

# WEST VIRGINIA UNIVERSITY SMALL UNMANNED AIRCRAFT SYSTEM CERTIFICATE OF AUTHORIZATION (COA) APPLICATION

TO: WEST VIRGINIA UNIVERSITY SUAS (DRONE) OPERATIONS OFFICER

FROM: \_\_\_\_\_  
name

\_\_\_\_\_  
address

\_\_\_\_\_  
telephone number and email address

## **PART 1: All applicants must complete this part.**

1. Are you a West Virginia University student?
  - a. Will you be conducting the sUAS operations as a component of your science, technology, or aviation related educational curricula or other coursework such as television and film production or the arts?
  - b. If so, please list the courses and instructor information for each course for which you intend to conduct sUAS operations.
2. Provide a detailed narrative description of each proposed sUAS operation.
3. Provide the locations of sUAS operations (including GPS coordinates, if available).
4. Provide the dates and times of the proposed sUAS operations.
5. If the operations will recur, list the dates and times of all recurrences.
6. List the type of sUAS that will be used for the operations (manufacturers and models).
7. Provide the FAA registration number for each sUAS that will be used, if applicable.
8. List all planned measures you intend to use to minimize the risk of injury to persons or damage to property, including whether the drone is covered by any liability insurance coverage.
9. Will any flights occur within five miles of an airport or within controlled airspace (Class B through E airspace)? If so, please specify which flights.

## **PART 2: Applicants other than hobby or recreational users or West Virginia University students conducting the sUAS operations as a component of science, technology, or aviation related educational curricula or other coursework must complete Part 2 of the application in addition to PART 1.**

1. List the name and contact information for the Remote PIC who will be operating the sUAS or under whose supervision the operation will be conducted.
2. List the names and contact information for any person other than the Remote PIC who will manipulate the sUAS controls.
3. Will a Visual Observer be used during the operations?
4. Do you believe that your proposed operations will require any Part 107 waivers or Airspace Authorizations (See [www.faa.gov/uas/beyond\\_the\\_basics/#waiver](http://www.faa.gov/uas/beyond_the_basics/#waiver) for more information on Part 107 waivers)?

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- a. If so, prior to filing this University COA application, you must submit a Waiver and/or Airspace Authorization Application to the FAA via their website at [www.faa.gov/Dronezone](http://www.faa.gov/Dronezone) or through a LAANC service provider (See [www.faa.gov/uas/programs\\_partnerships/uas\\_data\\_exchange](http://www.faa.gov/uas/programs_partnerships/uas_data_exchange)). The Waiver and/or Airspace Authorization must be approved by the FAA prior to submitting this COA application.
- b. Notify the sUAS (Drone) Operations Officer that you are filing a Waiver and/or Airspace Authorization Application. The sUAS (Drone) Operations Officer will provide you with the appropriate information to list in the Responsible Person portion of the FAA Waiver or Airspace Authorization Application.
5. Will your proposed operations be conducted as a public aircraft operation, as defined in 49 U.S.C. §§ 40102(a)(41) and 40125, pursuant to a Certificate of Waiver or Authorization issued by the FAA? (Note: this is not common).
6. Will the proposed operation occur over property other than that owned, controlled, or managed by West Virginia University? If the operator is requesting a University COA in order to operate a sUAS over land not owned, controlled, or managed by the University, the operator must also receive written permission from the landowner prior to submitting the application.
7. Attach the following documents to this application:
  - a. A copy of any Waiver and/or Airspace Authorization approved by the FAA, or verification, such as a screenshot of the approval, from a LAANC service provider.
  - b. A copy of any written permission from landowners, including the name and contact information for landowner(s).
  - c. A copy of all Remote PIC's current Remote Pilot Certificate(s).
  - d. A copy of any applicable liability insurance coverage.
  - e. For public aircraft operations, any relevant document including the FAA COA.

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Signature

Date