



Federal Aviation  
Administration

# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Add Multiple Cases (Off Airport)  
for  
Wind Turbines and Met Towers (w/WT Farm)

*\*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.

iOE/AAA® Internet Obstruction  
Evaluation / Airport Airspace Analysis Subject:

Desk Reference Guide  
Add Multiple Cases (Off Airport)  
For Wind Turbine / Met Towers (w/WT Farm)



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If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration for your Multiple Cases (Off Airport).

**This desk reference guide (DRG) addresses e-filing of Multiple Cases (Off Airport) for Wind Turbine and Met Towers (w/WT Farm) with the following eligible Structure Types:**

- Lighting Study for Met Tower (w/WT Farm)
- Lighting Study for Wind Turbine
- Met Tower (w/WT Farm)
- Wind Turbine

**Note:** If your structure type is not eligible to use this feature:

- Refer to the **Add Multiple Cases (Off Airport)** DRG
- or
- the **Add New Case (Off Airport)** DRG

The OE/AAA electronic filing (e-file) system allows you to:

- Submit FAA Forms 7460-1 via an electronic data screen.
- Generate maps directly from your account to be submitted electronically with your filing.
- Track the status of your cases as they move through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determinations, requests for additional information, etc... as they are issued by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).



## Create a New Multiple Cases Project

To create a new Multiple Cases Project, click the **Add Multiple Cases (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

Click to open **Add Multiple Cases (Off Airport)**

The screenshot shows the OE/AAA Portal Page with three main sections: My Account, Off Airport Construction, and On Airport Construction. The 'Off Airport Construction' section contains a table of cases by status and a list of actions. A red box highlights the 'Add Multiple Cases (Off Airport)' link, and a blue arrow points to it from the text above. Another blue arrow points to the 'Add Multiple Cases (Off Airport)' link in the left-hand navigation menu.

My Account	
Name:	Diana Lewis
User Name:	
Login Time:	
IP Address:	
<b>Actions:</b>	
What's New	OE/AAA System User Guide
Download Archives	OE/AAA LAP Efler User Guide
Download Correspondence	Update Account Information
Circle Search for Cases	Change Password
Circle Search for Airports	Logout
General FAQs	<b>Email Notifications:</b>
Marking/Lighting FAQs	Circularized Case Notification
Wind Turbine FAQs	Subscription Preferences
Discretionary Review FAQs	
Notice Criteria Tool	<b>Documenta:</b>
DoD Preliminary Screening Tool	FAA Acronyms
Wind Turbine Build Out	<b>Help:</b>
Distance Calculation Tool	OE/AAA Support Desk
	Phone: 202-560-7500
	Email: oeaaa_helpdesk@cgtech.com

Off Airport Construction (includes on Military Airport)	
<a href="#">New Case (Off Airport)</a>   <a href="#">Add New Case (Off Airport)</a>	
<a href="#">Add Multiple Cases (Off Airport)</a>	
<a href="#">Add Supplemental Notice (ASNO) Form</a>	
<a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a>	
<a href="#">Off Airport Contacts</a>	
<a href="#">My Circ Comments</a>	
<b>My Cases by status:</b>	
Draft	1
Waiting	0
Accepted	0
Add Letter	1 * Action required
Work in Progress	0
Interim	0
Determined	0 <a href="#">Extension Request</a>
Circularized	0 <a href="#">Temporary Structure Notification</a>
Terminated	5
All	7
<b>Draft:</b> Cases that have been saved by the user but have not been submitted to the FAA.	
<b>Waiting:</b> Wind Turbine/Met Tower cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach specific documents	
<b>Accepted:</b> Cases that have been submitted to the FAA.	
<b>Add Letter:</b> Cases that have been reviewed by the FAA and require additional information from the user.	
<b>Work in Progress:</b> Cases that are being evaluated by the FAA.	
<b>Interim:</b> Cases that have been reviewed by the FAA and require resolution from the user.	
<b>Determined:</b> Cases that have completed aeronautical study and an FAA determination.	
<b>Terminated:</b> Cases that are no longer valid.	
<b>Please allow the FAA a minimum of 45 days to complete a study.</b>	
<a href="#">Click here to contact the appropriate representative.</a>	

On Airport Construction (excludes on Military Airport)	
<b>Please file all Wind Turbine/Met Towers as Off Airport</b>	
<a href="#">My Cases (On Airport)</a>   <a href="#">Add New Case (On Airport)</a>	
<a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a>	
<a href="#">Create New Landing Area Proposal (LAP)</a>   <a href="#">My Landing Area Proposals (LAPs)</a>	
<a href="#">On Airport Contacts</a>	
<a href="#">Manage Airport Operations Staff</a>	
<b>My Cases by status:</b>	
Draft	3
Waiting	0
Accepted	0
Add Letter	1 * Action required
Work in Progress	0
Determined	0
Terminated	0
All	4
<b>Draft:</b> Cases that have been saved by the user but have not been submitted to the FAA.	
<b>Waiting:</b> Cases that have not been submitted to the FAA and are waiting for an action from the user, either to verify the map or attach a document	
<b>Accepted:</b> Cases that have been submitted to the FAA.	
<b>Add Letter:</b> Cases that have been reviewed by the FAA and require additional information from the user.	
<b>Work in Progress:</b> Cases that are being evaluated by the FAA.	
<b>Determined:</b> Cases that have completed a aeronautical study and an FAA determination.	
<b>Terminated:</b> Cases that are no longer valid.	
NOTE: Please use this section for filing on-airport constructions electronically.	



## Notice of Proposed Construction or Alteration - Off Airport

### Add Multiple Cases (Off Airport)

In the **Structure Details** section, verify your structure type is eligible to use of this feature; locate your structure type in the Structure Type dropdown menu.

The screenshot shows the FAA's online form for a Notice of Proposed Construction or Alteration (NOCA) for off-airport structures. The form is titled "Notice of Proposed Construction or Alteration - Off Airport". On the left side, there is a navigation menu with various options like "Home", "FAA OE/AAA Offices", "View Determined Cases", etc. The main content area is divided into several sections: "Sponsor (person, company, etc. proposing this action)", "Construction / Alteration Information", "Structure Details", and "Proposed Frequency Bands". The "Structure Details" section is highlighted with a blue background and contains fields for "Structure Type" (set to "Wind Turbine"), "Nearest City" (set to "test"), "Nearest State" (set to "Texas"), "Description of Location" (set to "test"), and "Description of Proposal" (set to "test"). A red arrow points to the "Structure Type" dropdown menu. Another red arrow points to the "Sponsor" field, which is set to "Brickell Heights LLC". Below the "Structure Details" section, there is a "Proposed Frequency Bands" section with a note: "Note: All required information must be entered before importing your spreadsheet data. Structure names should be unique for a given project and structure names should not be updated." There is also a "Download Spreadsheet template for loading project - OECASEDataSpreadsheet" link and a "Read File" button. At the bottom of the form, there is a "Cancel" button.

### To collapse the form Answer NO to the question “Will your structure transmit frequencies?”.

1. **Download** the **Spreadsheet template** (OECASEDataSpreadsheet) to upload your Multiple Cases (Off Airport) project.

Download Spreadsheet template for loading project - OECASEDataSpreadsheet

- a. **Download** and **Save** the spreadsheet template locally to your computer:
  - i. **Right click**; then, click **'Save target As'**
- b. The template contains **2** tabs (located on the the bottom left), **Instructions** and **Data Sheet**.



**OECASEDATASpreadsheet**  
**(Instructions)**

	A	B	C	D	E	F	G
4	Color	Case Data	Instructions to complete this Data entry			Alert	Constraint
5	A	<b>Structure Name</b>	Enter a unique name for each point in your project submission			DO NOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only
6	B	<b>Latitude (DD-MM-SS.SS)</b>	Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes, and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your			DO NOT LEAVE BLANK	Must be positive integer. 2 digit-2 digit-4 digit (2 digit decimal/2 digit)
7	C	<b>Longitude (DD-MM-SS.SS)</b>	Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes, and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your			DO NOT LEAVE BLANK	Must be positive integer. Up to 3 digits-2 digit-4 digit (2 digit decimal/2 digit)
8	D	<b>Site Elevation</b>	Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour			DO NOT LEAVE BLANK	Must be positive integer. No decimals
9	E	<b>Structure Height (AGL)</b>	Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc			DO NOT LEAVE BLANK	Must be positive integer. No decimals
10	F	<b>Requested M&amp;L</b>	Enter the type desired ("see options below). The FAA Advisory Circular 707460-1-Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace			DO NOT LEAVE BLANK	Must copy exactly one of the choices below
11	G	<b>Current Marking/Lighting</b>	If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be "N/A Proposed Structure" when you submit your project to the FAA			MAY BE LEFT BLANK	Data enter must copy exactly one of the choices below or leave blank
12	H	<b>ASN</b>	This column is to be left blank. When the user submits the project, System will automatically update this column with the appropriate ASNs			LEAVE IT BLANK	
13	I	<b>Prior ASN</b>	If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your project to the FAA			MAY BE LEFT BLANK	Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-DE. ("See region codes below) or leave blank
14	J	<b>Current AGL</b>	Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your project to the FAA			IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK	Must be positive integer. No decimals
15	K	<b>Site Elevation Comments</b>	Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation.			BLANK BY DEFAULT	

**2. Complete your spreadsheet** (based on the Instructions tab).

**Instructions**

Instructions for preparing your spreadsheet for import to the FAA's OEAAA E-filing System via the Add Multiple Cases (Off Airport) feature.

Select the Data Sheet tab at the bottom of the workbook and enter the case data information to complete your filing with the FAA using the Import Spreadsheet function as specified below.

**Your imported data must not exceed 250 rows:**

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Column	Case Data	Instructions to compete this Data entry	Alert	Constraint
A	<b>Structure Name</b>	Enter a unique name for <u>each point</u> in your Multiple Cases (Off Airport) project submission	DO NOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only
B	<b>Latitude (DD-MM-SS.SS)</b>	Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.  <i>Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project</i>	DO NOT LEAVE BLANK	Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)
C	<b>Longitude (DD-MM-SS.SS)</b>	Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.  <i>Note: If you do not follow this format specifically your import will fail to load your Multiple Cases (Off Airport) project</i>	DO NOT LEAVE BLANK	Must be positive numbers. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit)
D	<b>Site Elevation</b>	Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour elevations for the site.  The OE/AAA system validates all of the e-filer's SE entered and if it passes the National Elevation Data (NED) terrain elevation validation check, the System takes the e-filer to the Map verify step. E-filers are alerted if the SE does not Pass the NED check. If this occurs, the Filer must either adjust the SE or provide	DO NOT LEAVE BLANK	Must be a positive number. No decimals



		SE comments to explain the discrepancy. The system validates that all of the e-filer's SE (Column D) entered on the imported spreadsheet and alerts when the SE does not Pass the NED validation check. Upon reading the spreadsheet, if the System detects that any of the SE (Column D) FAILS NED validation, the SE data that needs to be fixed is displayed or the filer can include SE comments (Column K). If the e-filer imports a revised spreadsheet with Column K SE comments, the filer is taken to the Map verify step.		
E	<b>Structure Height (AGL)</b>	Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc.	DO NOT LEAVE BLANK	Must be a positive number. No decimals
F	<b>Requested M&amp;L</b>	Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1-Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace.	DO NOT LEAVE BLANK	Must copy exactly one of the choices below
G	<b>Current Marking/Lighting</b>	If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be 'N/A Proposed Structure' when you submit your Multiple Cases (Off Airport) project to the FAA	MAY BE LEFT BLANK	Data enter must copy exactly one of the choices below or leave blank



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H	<b>ASN</b>	This column is to be left blank. When the user submits the Multiple Cases (Off Airport) project, the System will automatically update this column with the appropriate ASNs	LEAVE IT BLANK	
I	<b>Prior ASN</b>	If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your Multiple Cases (Off Airport) project to the FAA.	MAY BE LEFT BLANK	Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-OE. (**See region codes below) or leave blank
J	<b>Current AGL</b>	Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your Multiple Cases (Off Airport) project to the FAA.	IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK	Must be a positive number. No decimals
K	<b>Request ADLS</b>	Control device to operate marking/lighting systems on structures. * Only request ADLS if you are proposing the installation and use of an Aircraft Detection Lighting System.	MAY BE LEFT BLANK	
L	<b>Site Elevation Comments</b>	Enter site elevation comments if site elevation validation failed but you still want to proceed with your site elevation.	BLANK BY DEFAULT	





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**\*Requested Marking/Lighting Options acceptable for spreadsheet import:**

- None
- Red Lights
- Red Lights and paint
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night

**\*\* 3 Letter Region Code**

- WTE
- WTW

**3. Complete your spreadsheet** (based on the Instructions tab)

iOE/AAA® Internet Obstruction

Desk Reference Guide

Evaluation / Airport Airspace Analysis Subject:

Add Multiple Cases (Off Airport)

For Wind Turbine / Met Towers (w/WT Farm)



OECaseDataSpreadsheet (Data Sheet)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Structure Name	Latitude (DD-MM-SS.SS)	Longitude (DD-MM-SS.SS)	Site Elevation	Structure Height (AGL)	Requested M&L	Current Marking/Lighting	ASN	Prior ASN	Current AGL	Request ADLS	Site Elevation Comments
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												

4. Select the **Data Sheet** tab at the bottom of the workbook
  - i. **Enter** your case data information
    1. Note: Data can't exceed 250 rows
  - ii. **Save** the finished spreadsheet to your computer.
  
5. **Go back** to the **Add Multiple Cases (Off Airport)** screen
  - a. Add the required information.
    - i. Note: Must be entered before importing your spreadsheet data.



- Sponsor cannot be blank.
- Notice Of cannot be blank.
- Duration cannot be blank.
- Structure Type cannot be blank.
- Nearest City cannot be blank.
- Nearest State cannot be blank.
- Description of Location cannot be blank.
- Description of Proposal cannot be blank.

Please answer if your structure transmits frequencies



**Important:** All required fields (indicated with an asterisk \*) must be complete to successfully save your Multiple Cases (Off Airport) project. Missing data will result in a warning message identifying the missing required information.

6. Click **Browse** to select your saved spreadsheet for upload.
7. Click the **“Read File”** button to validate your spreadsheet data.
  - a. **If any imported data is Invalid,**
    - ii. Update your saved spreadsheet.
      1. Note: Don’t cancel out of your “Add Multiple Cases (Off Airport)” screen.
        - a. If you do, your data will need to be re-accomplished after spreadsheet update.
      - iii. Return to the **Add Multiple Cases (Off Airport)** screen.
      - iv. Click **Browse** to select your updated spreadsheet for upload.
      - v. Click the **“Read File”** button to validate your spreadsheet data.
        1. **If any data is Invalid**, repeat **step 5** until all spreadsheet data is valid.

**Complete your spreadsheet** (based on the Instructions tab)

Add Multiple Cases (Off Airport) screen

Example of invalid spreadsheet data

\* Note: The data imported from you spreadsheet will be displayed in this section.

Location(s) Data											
Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested M&L	Current M&L	Prior ASN	Current AGL	ADLS	SE Comments	Message
test1	34-13-08.54	118-29-21.20	779	34	yellow						Invalid Requested M&L
test2	34-13-08.54	118-29-21.19	779	34	Paint and a med-dual system						Valid
test3	34-13-08.54	118-29-21.18	778	34	Paint and a med-dual system						Valid
test4	34-13-08.54	118-29-21.17	776	34	Paint and a med-dual system						Valid
test5	34-13-08.54	118-29-21.16	778	34	Paint and a med-dual system						Valid

- b. **If all imported data is Valid,**
  - i. A successful data imported message (**Valid**) will be displayed in the **Location(s) Data** section for each row of data.
  - ii. **Check** the data certification and **Save** button.



### Multiple Cases (Off Airport) screen

#### Example of **valid** spreadsheet data

Note: The data imported from your spreadsheet will be displayed in this section.

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested M&L	Current M&L	Prior ASN	Current AGL	ADLS	SE Comments	Message
test1	34-13-08.54	118-29-21.20	779	34	Paint and a med-dual system						Valid
test2	34-13-08.54	118-29-21.19	779	34	Paint and a med-dual system						Valid
test3	34-13-08.54	118-29-21.18	778	34	Paint and a med-dual system						Valid
test4	34-13-08.54	118-29-21.17	776	34	Paint and a med-dual system						Valid
test5	34-13-08.54	118-29-21.16	778	34	Paint and a med-dual system						Valid

I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.

[Save Case\(s\)](#)

### Add Multiple Cases (Off Airport) screen

**Multiple Cases drafts** are created in your account, after the imported Multiple Cases (Off Airport) project data, and the required data fields of the form have been certified and successfully saved.

#### Example of **successfully saved** Multiple Cases (Off Airport) drafts

Note: The data imported from your spreadsheet will be displayed in this section.

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested M&L	Current M&L	Prior ASN	Current AGL	ADLS	SE Comments	Message
test1	34-13-08.54	118-29-21.20	779	34	Paint and a med-dual system						Successfully Saved
test2	34-13-08.54	118-29-21.19	779	34	Paint and a med-dual system						Successfully Saved
test3	34-13-08.54	118-29-21.18	778	34	Paint and a med-dual system						Successfully Saved
test4	34-13-08.54	118-29-21.17	776	34	Paint and a med-dual system						Successfully Saved
test5	34-13-08.54	118-29-21.16	778	34	Paint and a med-dual system						Successfully Saved

Cases successfully saved.

[Next](#)



The Map Verification screen displays all draft Multiple Cases created, which require Map verification before submission.

Obstruction Evaluation **Map Verification** Full View Tools Print this page

Home Mapping - Desk Reference Guide

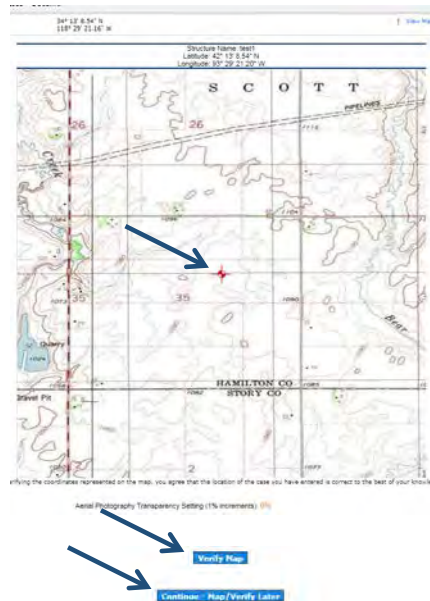
- To submit your project to the FAA, you must verify the coordinates of each case listed below
- Select the link labeled View Map to verify for each case
- Review the plotted location on the Map
- Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure Name and revise your entered coordinates
- NOTE: You may continue to the Project Summary page without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

Structure	City, State	Lat/Long	Map
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	<a href="#">View Map to verify</a>
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	<a href="#">View Map to verify</a>
test3 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.18" W	<a href="#">View Map to verify</a>
test4 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.17" W	<a href="#">View Map to verify</a>
test5 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.16" W	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map.

Select the link labeled **Verify Map** to

- verify the coordinate location for each Multiple Case in the project (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).





**Note:** Once a map is verified, if you return to the saved Off Airport data entry draft, and re-certify, and again save the data, you'll be required to re-verify the map location prior to submission to the FAA. If you return to the saved Off Airport data entry draft [view data], but cancel, (does not re-certify the entered data), you won't be required to re-verify the Map.

Notice of Proposed Construction or Alteration - Off Airport

Project Summary: BRICK-000465808-18

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 119° 29' 21.20" W	[ Verify Map ]	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 119° 29' 21.18" W	[ Verify Map ]	Clone Delete Upload a PDF
test3 Draft	test, CA	34° 13' 8.54" N 119° 29' 21.18" W	[ Verify Map ]	Clone Delete Upload a PDF
test4 Draft	test, CA	34° 13' 8.54" N 119° 29' 21.17" W	[ Verify Map ]	Clone Delete Upload a PDF
test5 Draft	test, CA	34° 13' 8.54" N 119° 29' 21.16" W	[ Verify Map ]	Clone Delete Upload a PDF

When the last listed map in a Multiple Cases project is verified (on the Map Verification screen), the *Project Summary* screen will be displayed.

### Attach Documents to Cases

Actions

- Clone
- Delete
- Upload a PDF

For Off Airport cases you can upload PDF documents before and after submitting your case if needed.

### Upload Documents to a Multiple Case Wind Turbine/Met Tower (w/WT Farm) Project





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Saved multiple case Wind Turbine/Met Tower (w/WT Farm) project drafts of three (3) or more records require a specific document type be uploaded to successfully e-file the project (after individual maps have also been verified).

E-filer's must upload a **"Project Layout map"**. The document must be uploaded using the "Upload a PDF to the Project" link (located on the lower right side of the project summary screen).

Please note, a WT Data File is optional for Wind Turbines and NOT required for Met Tower (w/WT Farm) only submissions.

Draft cases with maps already verified, but pending document upload, are placed in "Waiting" status, awaiting action from the filer to attach a "Project Layout map". These cases are released from "Waiting" status after the required document has been successfully uploaded.

## **Submit to FAA**

*Note: Before submitting your Multiple Cases project to the FAA, determine if you need to use the Upload, Clone or Delete features.*

To submit this project, you must upload a **Project Layout Map** using the **Upload a PDF to the project** link available on the lower right side of this page. Please note, a WT Data File is not required at this time.

Once all Multiple Cases maps have been verified, you may submit your Multiple Cases project (Off Airport) to the FAA.

- The [Submit] button will appear on the Project Summary screen to allow you to submit the Multiple Cases (Off Airport) project to the FAA.
- If you've provided all the information about your Multiple Cases project, select the [Submit] button.



# Federal Aviation Administration

## Notice of Proposed Construction or Alteration - Off Airport

Add a New Case Off Airport - Desk Reference Guide

Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide

Project Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Project Summary : BRICK-000465808-18  
 Add Another Case to this Project Change the sponsor for this Project

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 17' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Close Delete Upload a PDF
test2 Draft	test, CA	34° 17' 8.54" N 118° 29' 21.39" W	Show Map (Re-Verify)	Close Delete Upload a PDF
test3 Draft	test, CA	34° 17' 8.54" N 118° 29' 21.18" W	Show Map (Re-Verify)	Close Delete Upload a PDF
test4 Draft	test, CA	34° 17' 8.54" N 118° 29' 21.17" W	Show Map (Re-Verify)	Close Delete Upload a PDF
test5 Draft	test, CA	34° 17' 8.54" N 118° 29' 21.16" W	Show Map (Re-Verify)	Close Delete Upload a PDF

Mapping - Desk Reference Guide      Attaching Documents - Desk Reference Guide

Upload a PDF to the Project  
Please upload all supporting case documentation including the latest certified survey, if available.

You may submit your Project to the FAA.

This will take you to the Confirm Project Submission screen. Confirm you want to submit your project and associated cases to the FAA.

Upon OE/AAA confirmation of your Multiple Cases (Off Airport) project submission, aeronautical study numbers will be assigned to your project cases.

Select the **[ I Confirm ]** button to submit the Multiple Cases project to the FAA.

### Project Submission Success

Project Name:

Project BRICK-000465811-18 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

- 2025-AWP-8894-OE
- 2025-AWP-8895-OE
- 2025-AWP-8896-OE
- 2025-AWP-8897-OE
- 2025-AWP-8898-OE
- 2025-AWP-8899-OE

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements.

[State Aviation Contacts](#)

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

**Please return to the system at a later date for status updates.**

iOE/AAA® Internet Obstruction  
Evaluation / Airport Airspace Analysis Subject:

Desk Reference Guide  
Add Multiple Cases (Off Airport)  
For Wind Turbine / Met Towers (w/WT Farm)