



Federal Aviation  
Administration



# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Add a New Project (Off Airport)

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

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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 for your project.

**This desk reference guide (DRG) addresses e-filing of off airport projects with the following eligible Structure Types:**

- Light Pole
- Power Line
- Transmission Line
- Utility Pole

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

- Refer to the Add New **Project** (Off Airport) for Wind Turbines and MET Towers DRG.
- or
- the Add New **Case** (Off Airport) for Wind Turbines and MET Towers 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 while their going 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 Project

To create a new Project, click the **Add New Project (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 New Project (Off Airport)**

The screenshot shows the OE/AAA Portal Page with three main columns. The left column is a navigation menu. The middle column is titled 'My Account' and contains user information and a list of actions. The right column is titled 'Off Airport Construction' and contains a table of cases by status and a list of actions. A blue arrow points to the 'Add New Project (Off Airport)' link in the navigation menu, and another blue arrow points to the 'Add New Project (Off Airport)' link in the 'Off Airport Construction' section.

**OE/AAA Portal Page**

Obstruction Evaluation Version 2016.3.0.835

Home

FAA OE/AAA Offices

View Determined Cases

View Interim Cases

View Proposed Cases

View Supplemental Notices (Form 7460-2)

View Circularized Cases

Search Archives

Download Archives

Download Correspondence

Circle Search for Cases

Circle Search for Airports

General FAQs

Marking/Lighting FAQs

Wind Turbine FAQs

Discretionary Review FAQs

Notice Criteria Tool

DND Preliminary Screening Tool

Wind Turbine Build Out

Distance Calculation Tool

**OE/AAA Account**

Portal Page

My Cases (Off Airport)

My Cases (On Airport)

My Sponsors

My Circ Comments

Add New Case (Off Airport)

Add New Case (On Airport)

Add Supplemental Notice (7460-2 Form)

**Add New Project (Off Airport)**

My Case Transfer History

Update User Account

What's New

Instructions

Change Password

Logout

**My Account**

Name:

User Name:

Login Time:

IP Address:

**Actions:**

What's New

OE/AAA System User Guide

Update Account Information

Change Password

Logout

**Email Notifications:**

Circularized Case Notification

Subscription Preferences

**Documents:**

FAA Acronyms

**Help:**

OE/AAA Support Desk

Phone: 202-580-7500

Email: oeaaa\_helpdesk@cghtech.com

**Off Airport Construction (includes on Military Airport)**

My Cases (Off Airport) | Add New Case (Off Airport)

**Add New Project (Off Airport)**

Add Supplemental Notice (7460-2 Form)

My Sponsors | Add New Sponsor

Off Airport Contacts

My Circ Comments

**My Cases by Status:**

Draft	1	
Waiting	0	
Accepted	0	
Add Letter	0	
Work in Progress	4	
Interim	0	
Determined	0	Extension Request
Circularized	0	Temporary Structure Notification
Terminated	5	
All	10	

**Draft:** Cases that have been saved by the user but have not been submitted to the FAA.

**Waiting:** 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

**Accepted:** Cases that have been submitted to the FAA.

**Add Letter:** Cases that have been reviewed by the FAA and require additional information from the user.

**Work in Progress:** Cases that are being evaluated by the FAA.

**Interim:** Cases that have been reviewed by the FAA and require resolution from the user.

**Determined:** Cases that have completed aeronautical study and an FAA determination.

**Terminated:** Cases that are no longer valid.

Please allow the FAA a minimum of 45 days to complete a study.

[Click here to contact the appropriate representative.](#)

**On Airport Construction (excludes on Military Airport)**

Please file all Wind Turbine/Met Towers as Off Airport

My Cases (On Airport) | Add New Case (On Airport)

My Sponsors | Add New Sponsor

On Airport Contacts

**My Cases by Status:**

Draft	4
Waiting	0
Accepted	0
Add Letter	0
Work in Progress	0
Determined	0
Terminated	0
All	4

**Draft:** Cases that have been saved by the user but have not been submitted to the FAA.

**Waiting:** 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.

**Accepted:** Cases that have been submitted to the FAA.

**Add Letter:** Cases that have been reviewed by the FAA and require additional information from the user.

**Work in Progress:** Cases that are being evaluated by the FAA.

**Determined:** Cases that have completed an aeronautical study and an FAA determination.

**Terminated:** 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 New Project (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.

Obstruction Evaluation Version 2016.3.0.835

Notice of Proposed Construction or Alteration - Off Airport

Home

FAA OE/AAA Offices

View Determined Cases

View Interim Cases

View Proposed Cases

View Supplemental Notices (Form 7450-2)

View Circularized Cases

Search Archives

Download Archives

Download Correspondence

Circle Search for Cases

Circle Search for Airports

General FAQs

Marking/Lighting FAQs

Wind Turbine FAQs

Discretionary Review FAQs

Notice Criteria Tool

DoD Preliminary Screening Tool

Wind Turbine Build Out

Distance Calculation Tool

faa.gov Tools: Print this page

Add a new Case Off Airport - Desk Reference Guide

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

Sample Spreadsheet

Sponsor (person, company, etc. proposing this action)

\* Sponsor: [dropdown]

Construction / Alteration Information

\* Notice Of: [dropdown]

\* Duration: [dropdown]

if Temporary: Months: [input] Days: [input]

Work Schedule - Start: [input] (mm/dd/yyyy)

Work Schedule - End: [input] (mm/dd/yyyy)

State Filing: [dropdown]

Structure Details

\* Structure Type: [dropdown]

\* Nearest City: [input]

\* Nearest State: [dropdown]

\* Description of Location: [input]

\* Description of Proposal: [input]

\* Note all other required information must be entered before importing your spreadsheet data

Download Spreadsheet template for loading project - OECASEDataSpreadsheet (Right click and then click on 'Save Link As' to locally save it)

Select file to import Case(s) information: [Browse...] [Read File]

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

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.

Cancel

OE/AAA Account

Portal Page

1. **Download the Spreadsheet template** (OECASEDataSpreadsheet) to upload your project.
  - 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**, **Instructions** and **Data Sheet**.



## OECASEDataSpreadsheet (Instructions)

1	Instructions for preparing your spreadsheet for import to Add a New Project (Off Airport) via the FAA's OEAAA E-filing System				
2	Select the Data Sheet tab at the bottom of this 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:				
3					
4	Column Case Data	Instructions to compete 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 project	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 project	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 elevations for the site	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 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		If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the		



2. Prepare 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 a New Project (Off Airport) feature.

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 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.	DO NOT LEAVE BLANK	Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)



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		<i>Note: If you do not follow this format specifically your import will fail to load your project</i>		
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 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	DO NOT LEAVE BLANK	Must be a positive number. No decimals
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	MAY BE LEFT BLANK	Data enter must copy exactly one of the choices below or leave blank



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		will be 'N/A Proposed Structure' when you submit your project to the FAA		
H	<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-OE. (**See region codes below) or leave blank
I	<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 a positive number. No decimals

**\*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



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

- 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**

- AAL
- ACE
- AEA
- AGL
- ANE
- ANM
- ASO
- ASW
- AWP

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

Example Spreadsheet

Structure Name	Latitude (DD-MM-SS.SS)	Longitude (DD-MM-SS.SS)	Site Elevation	Structure Height (AGL)	Requested M&L	Current Marking/Lighting	Prior ASN	Current AGL	Request ADLS
Example1	38-54-25.89	77-02-12.73	50	123	White-high intensity	Red Lights	2015-WTW-1234-OE	101	Yes
Example2	34-03-08.04	118-14-37.26	76	560	None	N/A Proposed			
Example3	39-44-21.24	104-59-24.90	800	77	Red Lights and paint				



### OECASEDataSpreadsheet (Data Sheet)

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

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 New Project (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.

**Important:** All required fields (indicated with an asterisk \*) must be complete to successfully save your 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 New Project (Off Airport)” screen.
        - a. If you do, your data will need to be re-accomplished after spreadsheet update.
    - iii. Return to the **Add New Project (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.

### Add New Project (Off Airport) screen

### Example of **invalid** spreadsheet data

The screenshot shows the 'Add New Project (Off Airport)' screen. At the top, there are various form fields for project details. Below these, a table titled 'Location(s) Data' is displayed. The table has columns for Structure Name, Latitude, Longitude, SE, Structure Height (AGL), Requested MSL, Current MSL, Prior ASN, Current AGL, ADLS, and Message. The 'Message' column contains the text 'Invalid Requested Ht...' for the last row, which is highlighted with a red box. A blue arrow points from this red box to the 'Message' column header. Below the table, a red box contains the text 'Please fix the data in the spreadsheet and upload the spreadsheet again...'. A blue arrow points from this red box to the 'Message' column header. At the bottom of the screen, there is a 'Cancel' button.

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MSL	Current MSL	Prior ASN	Current AGL	ADLS	Message
YarberParkFarm1	45-53-05.76	67-58-17.93	44	165	Red Lgt	None				Invalid Requested Ht...
YarberParkFarm2	46-53-09.26	67-58-17.81	44	165	Red Lghts	None				Valid
YarberParkFarm3	46-53-09.26	67-58-17.92	44	165	Red Lghts	None				Valid
YarberParkFarm4	46-53-09.26	67-58-17.94	44	165	Red Lghts	None				Valid
YarberParkFarm5	46-53-09.26	67-58-17.95	44	165	Red Lghts	None				Valid
YarberParkFarm6	46-53-09.26	67-58-17.96	44	165	Red Lghts	None				Valid
YarberParkFarm7	46-53-09.26	67-58-17.97	44	165	Red Lghts	None				Valid
YarberParkFarm8	46-53-09.26	67-58-17.98	44	165	Red Lghts	None				Valid
YarberParkFarm9	46-53-09.26	67-58-17.99	44	165	Red Lghts	None				Valid
YarberParkFarm10	46-53-09.26	67-58-18.00	44	165	Red Lghts	None				Valid
YarberParkFarm11	46-53-09.26	67-58-18.01	44	165	Red Lghts	None				Valid



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

Add New Project (Off Airport) screen

Example of **valid** spreadsheet data

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

**Construction / Alteration Information**

\* Notice Of: Construction  
 \* Duration: Permanent  
 if Temporary: Months: Days:  
 Work Schedule - Start: (mm/dd/yyyy)  
 Work Schedule - End: (mm/dd/yyyy)  
 State Filing:

**Structure Details**

\* Structure Type: Light Pole  
 \* Nearest City: Caribou  
 \* Nearest State: Maine  
 \* Description of Location: Test Test  
 \* Description of Proposal: Test Test

\* Note all other required information must be entered before importing your spreadsheet data  
 Download Spreadsheet template for loading project - OECASEDataSpreadsheet v1.0 (Right click and then click on 'Save Link As' to locally save it)  
 Select file to import Case(s) information: Browse... Read File

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

**Location(s) Data**

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested M&L	Current M&L	Prior ASN	Current AGL	ADLS	Message
YarberParkFarm1	46-53-09.76	67-58-17.93	44	165	Red Lights	None				Valid
YarberParkFarm2	46-53-09.76	67-58-17.91	44	165	Red Lights	None				Valid
YarberParkFarm3	46-53-09.76	67-58-17.92	44	165	Red Lights	None				Valid
YarberParkFarm4	46-53-09.76	67-58-17.94	44	165	Red Lights	None				Valid
YarberParkFarm5	46-53-09.76	67-58-17.95	44	165	Red Lights	None				Valid
YarberParkFarm6	46-53-09.76	67-58-17.96	44	165	Red Lights	None				Valid
YarberParkFarm7	46-53-09.76	67-58-17.97	44	165	Red Lights	None				Valid
YarberParkFarm8	46-53-09.76	67-58-17.98	44	165	Red Lights	None				Valid
YarberParkFarm9	46-53-09.76	67-58-17.99	44	165	Red Lights	None				Valid
YarberParkFarm10	46-53-09.76	67-58-18.00	44	165	Red Lights	None				Valid
YarberParkFarm11	46-53-09.76	67-58-18.01	44	165	Red Lights	None				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)

**Project draft cases** are created in your account, after the imported project data, and the required data fields of the Add New Project (Off Airport) form, have been certified and successfully saved.



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## Add New Project (Off Airport) screen

Example of **successfully saved** project drafts

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

**Construction / Alteration Information**

\* Notice Of: **Construction**

\* Duration: **Permanent**

If Temporary: Months:  Days:

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

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

State Filing:

**Structure Details**

\* Structure Type:

\* Nearest City: **Caribou**

\* Nearest State: **Maine**

\* Description of Location: **Test Test**

\* Description of Proposal: **Test Test**

\* Note all other required information must be entered before importing your spreadsheet data

Download Spreadsheet template for loading project - [OECASEDataSpreadsheet v1.0](#) (Right click and then click on "Save Link As" to locally save it)

Select file to import Case(s) information:

\* Note: The data successfully imported from your spreadsheet will be displayed in this section after it successfully loaded.

**Location(s) Data**

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MBL	Current MBL	Prior ASN	Current AGL	ADLS	Message
YarberParkFarm1	46-53-09.76	67-58-17.93	44	165	Red Lights	None				Successfully Saved
YarberParkFarm2	46-53-09.76	67-58-17.93	44	165	Red Lights	None				Successfully Saved
YarberParkFarm3	46-53-09.76	67-58-17.92	44	165	Red Lights	None				Successfully Saved
YarberParkFarm4	46-53-09.76	67-58-17.94	44	165	Red Lights	None				Successfully Saved
YarberParkFarm5	46-53-09.76	67-58-17.95	44	165	Red Lights	None				Successfully Saved
YarberParkFarm6	46-53-09.76	67-58-17.96	44	165	Red Lights	None				Successfully Saved
YarberParkFarm7	46-53-09.76	67-58-17.97	44	165	Red Lights	None				Successfully Saved
YarberParkFarm8	46-53-09.76	67-58-17.98	44	165	Red Lights	None				Successfully Saved
YarberParkFarm9	46-53-09.76	67-58-17.99	44	165	Red Lights	None				Successfully Saved
YarberParkFarm10	46-53-09.76	67-58-18.00	44	165	Red Lights	None				Successfully Saved
YarberParkFarm11	46-53-09.76	67-58-18.01	44	165	Red Lights	None				Successfully Saved

Cases successfully saved.

The Map Verification screen displays all draft project cases created, which require Map verification before submission.

Project Summary : BRICK-000374673-16

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

Structure	City, State	Lat/Long	Map	Actions
YarberParkFarm1 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.93" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm2 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.91" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm3 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.92" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm4 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.94" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm5 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.95" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm6 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.96" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm7 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.97" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm8 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.98" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm9 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.99" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm10 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 18.00" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm11 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 18.01" 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 of each case listed above.



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Select the link labeled **Verify Map** to

- Verify the coordinate location for each project case (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.

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

## ***Submit to FAA***

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

Once all project case maps have been verified, you may submit your project to the FAA.

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



Federal Aviation  
Administration



Project Summary : BRICK-000374673-16

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

Structure	City, State	Lat/Long	Map	Actions
YarberParkFarm1 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.93" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm2 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.91" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm3 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.92" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm4 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.94" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm5 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.95" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm6 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.96" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm7 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.97" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm8 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.98" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm9 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.99" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm10 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 18.00" W	Show Map (Re-Verify)	Close Delete Upload a PDF
YarberParkFarm11 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 18.01" W	Show Map (Re-Verify)	Close Delete Upload a PDF

[Mapping - Desk Reference Guide](#)

[Attaching Documents - Desk Reference Guide](#)

You may submit your Project to the FAA.

[Submit](#)

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

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

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

Upon OE/AAA confirmation of your project submission, aeronautical study numbers will be assigned to your project cases.

Project Submission Success  
Project Name: BRICK-000374673-16

faa.gov Tools [Print this page](#)

Project BRICK-000374673-16 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

2016-ANE-2747-OE  
2016-ANE-2748-OE  
2016-ANE-2749-OE  
2016-ANE-2750-OE  
2016-ANE-2751-OE  
2016-ANE-2752-OE  
2016-ANE-2753-OE  
2016-ANE-2754-OE  
2016-ANE-2755-OE  
2016-ANE-2756-OE  
2016-ANE-2757-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](mailto: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.

[Return to Portal](#)

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

iOE/AAA® Internet Obstruction  
Evaluation / Airport Airspace Analysis

Desk Reference Guide  
Subject: Add a New Project (Off Airport)