



Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Supplemental Notice 7460-2, Part-1

**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.



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This DRG describes how to submit a Supplemental Notice **7460-2, Part 1**, Notice of **Actual Construction or Alteration**.

For structures located **OFF** airport property or **ON military** airport property **if required by an FAA final aeronautical study determination letter.**

To submit an e-supplemental notice 7460-2, Part 1:

- 1) Go to the Obstruction Evaluation web site: <https://oeaaa.faa.gov>
- 2) Get started:
 - a. If you already have an account:
 - Go to step 3.
 - b. If you don't have an account:
 - Select the **New User Registration** link, and complete the registration form. (*Make note of your User ID and Password.*)
- 3) Log in with your User ID and Password.
- 4) Select the "**Add Supplemental Notice (7460-2 Form)**" link. The link is located on the Portal Page (middle column) under the *Off Airport Construction* Header.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
Name: User Name: Login Time: IP Address: Actions:	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 My Circ Comments



5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.

Add Supplemental Notice (7460-2 Form)

• Enter your Aeronautical Study Number (ASN) below and select Search
• Review the case data displayed to confirm this is your ASN
• Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN: - - - OE

(This will take you to the Form 7460-1 details for case screen.)

6) From the *Form 7460-1 details for case screen Overview* section (located at the top of the page), select the *Supplemental Form 7460-2 "Add 7460-2"* link.

Form 7460-1 for ASN

Overview	
Study (ASN):	20XX-XXX-123-OE
Prior Study:	
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2:	Add 7460-2

(This will take you to the *Select Supplemental Notice Type* screen).



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7) Select the "File a 7460-2, Part 1" link.

Select Supplemental Notice (7460-2) Type

- Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary
- Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal; a new filing is required
- If both Part 1 and Part 2 are required, you must submit Part 1 notification first
- Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable

PART 1	PART 2
A 7460-2 (PART 1) is required at least 10 days prior to start of construction.	A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.
File a 7460-2 Part 1	File a 7460-2 Part 2

(This will take you to the Supplemental Notice [7460-2, Part 1] questionnaire screen).

Supplemental Notice (7460-2) - Part 1

Supplemental Notice - 7460-2 Part 1 - Desk Reference Guide

Example:

Please answer the following questions regarding your proposed structure

- You will be required to certify your answers before submitting to the FAA
- You are required to re-file for a new study if the original site data has changed

Will the structure be constructed at the originally filed location 26-06-49.03N / 80-06-27.09W ?

Is the site elevation at the construction location 8 feet?

Site Elevation Determined By:

The determination issued states a condition that the structure is to be marked/lighted with No marking/lighting. Will you adhere to this condition when the construction is completed?

Note: If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

When will actual construction, which includes the laying of a foundation but not including excavation, begin?

What is the estimated date the structure will reach its Greatest Height?

Will the structure be constructed to the originally filed height of 150 feet above ground level(AGL)?

Note: If you respond 'No' you will be prompted to provide the planned greatest height (AGL) and may be required to submit a new filing.

Antenna Requiring FCC License: (Leave blank if your structure does not require FCC License)

ASN Number: []

FCC Permit Applied Date: [] (mm/dd/yyyy)

FCC Permit Issued Date: [] (mm/dd/yyyy)

Buttons: Cancel, Confirm



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8) Answer the following questions and complete the required fields (as applicable) regarding your proposed structure; then select the "Confirm" button.

Supplemental Notice (7460-2) - Part 1

* Will the structure be constructed at the originally filed location?: No Yes

* Is the site elevation at the construction location ?? feet?: No Yes

* Site Elevation Determined By: _____

* The determination issued states a condition that the structure is to be marked/lighted with No marking/lighting. Will you adhere to this condition when the construction is completed?: No Yes

** Note: If you respond 'No' you will be prompted to provide the planned marking/lighting.*

If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

* When will actual construction, which includes the laying of a foundation but not including excavation, begin?: (mm/dd/yyyy)

* What is the estimated date the structure will reach its Greatest Height?: (mm/dd/yyyy)

* Will the structure be constructed to the originally filed height of ?? feet above ground level(AGL)?: No Yes

** Note: If you respond 'No' you will be prompted to provide the planned greatest height (AGL) and may be required to submit a new filing.*

Antenna Requiring FCC License: (Leave blank if your structure does not require FCC License)

ASR Number:

FCC Permit Applied Date: (mm/dd/yyyy)

FCC Permit Issued Date: (mm/dd/yyyy)



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Note 1: If proposing the installation and use of an Aircraft Detection Lighting System (ADLS), the 7460-2, Part 1 will display the following additional required date fields:

- Estimated Date ADLS will be installed.
- Estimated Date ADLS will be operational.

Note 2: If you confirm the 7460-2 screen with **ANY** question answered **No** and the required fields completed:

- **Skip to Step 13.**

Note 3: If you confirm the 7460-2 screen with **ALL** questions answered **Yes** and the required fields completed:

- The OE/AAA system will pre-populate an electronic 7460-2 Part 1.
- The pre-populated 7460-2 form is available for edit, including the "Upload a PDF" link and "Comments" box.
- **Go to Step 9.**

9) Certify the supplemental notice information by selecting the "check box" (to successfully submit the 7460-2, Part 1 to the FAA).

10) Select the [Submit] button.

Supplemental Notice (7460-2) - Part 1

Example:

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

- Please complete all items that have a red asterisk
- If your construction information includes any changes to the originally submitted proposal, you will be notified that a new filing is required. If you wish to proceed with the changes the system will require that you complete a new filing
- If you select Site Elevation Determined by an actual survey, be sure that a copy is uploaded with your submission if it has not already been provided
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Construction

Construction Type: New

Owner of Structure:

Construction Location / Height

Latitude: 28° 6' 49.69" N

Longitude: 80° 6' 27.09" W

Horizontal Datum: NAD83

Site Elevation (SE): 8 (nearest foot)

Structure Height (AGL): 150 (nearest foot)

Site Elevation Determined By: Actual Pre-Built Survey

Address:

Address 2:

City: Fort Lauderdale

State: Florida

Upload a PDF which will be attached to this case.

Construction Notifications: (Please enter Construction Start/End dates)

Construction Start Date: 02/03/2020

Estimated End Date: 04/29/2020

Antenna Requiring FCC License: (Leave blank if your structure does not require FCC License)

ANR Number:

FCC Permit Applied Date:

FCC Permit Issued Date:

Marking and Lighting

Marking and Lighting: None

Other Desc:

Supplemental Case Notes

Latest Supplemental Case Note:

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

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

Back Cancel Submit



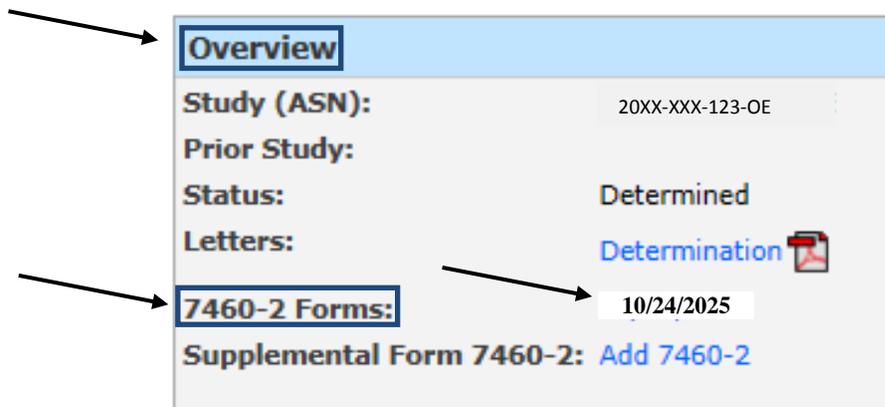
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11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise the FAA has received the Supplemental Notice 7460-2, Part 1.



12) The submitted Supplemental Notice (7460-2) can be viewed from the “Form 7460-1 for ASN 20XX-XXX-XXX-OE” screen in the *Overview* section located at the top left of the form. The link will display the current date.

Form 7460-1 for ASN



13) If information was confirmed on the 7460-2 with ANY questions answered No:

- The 7460-2, Part 1 will be pre-populated with your information except for data where you answered No.



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Example:

Supplemental Notice (7460-2) - Part 1 for 2025-AGL-22-OE

Please enter a complete Latitude
Please enter a complete Longitude

- Please complete all items that have a red asterisk
- If your construction information includes any changes to the originally submitted proposal, you will be notified that a new filing is required. If you wish to proceed with the changes the system will require that you complete a new filing
- If you select Site Elevation Determined by an actual survey, be sure that a copy is uploaded with your submission if it has not already been provided
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Construction

* Construction Type: * Owner of Structure: NP Hazelwood 140, LLC

Construction Location / Height

* Latitude: ° ' N/W
* Longitude: ° ' W/E

* Horizontal Datum: * Address:
* Site Elevation (SE): (nearest foot) * Address 2:
* Structure Height (AGL): (nearest foot) * City:
* Site Elevation Determined By: * State:

Upload a PDF which will be attached to this case.

Construction Notifications (Please enter Construction Start/End dates)

Construction Start Date: (mm/dd/yyyy)
Estimated End Date: (mm/dd/yyyy)

Antenna Requiring FCC License (Leave blank if your structure does not require FCC License)

ASR Number: FCC Permit Applied Date: (mm/dd/yyyy)
FCC Permit Issued Date: (mm/dd/yyyy)

Marking and Lighting

* Marking and Lighting:
Other Desc:

Supplemental Case Notes

Latest Supplemental Case Note:

The FAA conducted an aeronautical study on your original filing and issued a determination based on specific latitude/longitude coordinates and heights. You are required to re-file for a new study if the original site data has changed. Do you wish to proceed with the submitted data?

- The 7460-2, Part 1 screen will prompt you to enter the *changed* (new) Information (when applicable) and advise if a new filing is required.

Example:

The FAA conducted an aeronautical study on your original filing and issued a determination based on specific latitude/longitude coordinates and heights. You are required to re-file for a new study if the original site data has changed. Do you wish to proceed with the submitted data?

14) Select the **[Proceed]** button.

15) A 7460-1 form may be displayed; if so, proceed with adding your new case.

Note: The applicable DRG is on the top of the 7460-1 form for guidance:

- Add a new Case Off Airport
- Add a New Case Off Airport for Wind Turbines - Met Towers