



Subject: Request Extension

FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Request Extension

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

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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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Extension Request

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

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

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

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

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





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

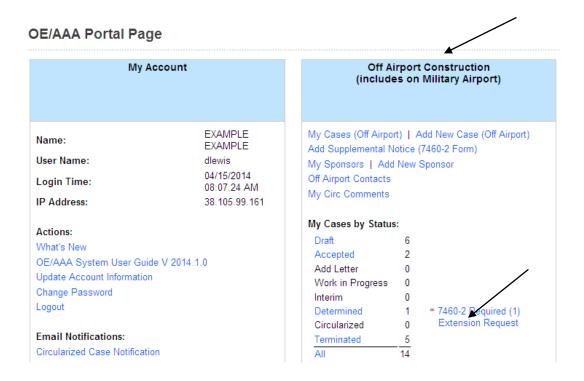
Instructions:

- 1. From your Portal Page, select the **Extension Request** link located in the "Off Airport Construction" column on the right side of the My Cases by Status section.
- 2. From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. (This will take you to the Supplemental Notice (7460-2) Extension Request for 20XX-AXX-XX-OE screen).
- 3. **Read** the extension criteria statements. <u>If necessary</u>, you can upload PDF documentation by using the "**Upload a PDF**" link.
- 4. Select the **[Confirm]** button. (*This will take you to the Supplemental Notice Extension Request Submission screen*).
- 5. **Read** the extension request statements. <u>If necessary</u>, you can submit comments by using the "**Comments**" box.
- 6. Select the [Confirm] button. The system will display the number of days left until your original determination expires.
- 7. If necessary, use the Comments option to submit comments with your validated submission.
- 8. Select the check box certifying the supplemental notice information.
- 9. Select the [Submit] button in order to successfully submit your extension request to the FAA.
- 10. After submission, you can return to your Portal Page or continue to your 7460-1 list screen.
- 11. Your submitted Extension request can be viewed in the "Overview" section of the "Form 7460-1 for ASN" screen in the **7460-2 Forms** link.





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From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. (*This will take you to the Supplemental Notice (7460-2) - Extension Request for 20XX-AXX-XX-OE screen*).

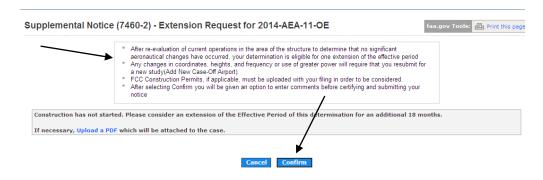






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Read the extension criteria statements.

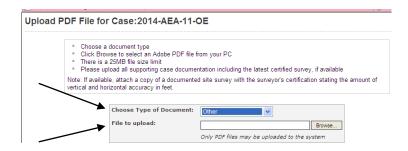


Select the **[Confirm]** button. (*This will take you to the Supplemental Notice Extension Request Submission screen*).

Upload a PDF Document

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

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



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

Supplemental Notice (7460-2) - Extension Request for 2014-AXX-XX-OE

There are XX days left until your original determination expires.

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

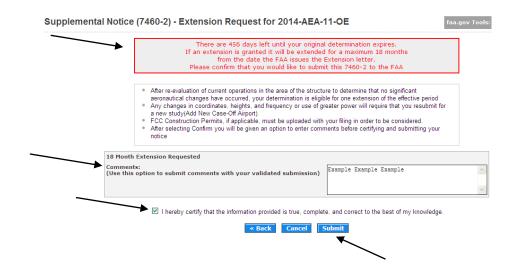




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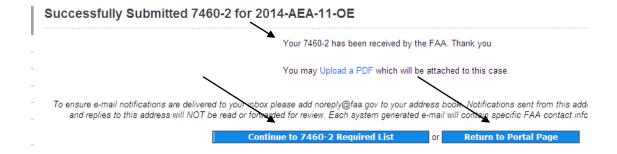
Please confirm that you would like to submit this 7460-2 to the FAA.

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



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

Successfully Submitted 7460-2 for 2014-AXX-XX-OE







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



View the submitted extension request by using the **7460-2 Forms** date link.

