



Federal Aviation
Administration



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*

**Prepared by
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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. If necessary, 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. If necessary, 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.



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.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)																											
<p>Name: EXAMPLE EXAMPLE</p> <p>User Name: dlewis</p> <p>Login Time: 04/15/2014 08:07:24 AM</p> <p>IP Address: 38.105.99.161</p> <p>Actions: What's New OE/AAA System User Guide V 2014.1.0 Update Account Information Change Password Logout</p> <p>Email Notifications: Circularized Case Notification</p>	<p>My Cases (Off Airport) Add New Case (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Off Airport Contacts My Circ Comments</p> <p>My Cases by Status:</p> <table border="0"> <tr><td>Draft</td><td>6</td><td></td></tr> <tr><td>Accepted</td><td>2</td><td></td></tr> <tr><td>Add Letter</td><td>0</td><td></td></tr> <tr><td>Work in Progress</td><td>0</td><td></td></tr> <tr><td>Interim</td><td>0</td><td></td></tr> <tr><td>Determined</td><td>1</td><td>* 7460-2 Required (1)</td></tr> <tr><td>Circularized</td><td>0</td><td>Extension Request</td></tr> <tr><td>Terminated</td><td>5</td><td></td></tr> <tr><td>All</td><td>14</td><td></td></tr> </table>	Draft	6		Accepted	2		Add Letter	0		Work in Progress	0		Interim	0		Determined	1	* 7460-2 Required (1)	Circularized	0	Extension Request	Terminated	5		All	14	
Draft	6																											
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Add Letter	0																											
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Interim	0																											
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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).

Search for Extension Request

faa.g

• Search for a case to create an extension request.

ASN: - - - OE



Read the extension criteria statements.

Supplemental Notice (7460-2) - Extension Request for 2014-AEA-11-OE faa.gov Tools: [Print this page](#)

- After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period
- Any changes in coordinates, heights, and frequency or use of greater power will 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

Construction has not started. Please consider an extension of the Effective Period of this determination for an additional 18 months.
If necessary, [Upload a PDF](#) which will be attached to the case.

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.

Upload PDF File for Case:2014-AEA-11-OE

- Choose a document type
- Click Browse to select an Adobe PDF file from your PC
- There is a 25MB file size limit
- Please upload all supporting case documentation including the latest certified survey, if available

Note: If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

Choose Type of Document:

File to upload:

Only PDF files may be uploaded to the system

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.



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

Supplemental Notice (7460-2) - Extension Request for 2014-AEA-11-OE faa.gov Tools

There are 456 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. Please confirm that you would like to submit this 7460-2 to the FAA

- After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period
- Any changes in coordinates, heights, and frequency or use of greater power will require that you resubmit for a new study/Add New Case-Of-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

18 Month Extension Requested

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

Example Example Example

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

« Back
Cancel
Submit

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

Successfully Submitted 7460-2 for 2014-AEA-11-OE

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

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

Continue to 7460-2 Required List
or
Return to Portal Page



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.

My Cases Requiring 7460-2 ←

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

Please refer to the assigned ASN on all inquiries to the FAA

All Cases	Filter by Case Status	Cases Requiring Action
Show All Cases (4397)	Draft (86) Accepted (144) Work in Progress (43)	7460-2 Required (1048) Add Letter (5)
	Interim (99) Determined (3009) Circularized (2) Terminated (1108)	Cases Due to Expire (53)

Records 501 to 1000 of 1048
[← Previous page](#) Page 2 of 3
[Next page →](#)

[View Folder](#) [Create Folder](#) [Manage Folders](#) [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2013-WTW-1429-OE		PULLM-000231941-13	WT 110	Determined	03/04/2013	08/09/2013	Ext Req	Amarillo	TX

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

Notice of Proposed Construction or Alteration - Off Airport

Project Name: PULLM-000231941-13 Sponsor: Route

Details for Case : WT 110

[Show Project Summary](#)

Case Status	
ASN:	2013-WTW-1429-OE
Status:	Determined
7460-2 Forms:	04/16/2014
	7460-2 (PART 2) required within 5 days after the construction reaches its greatest height.
	Add Supplemental Notice (7460-2)