



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Request Extension

**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.



**Federal Aviation
Administration**

Extension Request

If needed, after an aeronautical study (case) has been determined, one e-file request to extend the effective period of the determination up to 18 additional months can be submitted from your e-file account.

After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination may be eligible for one extension.

Any changes in coordinates, heights, and frequency or use of greater power require that you resubmit for a new study (Add New Case-Off Airport).

FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.

After selecting Confirm, you will be given an option to enter comments before certifying and submitting your notice.



Submit E-Supplemental Notice (7460-2) - Extension Request

Instructions:

1. From your Portal Page, select the **Extension Request** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section.
2. From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. *(This will take you to the Supplemental Notice (7460-2) - Extension Request screen).*
3. **Read** the extension criteria statements. If necessary, you can upload PDF documentation by using the **"Upload a PDF"** link.
4. Select the **[Confirm]** button. *(This will take you to the Supplemental Notice Extension Request Submission screen).*
5. **Read** the extension request statements. If necessary, you can submit comments by using the **"Comments"** box.
6. Select the **[Confirm]** button. The system will display the number of days left until your original determination expires.
7. If necessary, use the Comments option to submit comments with your validated submission.
8. Select the check box certifying the supplemental notice information.
9. Select the **[Submit]** button in order to successfully submit your extension request to the FAA.
10. After submission, you can return to your Portal Page or continue to your 7460-1 list screen.
11. Your submitted Extension request can be viewed in the "Overview" section of the "Form 7460-1 for ASN" screen in the **7460-2 Forms** link.



From your Portal Page, select the **Extension Request** link located in the "**Off Airport Construction**" column on the right side of the **My Cases by Status** section.

The screenshot shows the OE/AAA Portal Page. On the left is the 'My Account' section with fields for Name, User Name, Login Time, IP Address, and Actions. On the right is the 'Off Airport Construction (includes on Military Airport)' section. A list of links is provided: 'My Cases (Off Airport) | Add New Case (Off Airport)', 'Add Multiple Cases (Off Airport)', 'Add Supplemental Notice (7460-2 Form)', 'My Sponsors | Add New Sponsor', 'Off Airport Contacts', and 'My Circ Comments'. The 'Add Supplemental Notice (7460-2 Form)' link is highlighted with a red box. An arrow points from the 'My Account' section towards the 'Off Airport Construction' section.

From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. (*This will take you to the Supplemental Notice (7460-2) - Extension Request screen*).

The screenshot shows the 'Search for Extension Request' screen. At the top right is the 'faa.gov' logo. Below it is a search input field with the placeholder text 'Search for a case to create an extension request.' Below the input field is a form with 'ASN:' followed by three dropdown menus and a '- OE' label. Below the form are two buttons: 'Search' and 'Reset'. Arrows point from the input field to the 'Search' button.

Read the extension criteria statements.

The screenshot shows the 'Supplemental Notice (7460-2) - Extension Request' screen. At the top right is the 'faa.gov Tools: Print this page' link. Below it is a list of extension criteria statements: 'After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period', 'Any changes in coordinates, heights, and frequency or use of greater power will require that you resubmit for a new study(Add New Case-Off Airport)', 'FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.', and 'After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice'. Below the list is a text box: 'Construction has not started. Please consider an extension of the Effective Period of this determination for an additional 18 months. If necessary, Upload a PDF which will be attached to the case.' At the bottom are two buttons: 'Cancel' and 'Confirm'. Arrows point from the list of criteria to the 'Confirm' button.

Select the **[Confirm]** button. (*This will take you to the Supplemental Notice Extension Request Submission screen*).



Upload a PDF Document

PDF documents may also be uploaded to the 7460-2 Extension request. You may upload as many PDF documents as your case requires.

FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.

Upload PDF File for Case

- Choose a document type
- Click Browse to select an Adobe PDF file from your PC
- There is a 25MB file size limit
- Please upload all supporting case documentation including the latest certified survey, if available

Note: If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

Choose Type of Document: Other

File to upload: Browse...

Only PDF files may be uploaded to the system

When the Confirm button is selected, the system will display the number of days left until your original determination expires.

Supplemental Notice (7460-2) - Extension Request

There are XX days left until your original determination expires.

If an extension is granted it will be extended for a maximum 18 months from the date the FAA issues the Extension letter.

Please confirm that you would like to submit this 7460-2 to the FAA.

- **Read** the extension request statements
- If necessary, use the **Comments** option to submit comments with your validated submission
- Select the **check box** certifying the supplemental notice information
- Select the [Submit] button in order to successfully submit your extension request to the FAA



Supplemental Notice (7460-2) - Extension Request faa.gov Tools:

There are 456 days left until your original determination expires.
If an extension is granted it will be extended for a maximum 18 months
from the date the FAA issues the Extension letter.
Please confirm that you would like to submit this 7460-2 to the FAA

- After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period
- Any changes in coordinates, heights, and frequency or use of greater power will require that you resubmit for a new study/Add New Case-Off Airport.
- FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

18 Month Extension Requested

Comments:
(Use this option to submit comments with your validated submission)

Example Example Example

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

After submission, you can continue to your 7460-2 list screen where you can navigate to view the submitted extension request or return to your Portal Page.

Successfully Submitted 7460-2

Successfully Submitted 7460-2

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this add and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact info

or



To view your submitted extension request, continue to your 7460-2 list screen. Select the **Project name** link to display the details for case screen.

Please refer to the assigned ASN on all inquiries to the FAA

All Cases Show All Cases (3353) Filter by Case Status Draft (27) | Accepted (2) | Work in Progress (32) | Interim (0) | Determined (3097) | Circularized (0) | Terminated (190) Cases Requiring Action Waiting (0) | 7460-2 Required (0) | Add Letter (0) | Cases Due to Expire (8)

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View Folder Create Folder Manage Folders Transfer Cases 12/18/2025 Transfer Cases - Desk Reference Guide V_2018 1 0

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2025-AWP-12904-OE	HILL -000448064-17	SnapChat FAA- Santa ...	SnapChat FAA- Santa ...	Determined	12/18/2025	01/08/2025	Ext Req	Santa Monica	CA
2025-AWP-12904-OE	HILL -000447194-17	2930 Colorado Avenue...	2930 Colorado Avenue...	Determined	12/18/2025	01/10/2025	Ext Req	Santa Monica	CA
2025-AWP-12904-OE	HILL -000447351-17	Hill - 3333 Cherry A...	Hill - 3333 Cherry A...	Determined	12/28/2025	01/29/2025	Ext Req	Long Beach	CA
2025-AWP-12904-OE	HILL -000447352-17	Hill - 3276 Walnut A...	Hill - 3276 Walnut A...	Determined	12/28/2025	01/29/2025	Ext Req	Long Beach	CA
2025-AWP-12904-OE	HILL -000447426-17	5755 W. 96th Stree...	5755 W. 96th Stree...	Determined	12/29/2025	01/25/2025	Ext Req	Los Angeles	CA
2025-AWP-12904-OE	HILL -000447428-17	2200 E. Halr Blvd...	2200 E. Halr Blvd...	Determined	12/29/2025	01/25/2025	Ext Req	Ontario	CA
2025-AWP-12904-OE	HILL -000448084-18	HW - 2363 McKenna Co...	HW - 2363 McKenna Co...	Determinad	01/05/2025	02/11/2025	Ext Req	Torrance	CA

View the submitted extension request by using the **7460-2 Forms** date link. Project Summary : HILL -000446064-17

Structure	City, State	Lat/Long	Map	Actions	7460-2 Received
SnapChat FAA- Santa Monica Determined	Santa Monica, CA	34° 1' 14.69" N 118° 26' 59.19" W	Show Map	Clone Upload a PDF Add 7460-2	Ext Req

Form 7460-2 for ASN:

Construction

Construction Type: _____ Owner of Structure: Hill Crane Service, Inc.

Construction Location / Height

Latitude: 34° 01' 14.69" N Address: _____
Longitude: 118° 26' 59.19" W Address 2: _____
Horizontal Datum: NAD 83 City: Santa Monica
Site Elevation (SE): (nearest foot) State: CA
Structure Height (AGL): (nearest foot)
Site Elevation Determined By: _____

Construction Notifications

Construction Start Date: _____ Abandon Date: _____
Estimated End Date: _____ Dismantled Date: _____
Greatest Height Reached Date: _____ M&L Change Date: _____
Extension Request Date: 09/13/2025

Antenna Requiring FCC License

ASR Number: _____ FCC Permit Applied Date: _____
FCC Permit Issued Date: _____

Marking and Lighting

Marking and Lighting: None
Estimated Date ADLS will be installed: _____
Estimated Date ADLS will be operational: _____
Date ADLS enabled: _____
Date ADLS discontinued: _____

Latest Supplemental Case Note

Latest Supplemental Case Note: _____
Comments: _____