



Federal Aviation  
Administration

# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Add a New Case (Off Airport)

*\*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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If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

**Note1:** Exit this guide if you are filing an Off Airport Notice of Proposed Construction or Alteration for Wind Turbine /Met Tower (w/WT Farm) structures.

**Note2:** Use this DRG to Add a New Case (Off Airport) to include:

- E-file a crane mounted on a barge vessel for construction - Barge Crane.
- E-file a Met Tower, not associated with a wind turbine farm, select structure type 'Met Tower (non-WT Farm).'
- E-file a building with an auxiliary wind turbine mounted on a building or structure attached to a building, not associated with a wind turbine farm; select 'Building w/Wind Turbine'.
- For a wind turbine associated with a wind turbine farm, select "Wind Turbine."

**Note3:** To e-file **Wind Turbine /Met Tower (w/WT Farm)** structure types, refer to the "Add a New Case (Off Airport) for Wind Turbine /Met Tower (w/WT Farm)" desk reference guide or the "Add Multiple Cases (Off Airport) for Wind Turbine /Met Tower (w/WT Farm)" desk reference guide.



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**Note4:** If you're e-filing a **large Off Airport project** with the following eligible Structure Types:

- Antenna Tower
- Billboard
- Bridge
- Building
- Building w/Wind Turbine
- Catenary Wire
- Cell-On-Wheels
- Chimney
- Drilling Rig
- Feasibility Study
- Flagpole
- High Mast Illumination
- Landfill
- Light Pole
- Lighting Study
- Met Tower (non-WT Farm)
- Monopole
- Other w/Antenna
- Other w/o Antenna
- Power Line
- Sign
- Solar Panel
- Solar Tower
- Stack
- Tower
- Transmission Line
- Utility Pole
- Waste Management Facility
- Water Tank
- Workover Rig

**Review the "Add Multiple Cases (Off Airport)" desk reference guide (DRG) to consider e-filing via the OE/AAA data import feature.**



## Add a New Case (Off Airport)

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

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case as it moves through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, 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 Case

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

### OE/AAA Portal Page

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 blue arrow points to the 'Add New Case (Off Airport)' link, which is highlighted with a red box. Other links in this section include 'My Cases (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'.

**Important:** You must complete all required fields (indicated with an asterisk \*) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.



### Notice of Proposed Construction or Alteration - Off Airport

**Sponsor (person, company, etc. proposing this action)**  
 \* Sponsor:

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**Construction / Alteration Information**

\* Notice Of:

\* Duration:

if Temporary: Months:  Days:

Work Schedule - Start:  (mm/dd/yyyy)

Work Schedule - End:  (mm/dd/yyyy)

\*For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.

State Filing:

**Structure Summary**

\* Structure Type:

\* Structure Name:

NOTAM Number:

FCC Number:

Prior ASN:  -  -  - OE

---

**Structure Details**

\* Latitude: ° ' " N

\* Longitude: ° ' " W

\* Horizontal Datum:

\* Site Elevation (SE):  (nearest foot)

\* Structure Height (AGL):  (nearest foot)

\* Current Height (AGL):  (nearest foot)

\* For notice of alteration or existing provide the current AGL height of the existing structure. Include details in the Description of Proposal

Minimum Operating Height (AGL):  (nearest foot)

\* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.

\* Requested Marking/Lighting:

Other:

Aircraft Detection Lighting System(ADLS):  Yes

\* Current Marking/Lighting:

Other:

\* Nearest City:

\* Nearest State:

\* Description of Location:

On the Project Summary page upload any certified survey.

\* Description of Proposal:

**Proposed Frequency Bands**

Select any combination of the applicable frequencies/powers identified in the Colo Void Clause Coalition, Antenna System Co-Location, Voluntary Best Practices, effective 21 Nov 2007, to be evaluated by the FAA with your filing. If not within one of the frequency bands listed below, manually input your proposed frequency(ies) and power using the Add Specific Frequency link.

[Add Specific Frequency](#)

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	6	7	GHz	55	dBW
<input type="checkbox"/>	6	7	GHz	42	dBW
<input type="checkbox"/>	10	11.7	GHz	55	dBW
<input type="checkbox"/>	10	11.7	GHz	42	dBW
<input type="checkbox"/>	17.7	19.7	GHz	55	dBW
<input type="checkbox"/>	17.7	19.7	GHz	42	dBW
<input type="checkbox"/>	21.2	23.6	GHz	42	dBW
<input type="checkbox"/>	21.2	23.6	GHz	55	dBW
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	901	MHz	500	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	929	932	MHz	3500	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1670	1675	MHz	500	W
<input type="checkbox"/>	1710	1755	MHz	500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1850	1990	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	1990	2025	MHz	500	W
<input type="checkbox"/>	2110	2200	MHz	500	W
<input type="checkbox"/>	2305	2360	MHz	2000	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W
<input type="checkbox"/>	2496	2690	MHz	500	W

[Clone Prior ASN frequencies](#)

*\*Note: Selecting this link will only add frequency (ies)/power from the prior ASN listed in Structure Summary. Additional frequency (ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.*

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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.



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- A. **\*Sponsor:** Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.
- B. **\*Notice Of:** Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and/or lighting, a change to power and/or frequency, or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing structure that has never been studied by the FAA.
- C. **\*Duration:** If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.
- D. **Work Schedule:** *(Not a Required Field)* Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.
- E. **State Filing:** *(Not a Required Field)* Indicate if the case has been filed with the state.
- F. **\*Structure Type:** Select the type of structure from the Structure Type drop down list. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- G. **\*Structure Name:** Enter a name for the structure (e.g. 50 Ton Crane, Hotel, Tower, etc...)
- H. **FCC Number:** *(Not a Required Field)* If this is an existing tower that has been registered with the FCC, enter the Antenna Structure Registration number.
- I. **Prior ASN:** *(Not a Required Field)* If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number.



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Prior ASN data can be pre-populated into the Notice of Proposed Construction or Alteration-Off Airport form data fields. When the e-filer confirms the Prior ASN data, the following data fields are available for pre-population:

- Latitude/Longitude
- Site Elevation
- Above Ground Level Height (determined AGL from valid prior ASN)
- Marking/Lighting (Recommended Marking /Lighting from valid prior ASN to requested Marking /Lighting)

J. **\*Latitude/Longitude:** Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).

K. **\*Horizontal Datum:** Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.

L. **\*Site Elevation:** Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12). This data should match the ground contour elevations for the site.

- **Add New Case (Off Airport) – Single e-file case entry:**  
The OE/AAA system validates the Site Elevation (SE) of e-filer's entered location; 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, you must either adjust the SE or check the "SE comments provided in Additional Info" checkbox and provide SE comments in the Additional Info text box to explain the discrepancy.

- **Add New Case (Off Airport) - Additional Location(s) - Batch e-file entry:**  
The OE/AAA system validates the SE entered on all Rows added when Save is selected; if they all pass the NED terrain elevation validation check, the system takes the e-filer back to the external e-Filing Form to certify their data entry and move to the Map verify step. The System validates all of the rows entered and alerts filers when the SE does not Pass the NED Data check for the location. If this occurs, you must either adjust the SE or check the "SE comments provided in Additional Info" checkbox and provide SE comments in the Additional Info text box to explain the discrepancy.



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- M. \* **Structure Height:** (AGL): Only for Structure Types that **ARE NOT** a traverseway. Your structure's height is the height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.
- N. \* **Unadjusted Structure Height:** (AGL): Only for Structure Types that **ARE** a traverseway. Your structure's height is the unadjusted structure height. Enter the unadjusted structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The unadjusted structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.
- O. \* **Height Adjustment:**  
Only for Structure Types that **ARE** a traverseway. The Unadjusted Structure Height AGL is adjusted upward by the system to account for the expected height of vehicles (or the highest mobile object [as applicable]) using the traverseway selected from the Structure Type drop down list in the Structure Summary section of the data entry screen.
- o For Structure Type "**Waterway**" and "**Other Traverseway**"  
The Unadjusted Structure Height AGL is adjusted upward one (1) foot (default) by the system. **Enter the height** of the highest mobile object or vehicle expected to use the traverseway into the Height Adjustment field.
    - For Structure Type "**Private Road**"  
The Unadjusted Structure Height AGL is adjusted upward ten (10) feet (default) by the system. **Enter the height** of the highest vehicle expected to use the traverseway into the Adjustment field.
- P. \* **Total Structure Height** (AGL): Only for Structure Types that **ARE** a traverseway. The total of both the Unadjusted Structure Height and the Height Adjustment above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13).
- Q. \* **Requested Marking and Lighting:** (Indicate the type Desired). The FAA Advisory Circular 70/7460-1 – Obstruction Marking and Lighting is recommended for determining the proper way to light and mark structures affecting navigable airspace. The AC can be accessed from the *Information*





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Resources section of the website using the *Relevant Advisory Circulars* link.

Requested Marking/Lighting options:

- None
- Red lights
- Red lights and paint
- Red lights and flags
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Flag Marker
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity white
- 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
- Other – (if selected from the dropdown, enter the marking/lighting type in the “Other” field)

R. **Aircraft Detection Lighting System” (ADLS):** *(Not a Required Field)* Control device to operate marking/lighting systems on structures.

S. **\*Current Marking/Lighting:** Indicate the current M/L on the structure; if a new structure, select N/A Proposed Structure.

T. **Current AGL:** Required for structures being e-filed as existing or alteration.



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- U. **Min Operating Height (AGL):** \* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.
- V. **\*Nearest City/State:** Enter the name of the nearest city and the actual state where the site will be located.
- W. **\*Description of Location:** Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, airports, prominent terrain, existing structures, etc.
- X. **\*Description of Proposal:** Enter a complete description that details the nature of the filing.
- Y. **Add new location:** When submitting more than one case (e.g. a crane and a building or four building points) the following required fields indicated with an asterisk (\*) must be completed to successfully save additional locations: J, K, L, M, G, Q. Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the Delete link.
- Z. **Proposed Frequency Bands:** *(Not a Required Field)* Check any that apply. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- AA. **Specific Frequencies:** *(Not a Required Field)* any frequency band not listed in the Proposed Frequency Bands should be added here. Select the Add Specific Frequency link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select [Save] or [Cancel] to be returned to the *Case Data Entry* page. If an e-filer intends to overlap protected FAA frequencies, specific coordination with the FAA Spectrum Engineering Group will be required. A textbox allows filers to submit rationale for the frequency overlap in the e-filed Notice of Proposed Construction or Alteration-Off Airport form. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."



BB. **Clone Prior ASN frequencies** – (Not a Required Field) The Prior ASN field must be filled before entering frequencies. This link is displayed after the Specific Frequency Bands section. This link is only available if the e-filer adds a Prior ASN that has frequencies included in the case. When selected the applicable Proposed Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA with the new ASN. The e-filer is permitted to add additional frequencies if necessary after cloned frequencies are pre-populated but duplicate entries are not allowed. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

Selecting the **checkbox** to accept the certify statement.

When all required fields are completed, select the **[Save] button**. This will save the case data as a draft and take you to the *Project Summary* screen.

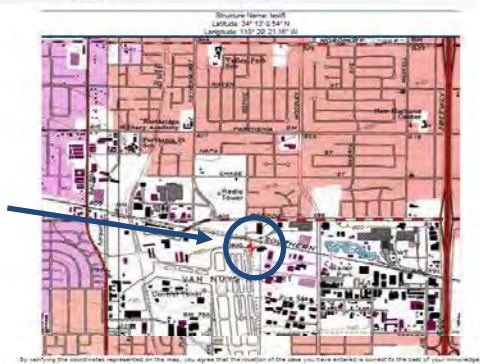
After case data has been saved as a draft, filers are taken to the Map Verification screen that displays all cases created on the previous Add New Case(s) Off Airport screen and require Map verification before submission.

Map Verification

Mapping - Desk Reference Guide

To submit your project to the FAA, you must verify the coordinates of each case listed below:  
- Select the tick labeled View Map to verify for each case.  
- Pinpoint the correct 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 page and make your original coordinates.  
NOTE: You may continue to the Project Summary page without verifying your maps; however, before your case is ready for submission to the FAA you will be required to verify your project location. This function will also be available on the next screen for you to complete later.

Project Name	City, State	Lat/Long	Map
18101 SHFT	IND, IN	34° 22' 8.29" N 118° 07' 23.30" W	View Map to verify
18102 SHFT	IND, IN	34° 03' 8.24" N 118° 08' 03.30" W	View Map to verify
18103 SHFT	IND, IN	34° 42' 8.29" N 118° 08' 25.14" W	View Map to verify
18104 SHFT	IND, IN	34° 03' 8.24" N 118° 08' 03.30" W	View Map to verify
18105 SHFT	IND, IN	34° 22' 8.29" N 118° 07' 23.30" W	View Map to verify



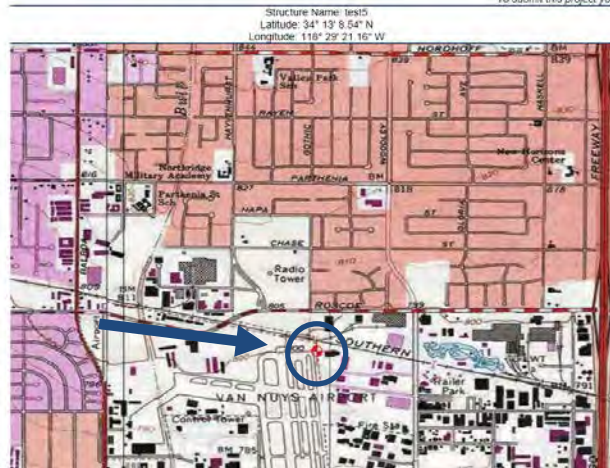


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## Enlarged View

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 **View Map to Verify** (displayed above the map) when more than one map needs to be verified or click the **Verify Map** button (displayed below the map) to view a single case map.
  - Review the plotted structure location on the Map (red bullseye) to verify the crosshairs on the map match with your proposed structure location.
  - Select **“Verify Map”** (at the bottom of the map) once you have confirmed the structure location. This will save the verified map but will NOT submit the case to the FAA.



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- It will return you to the Project Summary screen, where if needed, the **“Structure”** link is/are available to display saved draft(s) of the data form if entered case coordinates need to be revised.

NOTE: Once a map is verified, if the e-filer returns to the saved Off Airport data entry form draft and re-certifies and saves the form data, the filer is required to re-verify the map location prior to submission to the FAA.

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

To submit this project you must

Structure Name: test5  
Latitude: 34° 13' 8.54" N  
Longitude: 118° 29' 21.16" W

If the e-filer returns to the saved Off Airport data entry form draft [view data] but cancels (does not re-certify the entered data), they won't be required to re-verify the Map.

NOTE: You may continue to the Project Summary screen 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.



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When the only or last listed map in a project on the Map Verification screen is verified or if you continue to the Project Summary screen without verifying your map(s) the *Project Summary* screen will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.

Project Summary

Add Another Case to this Project    Change the sponsor for this Project

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	Verify Map	Clone Delete Upload a PDF

From the Project Summary page filers can verify or re-verify plotted location(s). To submit your project you must verify the coordinates of each case listed below by verifying the map".

To **verify** or re-verify your plotted map location from the Project Summary screen once you've confirmed the structure location; select the "**Verify Map**" or "**Re-Verify**" under the "Map" column header. On the map, click the "Verify Map" button at the bottom of the map or click on the "**Cancel**" button to return to Project Summary screen.



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## 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 :

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.20" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	Verify Map	Clone Delete Upload a PDF
test3 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.18" W	Verify Map	Clone Delete Upload a PDF
test4 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.17" W	Verify Map	Clone Delete Upload a PDF
test5 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.16" W	Verify Map	Clone Delete Upload a PDF

[Mapping - Desk Reference Guide](#)

[Attaching Documents - Desk Reference Guide](#)

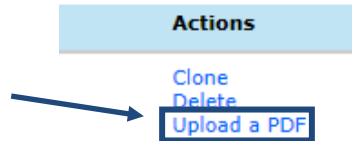
[Upload a PDF to the Project](#)

Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates for each case listed above.



## Attach Documents to Cases



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

## Projects

One or more cases can be grouped into a Project. For example, each of the four building corner points can be a Case of a building Project. Project makes it easier to file, evaluate, manage, and approve related cases.

Project Summary

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
test1 Draft	test, CA	34° 13' 8.54" N 118° 20' 21.20" W	<input checked="" type="checkbox"/> Show Map (Re-Verify)	Clone Delete Upload a PDF
test2 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.19" W	<input type="checkbox"/> Verify Map	Clone Delete Upload a PDF
test3 Draft	test, CA	34° 13' 8.54" N 118° 29' 21.18" W	<input type="checkbox"/> Verify Map	Clone Delete Upload a PDF

## Add a Case

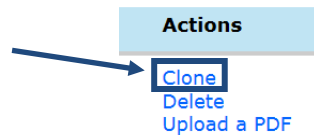


On the *Project Summary* screen you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.



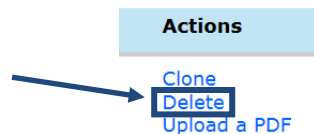


## Clone a Case



Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case



You may only delete cases in Draft status. To delete a single case or a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

## Submit to FAA

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

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. If you have provided all the information about your case or project, select the **[Submit]** button. This will take you to the *Confirm Project Submission* screen.



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

**Project Summary :**  
[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
Test Draft	Ashburn, PA	40° 24' 40.80" N 79° 15' 32.92" W	Show Map (Re-Verify)	Clone 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.

Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, OE/AAA will display the *Project Submission Success* screen.

**Confirm Project Submission**  
 Project Name: \_\_\_\_\_

Please confirm you would like to submit Project \_\_\_\_\_ and associated cases to the FAA for processing.

The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.

Project Submission Success  
 Project Name: \_\_\_\_\_

Project BRICK-00046811-19 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.**