a hazard to aviation. It allows Transport Canada to identify proposals that conflict with Air Regulations or, as necessary, to advise the applicant of marking and lighting requirements. This form does not constitute authority for construction. The form should be submitted concurrently with the FAP and will be a consideration for FAP Approval. You can contact the Airport Authority any time to obtain an electronic copy of this form

1.2 When to Complete Form

AOC Forms are required for any alteration or new construction where:

- a) The new structure is within 6km of the centre of an aerodrome, or 2km of a Transport Canada radar, radio navigation or radio communication antenna; or
- b) The new structure exceeds 20m in height, including catenary wire crossings; or
- c) The new structure is within 15m and exceeds the height of a dominant structure already in place.

1.3 Supporting Documentation

If this form is submitted concurrent with the FAP then no additional information is required. If it is submitted separately then it should be accompanied by a set of building drawings and a 1:50K topographic map showing the building footprint.

1.4 Responsibility

The developer is responsible to complete this form in its entirety and submit it to the Gander International Airport Authority. This form should be submitted with the Facility Alteration Permit.



AERONAUTICAL OBSTRUCTION CLEARANCE FORM

FORMULAIRE D'AUTORISATION D'OBSTACLE AÉRIEN

TO BE COMPLETED BY APPLICANT - À REMPLIR PAR LE REQUÉRANT

Operator's Name - Nom de l'opérateur		
Operator's Address - Adresse de l'opérateur		
Operator's Contact - Agent de liaison de l'opérateur		
Contact's Telephone No. - N° de téléphone de liaison	Contact's FAX No. - N° de télécopieur de liaison	Contact's Email Address - Adresse électronique de liaison
Applicant's Name - Nom du requérant		Address - Adresse
City - Ville	Province/Territory - Province/Territoire	Postal - Code - postal
Applicant's Telephone No. - N° de téléphone du requérant	Applicant's FAX No. - N° de télécopieur du requérant	Applicant's Email Address - Adresse électronique du requérant

Nearest city / town to proposed facility Ville la plus proche de la structure proposée	Geographic coordinates of structure - coordonnées géographiques de la structure		<input type="checkbox"/> NAD27 <input type="checkbox"/> NAD83 <input type="checkbox"/> WGS84	
	° ' " N Latitude Latitude N	° ' " W Longitude Longitude O		

TOWERS / ANTENNAS TOURS / ANTENNES	BUILDING OR OTHER STRUCTURE BÂTIMENT OU AUTRE STRUCTURE		Feet - Pieds	Meters - Mètres
		A Height above ground Hauteur au-dessus du sol		
		B Building height Hauteur du bâtiment		
		C Ground elevation above sea level Hauteur du sol au-dessus du niveau de la mer		
List any tall adjacent buildings and structures which may shield the proposed structure (Attach sketch) Faire une liste indiquant les structures et bâtiments avoisinants plus haut que le bâtiment projeté (Inclure un diagramme)				

New struc. - Nouv. struc. <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	Add. to exist. struc. incl. total hght. - Ajout à un bâti. exis. incl. hauteur total	Proposed Construction - Date - de construction proposée
---	--	---

TYPE OF STRUCTURE (narrative description and function) - GENRE DE STRUCTURE (description narrative et fonction)

Signature (of applicant) (du requérant) _____ Date (Y/A-M-D/J) _____

TRANSPORT CANADA USE ONLY - À L'USAGE DE TRANSPORTS CANADA
AERONAUTICAL ASSESSMENT - ÉVALUATION AÉRONAUTIQUE

Site acceptable - Emplacement acceptable <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non (if no, reason) / (si non, pourquoi)
Lighting as per (TP382) required - Balisage lumineux tel que demandé au (TP382) <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non or / ou
Painting as per (TP382) required - Balisage peint tel que demandé au (TP382) <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non or / ou
Temporary lighting required - Nécessité d'un balisage lumineux temporaire <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non (if yes, type) / (si oui, de quel genre)

Advise Transport Canada in writing 90 days before construction / Avertir Transports Canada par écrit 90 jours avant la construction when construction starts / au commencement de la construction and on completion / et à la fin des travaux Valid to / Valide jusqu'au _____

Civil Aviation Inspector (as required) - Inspecteur Aviation Civile (si nécessaire)
Comments - Commentaires _____ (Y/A-M-D/J)

Signature _____ Date _____

Regional Manager Aerodrome Safety / Gestionnaire Régional Sécurité des aéroports Signature _____ Date (Y/A-M-D/J) _____

Appendix H

Land Use Proposal (Nav Canada)

1.1 Purpose

The purpose of the form is to specify the location of new or altered structures that may pose a hazard to aviation. It allows Nav Canada an opportunity to identify proposals that may interfere with the performance of navigational aids and make early recommendations to prevent any potential conflict. This form does not constitute authority for construction and should be submitted prior to submitting a FAP due to approval times (typically 10-12 weeks).

1.2 When to Complete Form

Land Use Proposal Forms are required for any alteration or new construction on airport property. You can contact the Airport Authority any time to obtain an electronic copy of this form.

1.3 Responsibility

The developer is responsible to complete this form in its entirety and submit it to Nav Canada. This form should be submitted with the Facility Alteration Permit.



LAND USE PROPOSAL

SUBMISSION FORM

Date Received by NAV CANADA	NC file N°./ Ref N°	TC File N° / Ref N°
-----------------------------	---------------------	---------------------

GENERAL INFORMATION:

Company/Owner Name:			Contact Person:		
Address:			City:	Prov:	Postal Code:
Tel:	Fax:	Email:	24 Hour Emergency Number:		
Applicant:			Contact Person:		
Address:			City:	Prov:	Postal Code:
Tel:	Fax:	Email:	24 Hour Emergency Number:		
Airport Authority : (If within 6 km of a lighted aerodrome)			Airport Manager:		
Address:			City:	Prov:	
Postal Code:	Tel:	Fax:	Email:		

DETAILS OF PROPOSAL:

Please provide the data in the highest resolution as it was obtained.
 For geographic coordinates, provide up to four (4) decimal places of a second.
 For ground elevation and tower height, provide up to four (4) decimal places of a meter or foot.

Project #, Street Address, etc.:			Nearest Town, Province:				
			Degrees	Minutes	Seconds	Degrees	Minutes
Seconds Geographic Coordinates of Site in NAD 83:			Lat. N	/	/	Long. W	/ /
Linear Structures: Indicate Starting Point on 1 st line and End Point 2 nd line:			Lat. N	/	/	Long. W	/ /
Type of Structure:	New Structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Height Added (If Existing)				<input type="checkbox"/> ft <input type="checkbox"/> m
Cranes to be used? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, see Note 4 on page 3</i>			Ground Elevation (Above Sea Level)				<input type="checkbox"/> ft <input type="checkbox"/> m
Dimensions:			Structure Height (Above Ground Level)				<input type="checkbox"/> ft <input type="checkbox"/> m
Materials & Roof Shape (If Building):			Total Height (Above Sea Level) Structure Height + Ground Elevation				<input type="checkbox"/> ft <input type="checkbox"/> m
Proposed Construction Start Date:			Approximate Duration of Construction:				
If Temporary Structure, indicate Removal Date:			From:	hrs	To:	hrs	

Comments:

ELECTRONIC / TELECOMMUNICATION INTERFERENCE (Check off the items which may cause interference and provide details)

High Voltage Equipment	<input type="checkbox"/> Details
Arc Welding	<input type="checkbox"/> Details
Radar Emission	<input type="checkbox"/> Details
High Powered Transmissions	<input type="checkbox"/> Details
VHF Radio	<input type="checkbox"/> Details
Other	<input type="checkbox"/> Details

OBSTRUCTION TO VISION ON AIRPORT WITH NAV CANADA SERVICES/CONTROL TOWER, FSS, CARS:	
Check the items which may cause obstructions to vision to the installation:	
Line of Sight	<input type="checkbox"/> Details
Generation of Smoke/Vapour	<input type="checkbox"/> Details
Reflectivity	<input type="checkbox"/> Details
Aircraft Parking	<input type="checkbox"/> Details
Exterior Lighting	<input type="checkbox"/> Details

MAPS/DRAWINGS (Required for Supporting Documentation)
Proposals for structures not adjacent to an airport OR on airport <u>without</u> NAV CANADA Services
1:50,000 topographical map section with the location of the proposed structure clearly marked. The map must contain a legend indicating the map datum (NAD27 or 83) and the contour interval. Legal survey (if available)
Proposals adjacent <u>within 2 km</u> from an airport with FSS, Control Tower, Localizer or ILS navigational aids
1:50,000 topographical map section with the location of the proposed structure clearly marked. The map must contain a legend indicating the map datum (NAD27 or 83) and the contour interval. For localizer/ILS runways, site plan at 1:2000 scale, with distance bar, showing 90° distances to nearest runway centre line/centre line extension, and distance to nearest runway threshold. Note: reference TP1247 to determine requirement when along an extended centerline of a localizer/ILS runway up to 6km. For buildings, architectural drawings in both plan view (with north arrow indicator) detailing orientation of building and dimensions; and profile view detailing maximum height of building (including rooftop structures) and elevation at grade level.
Proposals <u>on</u> an airport with FSS or Control Tower Services, Weather Services, Localizer or ILS navigational aids
1:50,000 topographical map section with the location of the proposed structure clearly marked. The map must contain a legend indicating the map datum (NAD27 or 83) and the contour interval. Airport plan at 1:500 scale, <u>with distance bar</u> , showing orientation of structures including vehicle and aircraft entry/exit points. For sites with localizer/ILS runways site plan at 1:2000 scale, with distance bar, showing 90° distances to nearest runway centre line/centre line extension, taxiway, and distance to nearest runway threshold. Note: will require drawings for structures up to 6km along the extended centreline of the localizer/ILS runway. Site plan depicting entire airport and location of proposed structures and excavations/trenching include depth. Site plans at 1:2000 scale, <u>with distance bar</u> , showing line of sight to the mandatory viewing areas (runways and taxiways) identifying existing structures along the sightline in both cross section (profile) view and plan view format. Refer to NAV CANADA sightline requirements for criteria of mandatory viewing areas. For buildings, architectural drawings in both plan view (with north arrow indicator) detailing orientation of building and dimensions; and profile view detailing maximum height of building (including rooftop structures) and elevation at grade level.

Applicant/Representative Signature	Print Name

For a detailed description on NAV CANADA's requirements and additional information, refer to the NAV CANADA website at www.navcanada.ca >Land Use Proposal

NAV CANADA's evaluation of land use proposals and construction proposals neither constitutes nor replaces any approvals or permits required by Transport Canada, other Federal Government Departments, Provincial or Municipal land use authorities, or any agency from which any approval is required.

Please Submit by email to landuse@navcanada.ca

NOTES

1. Processing Times. NAV CANADA will endeavour to provide a response within 30 working days (6 weeks) of receipt of the proposal. The accuracy and completeness of the initial documentation provided to NAV CANADA, and consequently the cooperation of the proponent to quickly rectify any deficiencies/inaccuracies will go far to expedite the process and ensure a timely response. Electronic submissions will also decrease the time required to properly assess a submission.

2. Obstruction Marking and Lighting. Transport Canada is required to perform an assessment on the requirement for obstruction marking and lighting of man-made structures per CAR 621.19 (Canadian Aviation Regulations). Obstructions are assessed by Transport Canada through the Aeronautical Obstruction Clearance Form Process. Note: outages in obstruction lighting deemed a requirement by Transport Canada are to be reported to Transport Canada as per CAR 621.19.

3. Geodetic Datum. The Land Use Proposal Submission Form must contain geographic coordinates in NAD83. NAD 27 or UTM coordinates must be converted into the required format; the following are Natural Resources Canada online transformation links (Note, may be changed without notice:

NAD 27/83 conversions: http://www.geod.nrcan.gc.ca/apps/ntv2/ntv2_geo_e.php

Geographic/UTM conversions: http://www.geod.nrcan.gc.ca/apps/gsrug/index_e.php

4. Cranes. A separate land use submission for any crane(s) (temporary and mobile) used in the construction/assembly of a new building, placement of roof top structures, flare stack, etc., where the maximum operating height will be higher than the overall height of the proposed structure must be assessed for potential impacts at least 30 working days in advance. We ask that crane application(s) be cross reference to the associated construction project and to provide detailed crane specifications such as maximum height, boom length and swing radius. A drawing detailing the crane specifications and type would be beneficial, please reference the NAV CANADA Land Use Proposal web page for more details).

5. Blasting Operations. The following additional information will be required for blasting activities for a land use assessment and possible NOTAM / publication action:

- Blast Area: coordinates (latitude & longitude in NAD83). Specify corner coordinates or centre coordinates with the blasting radius.
- Blasting times: specify period during the day (e.g. daylight hours or 0800 – 1600 local time).
- Duration of operation: estimated amount of time (months/years) expected to operate at specified location.
- Highest ground elevation (above sea level) within blasting zone.
- Maximum height of fly rock (above ground level).
- Shock wave height (above ground level).
- Indicate use of blast mats (if applicable).
- Topographical map (1:50 000 scale) depicting the blasting area.

6. Contact us:

NAV CANADA
Aeronautical Information Services
Data Collection Unit / Land Use Office
1601 Tom Roberts
P.O. Box 9824, Station T
Ottawa, ON
K1G 6R2

Website: www.navcanada.ca >Land Use Proposal

Toll Free: (866) 577-0247

Fax: (613) 248-4094

E-mail : landuse@navcanada.ca ****Preferred method for submission**

Appendix I

Mechanics Lien Act - Waiver

In consideration of **Gander International Airport Authority Inc.** permitting the undersigned to be engaged in supplying work or materials in connection with the project at the **Gander International Airport** site, the undersigned hereby waives and releases in accordance with the provisions of the **Mechanics Lien Act**, any claim of builders lien under the **Mechanics Lien Act** with respect to work to be done and materials to be supplied or work already done or materials supplied in connection with improvements at the said site. This waiver and release will not affect any worker earning wages within the meaning of **Mechanics Lien Act**. If any claim of builders lien is filed on behalf of the undersigned, or any sub-contractor or persons supplying work or materials in connection with any contract of the undersigned pertaining to the project, the undersigned will, within 72 hours, release and discharge or cause to be released and discharged such lien."

Project Title: _____

Work Site: _____

Contractor Full Legal Name: _____

Authorized Signing Agent

Signature

Signed this ____ day of _____, 20__