FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: MAPPING

*You are required to have a registered e-filing account

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.

Verify the Map

After the case information has been saved as a draft[1], the *Project Summary* page is displayed. Towards the right side of the page there will be a column labeled "**Map**".

To submit your project to the FAA, you must verify the coordinates of each case listed on the Project Summary Page. The Map column will contain a red "X" next to the **Verify Map** link for all unverified cases.

To map the case select the **Verify Map** link. On the OE/AAA mapping window, verify that the crosshairs plot at your structure location (based on the latitude/longitude coordinates entered on the previous page). There is a measuring tool to assist you:
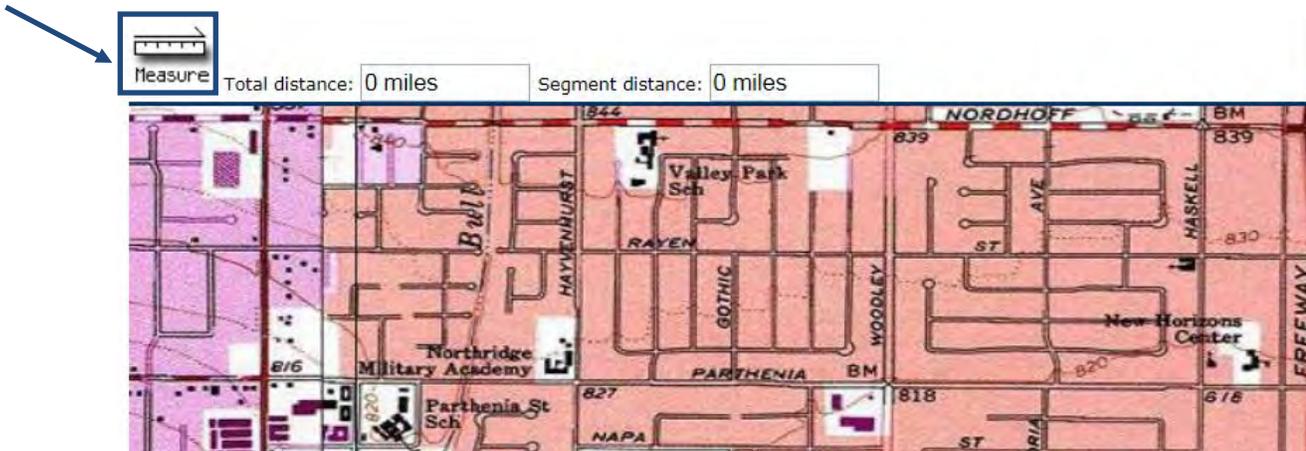

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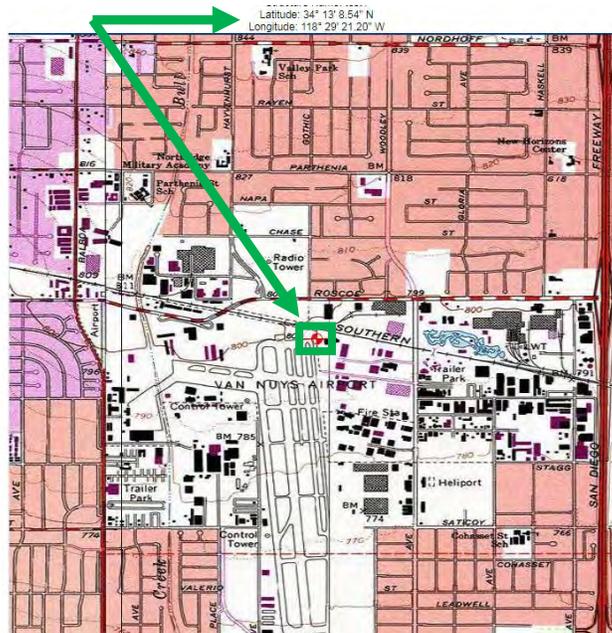
[1] Refer to Desk Reference Guides *Add New Case On Airport* and/or *Add New Case Off Airport*
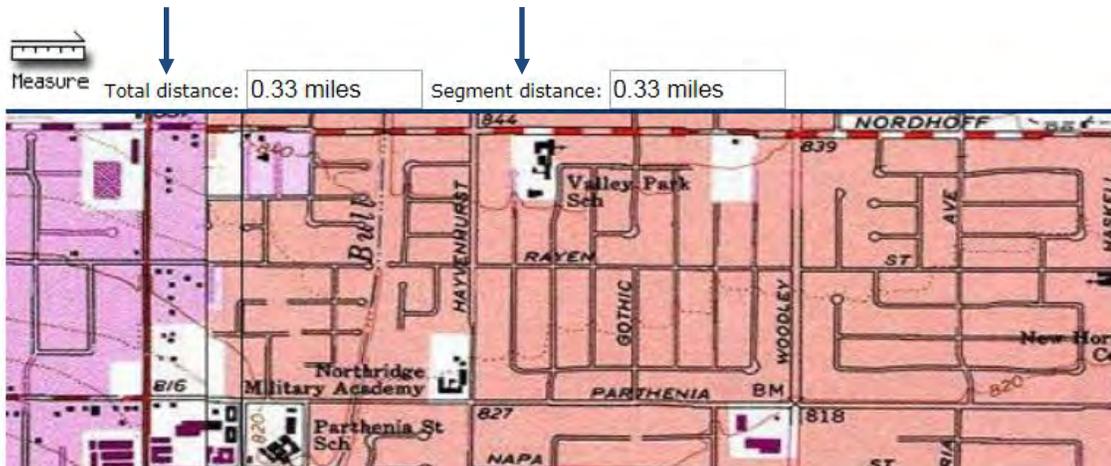
Measure Distance

The measure tool permits filers to measure distance of a single segment or multiple linear segments.

To use the measure tool:

- Click on the letter "**M**" in the word **Measure**; located under the ruler icon (on the left above the map).

- Click once directly on the displayed map at the start point of the segment to measure (do not hold down the mouse button).

- To measure a single segment: Drag the mouse to the next location (end of segment) and hover or double click for temporary display of the total distance.

- To measure more than one segment: Drag the mouse to the end of the first segment and (single) click for display of the current total and segment distances before adding another segment. Move the mouse to the end of the next segment and (single) click to see the total distance and only the most current segment.
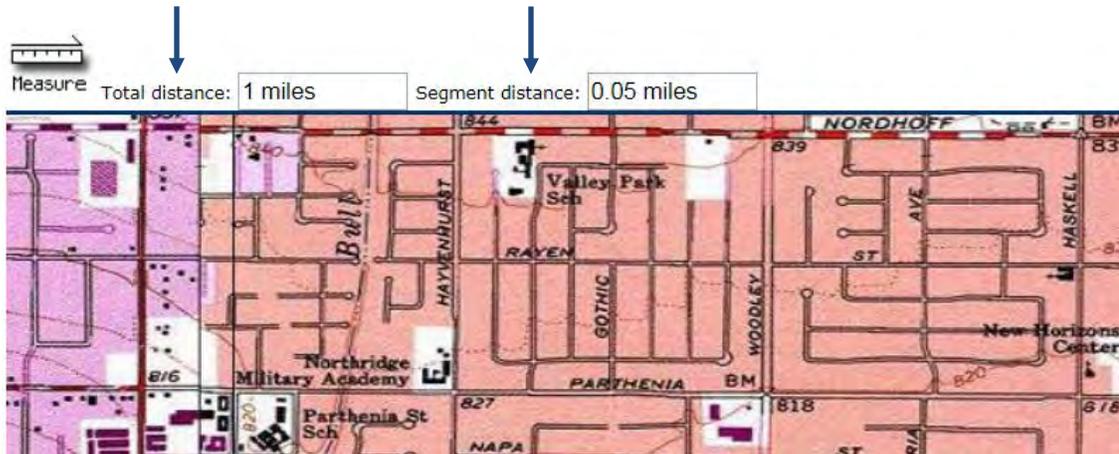
- Continue until all desired segments are drawn and (double) click at the end of the final segment for display of the total (segmented) distance.
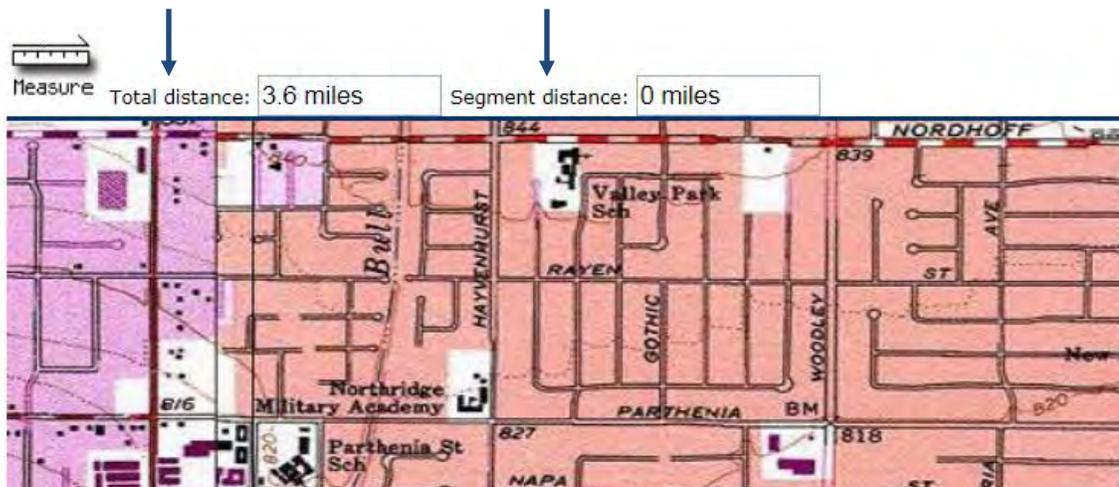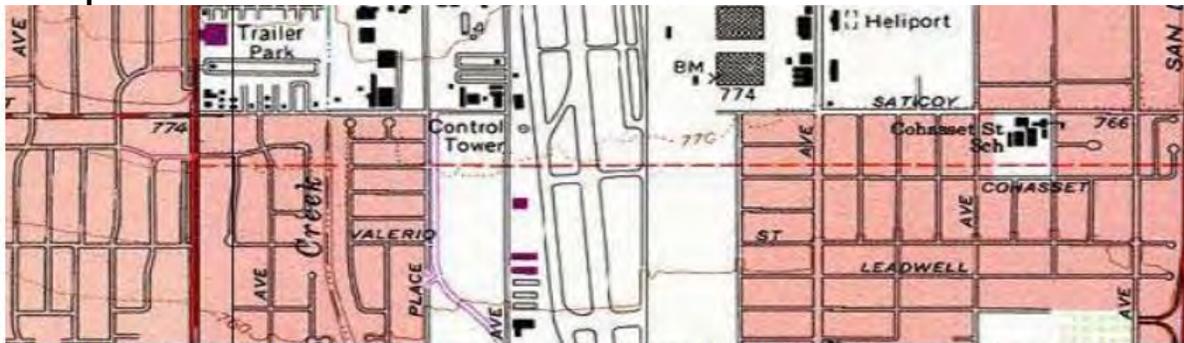

- The Total distance and Segment distance(s) are temporarily displayed on the Status Bar above the map.

You can verify your location with only the required USGS 7.5 minute quadrangle map (TOPO) or you can choose to (**optionally**) include incremental aerial photography transparency.

Example: TOPO

By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): **0%**

When verifying structure location, an **optional** aerial photography transparency setting is available. When selected, the transparency of the required USGS 7.5 minute quadrangle map (TOPO) used for submission to the FAA can be adjusted to let the available aerial photography show through. When using this move the slide bar to the right to increase the transparency by up to 50%.

Example: Aerial Photography Transparency

By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): **50%**

The transparency can be reset to zero percent by moving the slide bar to the right. If the map has already been verified, the transparency can be reset by selecting the Re-verify map link before submitting your case to the FAA.

Structure	City, State	Lat/Long	Map	Actions
Sample Draft	Lebanon, KS	39° 50' 0.00" N 98° 35' 0.00" W	Show Map (Re-Verify)	Clone Delete Upload a PDF

Confirm Structure Location

If the crosshairs on the map plot at your structure location (based on the latitude/longitude coordinates entered on the form page), select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will also return you to the *Project Summary screen*.

Reject Structure Location

If the crosshairs on the map do not accurately depict the location of your structure, select the **[Cancel]** button. This will return you to the *Project Summary* screen.

Structure	City, State	Lat/Long	Map	Actions
Sample Draft	Lebanon, KS	39° 50' 0.00" N 98° 35' 0.00" W	✔ Show Map 🔄 (Re-Verify)	Clone Delete Upload a PDF

Select the **Structure Name** link to be returned to the *Case Data Entry* (7460-1) page. Here you can revise your latitude/longitude coordinates. After you have made the appropriate revisions select the **[Save]** button. You will be required to repeat the map verification after you revise your case information.

Change Structure Location

If you have not yet submitted the case to the FAA you can change the structure location. On the *Project Summary* screen select the **Structure Name** link to be returned to the *Case Data Entry* (7460-1) screen. If you have logged out of the system and are returning to change the latitude/longitude coordinates of the structure location select the appropriate *My Cases* link on your *Portal* Page or from the left side navigation links. Locate your D*raft* case and select the **Structure Name** link to be returned to the *Case Data Entry* (7460-1) page to edit your filing. If you have logged out of the system and are returning to submit your filing without editing the latitude/longitude coordinates, select the **Project Name** link to be returned to the *Project Summary screen.*

Submit to the FAA

After the case data has been saved and map(s) verified, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the case to the FAA.

You may submit your Project to the FAA.

Submit