

Federal Aviation  
Administration



New York Airports District Office  
1 Aviation Plaza, Room 111  
Jamaica, New York 11434  
Telephone: 718-995-5770  
Fax: 718-995-5790

**Re: NYADO NRA Airspace Case Submittal Guide**

Dear Airport Sponsor,

The purpose of this communication is to inform you of your responsibility to submit Non-Rule Making Airspace (NRA) cases in accordance with Title 14 of the Code of Federal Regulations (14 CFR) Part 77, Safe, Efficient Use and Preservation of the Navigable Airspace (Part 77). Please refer to the attached Airspace NYADO NRA Case Submittal Guide which is to be used as a supplement to the [Standard Operating Procedure 9.00](#).

In administering Title 14 CFR Part 77, the prime objectives of the FAA are to promote air the safe, efficient use, and preservation of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, *Notice of Proposed Construction or Alteration*.

**Please be reminded if your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) electronically via the iOE/AAA website.**

If you have any questions, please contact your assigned ADO Planner.

Thank you.

# Airspace Case Submittal Guide:

Step 1: Start by browsing to FAA's iOE/AAA Website:

<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

**Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)**

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

**Obstruction Evaluation**  
Version 2017.0AS.1

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  
DoD Preliminary Screening Tool  
Wind Turbine Build Out  
Distance Calculation Tool

In administering Title 14 of the Code of Federal Regulations (14 CFR) [Part 77](#), the prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

[Advisory Circular 70/7460-1L Change 1](#), Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

**OE/AAA Filing Process**

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

**CLICK HERE**  
If you have received a post card

**CLICK HERE**  
for Instructions on how to E-file your proposal with the FAA

**If construction or alteration IS NOT LOCATED on an airport:**

File forms 7460-1 and 7460-2 electronically via this [website - New User Registration](#).

E-filing your proposal is preferred because

- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

**or**

If you are unable to file electronically please click [here](#)

**Questions?** Please contact the [appropriate representative](#).

**ISO 9001:2008 Certified**

Global GROUP  
ISO 9001

UKAS  
QUALITY MANAGEMENT  
039

Certification/Registration Number  
16616-Q

**If construction or alteration IS LOCATED on an airport:**

File forms 7460-1 and 7460-1 electronically via this website - [New User Registration](#).

**or**

Find the [FAA Airports Region / District Office](#) having jurisdiction over the airport on which the construction is located, and file to that address.

**Who Needs to File**

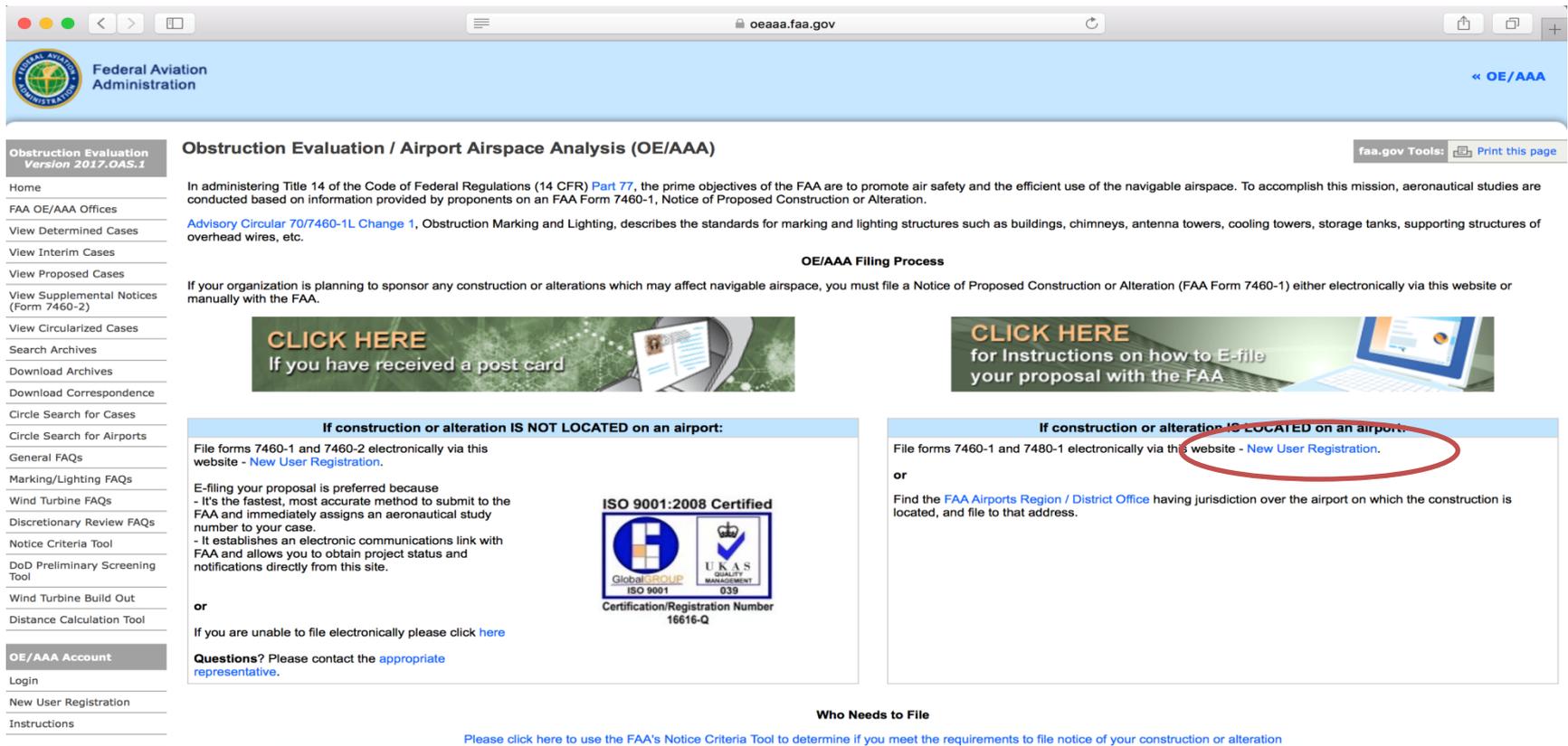
Please click [here](#) to use the FAA's Notice Criteria Tool to determine if you meet the requirements to file notice of your construction or alteration

**OE/AAA Account**

Login  
New User Registration  
Instructions

# Airspace Case Submittal Guide:

## Step 1X: Click “new user registration” in case user does not have an account:



The screenshot shows the FAA OE/AAA website interface. The left sidebar contains a list of navigation links, with 'New User Registration' highlighted in a grey box. The main content area displays the 'Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)' page, including a 'CLICK HERE' button for 'New User Registration' and a 'Who Needs to File' section.

**Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)**

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

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  
DoD Preliminary Screening Tool  
Wind Turbine Build Out  
Distance Calculation Tool

**Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)**

In administering Title 14 of the Code of Federal Regulations (14 CFR) [Part 77](#), the prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

[Advisory Circular 70/7460-1L Change 1](#), Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

**OE/AAA Filing Process**

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

**CLICK HERE**  
If you have received a post card

**CLICK HERE**  
for Instructions on how to E-file your proposal with the FAA

**If construction or alteration IS NOT LOCATED on an airport:**

File forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#).

E-filing your proposal is preferred because

- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

or

If you are unable to file electronically please click [here](#)

**Questions?** Please contact the [appropriate representative](#).

**ISO 9001:2008 Certified**

Global SOURCE ISO 9001  
UKAS QUALITY MANAGEMENT 039  
Certification/Registration Number 16616-Q

**If construction or alteration IS LOCATED on an airport:**

File forms 7460-1 and 7480-1 electronically via this website - [New User Registration](#).

or

Find the [FAA Airports Region / District Office](#) having jurisdiction over the airport on which the construction is located, and file to that address.

**Who Needs to File**

Please click [here](#) to use the FAA's Notice Criteria Tool to determine if you meet the requirements to file notice of your construction or alteration

# Airspace Case Submittal Guide:

## Step 2: Click login to access the application:

The screenshot shows a web browser window with the URL [oeaaa.faa.gov](http://oeaaa.faa.gov). The page header includes the Federal Aviation Administration logo and the text "Federal Aviation Administration" and "OE/AAA". A sidebar on the left lists navigation options, with "OE/AAA Account" and "Login" highlighted by a red circle. The main content area is titled "Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)" and includes a "faa.gov Tools: Print this page" button. The text explains the FAA's mission and provides a link to "Advisory Circular 70/7460-1L Change 1". Below this is the "OE/AAA Filing Process" section, which states that users must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically or manually. Two call-to-action buttons are present: "CLICK HERE If you have received a post card" and "CLICK HERE for Instructions on how to E-file your proposal with the FAA". The page is divided into two columns based on whether construction is located on an airport. The left column, titled "If construction or alteration IS NOT LOCATED on an airport:", provides instructions for filing forms 7460-1 and 7460-2 electronically, including a link to "New User Registration". It also lists reasons for preferring e-filing and provides contact information for questions. The right column, titled "If construction or alteration IS LOCATED on an airport:", provides instructions for filing forms 7460-1 and 7480-1 electronically, including a link to "New User Registration" and instructions to find the appropriate FAA office. A "Who Needs to File" section at the bottom includes a link to the FAA's Notice Criteria Tool.

Obstruction Evaluation  
Version 2017.OAS.1

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  
DoD Preliminary Screening Tool  
Wind Turbine Build Out  
Distance Calculation Tool

**OE/AAA Account**  
Login  
New User Registration  
Instructions

**Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)**

faa.gov Tools: Print this page

In administering Title 14 of the Code of Federal Regulations (14 CFR) [Part 77](#), the prime objectives of the FAA are to promote air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

[Advisory Circular 70/7460-1L Change 1](#), Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

**OE/AAA Filing Process**

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

**CLICK HERE**  
If you have received a post card

**CLICK HERE**  
for Instructions on how to E-file your proposal with the FAA

**If construction or alteration IS NOT LOCATED on an airport:**

File forms 7460-1 and 7460-2 electronically via this [website](#) - [New User Registration](#).

E-filing your proposal is preferred because

- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

or

If you are unable to file electronically please click [here](#)

**Questions?** Please contact the [appropriate representative](#).

**ISO 9001:2008 Certified**

GlobalGROUPE  
ISO 9001  
UKAS  
QUALITY MANAGEMENT  
039  
Certification/Registration Number  
16616-Q

**If construction or alteration IS LOCATED on an airport:**

File forms 7460-1 and 7480-1 electronically via this [website](#) - [New User Registration](#).

or

Find the [FAA Airports Region / District Office](#) having jurisdiction over the airport on which the construction is located, and file to that address.

**Who Needs to File**

[Please click here to use the FAA's Notice Criteria Tool to determine if you meet the requirements to file notice of your construction or alteration](#)

# Airspace Case Submittal Guide:

Step 3: Enter username and password to access the portal page:

The screenshot shows a web browser window with the URL `oeaaa.faa.gov`. The page header includes the Federal Aviation Administration logo and the text "OE/AAA". The main content area is titled "OE/AAA Login Page" and contains a navigation menu on the left with links such as "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", "DoD Preliminary Screening Tool", "Wind Turbine Build Out", and "Distance Calculation Tool".

In the center of the page, there is a login form with the following fields and buttons:

- [New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)
- Username:
- Password:
- 

Below the login form is a "Privacy Act Statement (5 U.S.C. § 552a, as amended)" which states: "AUTHORITY: The FAA is responsible for issuing a determination based on extensive analysis completed in accordance with 49 United States Code (USC) Sections 44718 & 47101. Title 14 of the Code of Federal Regulations (14 CFR), parts 77 & 157 authorizes FAA to collect this information. PURPOSE(S): FAA will use the information provided to administer the Aeronautical Study Process. ROUTINE USE(S): In accordance with DOT's system of records notice, DOT/ALL 16 Mailing Management System and DOT/FAA 826 Petitions for Exemption, Other than Medical Exemption-Public Dockets, the information provided may be disclosed to officials within the Federal government and the public in general. DISCLOSURE: Provision of the requested information is voluntary; however, failure to furnish the requested information may result in an inability of the FAA to process the notice or administer the aeronautical study process for the construction, alteration, activation or deactivation proposed."

At the bottom of the page, there is a "Support Desk" section with the following contact information:

- OE/AAA Support Desk**
- Phone: 202-580-7500
- Email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com)

# Airspace Case Submittal Guide:

## Step 4: Click Add new case (On Airport):

The screenshot shows the OE/AAA Portal Page with the following layout:

- Header:** Federal Aviation Administration logo and navigation links.
- Left Sidebar:** Obstruction Evaluation Version 2017.OAS.1, 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, DoD Preliminary Screening Tool, Wind Turbine Build Out, Distance Calculation Tool, OE/AAA Account, Portal Page, My Cases (Off Airport), My Cases (On Airport).
- Main Content Area:**
  - My Account:** User profile for John Smith, including login time and IP address.
  - Off Airport Construction (includes on Military Airport):** Links for adding new cases and projects.
  - On Airport Construction (excludes on Military Airport):** This section is circled in red. It includes a red circle around the text "Please file all Wind Turbine/Met Towers as Off Airport" and links for adding new cases and projects.
- Right Sidebar:** My Cases by Status table and a detailed legend for case statuses.

Draft	0
Waiting	0
Accepted	0
Add Letter	0
Work In Progress	0
Determined	0
Terminated	0
All	0

**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.

# Airspace Case Submittal Guide:

## Step 5: Case Page

The screenshot shows a web browser window at [oeaaa.faa.gov](http://oeaaa.faa.gov). The page title is "Notice of Proposed Construction or Alteration - On Airport". The left sidebar contains a navigation menu with items like "Home", "FAA OE/AAA Offices", "View Determined Cases", "View Interim Cases", "View Proposed Cases", "View Supplemental Notices (Form 7460-2)", and "View Circularized Cases". The main content area has a header "Sponsor (person, company, etc. proposing this action)" with a "Sponsor:" label and a drop-down menu highlighted by a red circle. Below this are sections for "Construction / Alteration Information" and "Case Information". The "Construction / Alteration Information" section includes fields for "Notice Of:", "Duration:", "if Temporary:" (with "Months:" and "Days:" sub-fields), and "Work Schedule - Start:". The "Case Information" section includes fields for "Component Type:", "Development Type:", "Other Desc:", and "Prior Study:". The browser's address bar shows "oeaaa.faa.gov" and the page has a "Print this page" link in the top right corner.

Sponsor: Select the sponsor from the drop down menu. This menu will be automatically populated from your registered information under your My Sponsors list.

Note: [Reference Guide V 2015.1.0](#) – Please explore for additional information.

# Airspace Case Submittal Guide:

## Case Page outline

Obstruction Evaluation 2017.OAS.1 Version

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

DoD 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)

Notice of Proposed Construction or Alteration - On Airport

Add New Case On Airport - Desk Reference Guide V\_2015.1.0

faa.gov Tools: Print this page

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

Sponsor: \*

**Construction / Alteration Information**

Notice Of: \*

Duration: \*

If Temporary: Months:  Days:

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

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

**Structure Details**

Latitude: \*

Longitude: \*

Horizontal Datum: NAD83

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

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

**Describe/Remarks \***

**Additional Location(s)**

Add New Location(s)

**Case Information**

Component Type: \*

Development Type: \*

Other Desc:

Prior Study:

Documents:

Project Documents: None

**Common Frequency Bands**

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	698	806	MHz	1000	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"/>	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"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W

**Specific Frequencies**

Add Specific Frequency

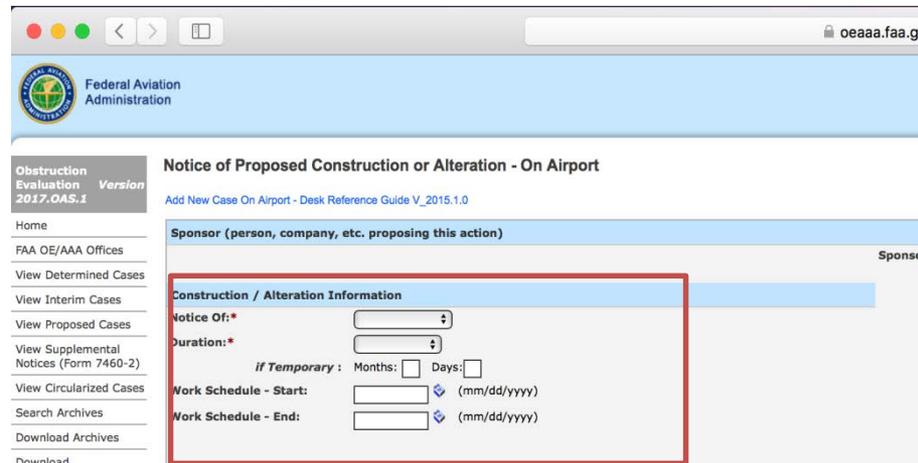
Clone Prior ASN frequencies

\*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.

Save Cancel

# Airspace Case Submittal Guide:

## Step 6: Construction/Alteration Information



The screenshot shows a web browser window with the URL 'oeaaa.faa.gov'. The page header includes the Federal Aviation Administration logo and the title 'Notice of Proposed Construction or Alteration - On Airport'. A sidebar on the left contains navigation links such as 'Home', 'FAA OE/AAA Offices', and 'View Determined Cases'. The main content area is titled 'Sponsor (person, company, etc. proposing this action)' and contains a form section for 'Construction / Alteration Information'. This section includes fields for 'Notice Of:' (a dropdown menu), 'Duration:' (a dropdown menu), and 'if Temporary:' (checkboxes for 'Months' and 'Days'). Below these are 'Work Schedule - Start:' and 'Work Schedule - End:' fields, each with a calendar icon and a date format '(mm/dd/yyyy)'.

**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.

**Duration:** Select between Permanent or Temporary. If Temporary, enter the estimated length of time.

**Work Schedule:** Using the calendar icons select the start and end date. (This field may not be required for certain cases)

# Airspace Case Submittal Guide:

## Step 7: Structure Details

Structure Details	
Latitude:*	<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="button" value="N"/> ▾
Longitude:*	<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="button" value="W"/> ▾
Horizontal Datum:	<input type="button" value="NAD83"/> ▾
Site Elevation (SE):*	<input type="text"/> (nearest foot)
Structure Height (AGL):*	<input type="text"/> (nearest foot)

This box represents the location of your object your submitting the case for.

Latitude/Longitude: Latitude and Longitude **MUST** be **PRECISE** geographic coordinates to the hundredth of a second (2 decimal places).

Horizontal Datum: NAD83 is preferred. NAD27 is acceptable (use pulldown to specify)

Site Elevation (SE): Enter the site elevation above the mean sea level (NAVD88 Datum Elevation(s) Only).

Structure Height (AGL): Enter the structure height ABOVE ground level (Above the SE).

# Airspace Case Submittal Guide:

## Step 8: Describe your case

**Describe/Remarks \***



Enter a brief description about your proposal. Also, please mention if the project is planned to be funded with AIP or PFC funds.

# Airspace Case Submittal Guide:

## Step 9: Add New/Additional Locations

Notice of Proposed Construction or Alteration - On Airport faa.gov Tools: [Print this page](#)

[Add New Case On Airport - Desk Reference Guide V\\_2015.1.0](#)

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

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

**Case Information**  
Component Type:\*   
Development Type:\*   
Other Desc:   
Prior Study: ---NRA  
Documents: None

**Structure Details**  
Latitude:\*   
Longitude:\*   
Horizontal Datum:   
Site Elevation (SE):\*   
Structure Height (AGL):\*

**Describe/Remarks \***

**Add Additional Location(s)**

- Please populate the following form to add a new location to your case.
- Pre-populated fields may be edited.
- Required fields indicated with an asterisk\*

\* Latitude \* Longitude \* Datum \* SE \* AGL Prior ASN

1

<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"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W

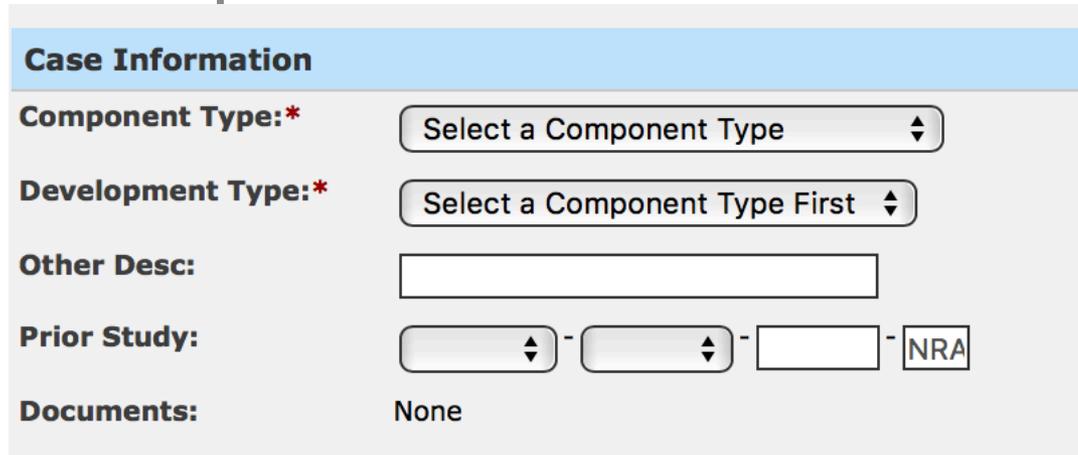
**Additional Location(s)**  
[Add New Location\(s\)](#)

**Specific Frequencies**  
[Add Specific Frequency](#)

[Clone Prior ASN frequencies](#)  
\*Note: Selecting this link will only add frequency(ies)/power from the prior ASN listed in Structure Summary.

# Airspace Case Submittal Guide:

## Step 10: Case Information



The screenshot shows a form titled "Case Information" with a light blue header. Below the header, there are five rows of input fields:

- Component Type:\***: A dropdown menu with the text "Select a Component Type" and a downward arrow.
- Development Type:\***: A dropdown menu with the text "Select a Component Type First" and a downward arrow.
- Other Desc:**: A text input field.
- Prior Study:**: A series of three dropdown menus separated by hyphens, followed by a text input field and a box containing "NRA".
- Documents:**: The text "None" is displayed next to the label.

This is a very important step. Please be sure to select the appropriate fields or your case might be delayed or terminated.

**Component Type:** Select the component type from the drop list that best matches your case.

**Development Type:** Select the type of development that matches your case.

**Other description:** Not a required field, but if the user wants they can enter more information.

**Prior Study:** Also not a required field unless an airspace case study was previously conducted.

# Airspace Case Submittal Guide:

## Step 11: Common Frequency Bands

Common Frequency Bands						
<input type="checkbox"/>	Low Freq	High Freq	Freq Unit	ERP	ERP Unit	
<input type="checkbox"/>	698	806	MHz	1000	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"/>	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"/>	1850	1910	MHz	1640	W	
<input type="checkbox"/>	1930	1990	MHz	1640	W	
<input type="checkbox"/>	2305	2310	MHz	2000	W	
<input type="checkbox"/>	2345	2360	MHz	2000	W	

**Specific Frequencies**

[Add Specific Frequency](#)

**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.*

Note: Only required if a transmitting antenna is part of the proposal.

# Airspace Case Submittal Guide:

## Step 12: Review Information

The screenshot shows the FAA OE/AAA website interface for submitting a Notice of Proposed Construction or Alteration (NOCA) on an airport. The page is titled "Notice of Proposed Construction or Alteration - On Airport" and includes a navigation menu on the left with options like "Home", "View Determined Cases", and "View Proposed Cases". The main content area is divided into several sections: "Sponsor", "Construction / Alteration Information", "Structure Details", "Describe/Remarks", "Additional Location(s)", "Case Information", "Common Frequency Bands", and "Specific Frequencies". The "Save" button is circled in red.

**Case Information**

Low Freq	High Freq	Freq Unit	ERP	ERP Unit
698	806	MHz	1000	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1650	1910	MHz	1640	W
1930	1990	MHz	1640	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W

**Specific Frequencies**

[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.*

Please certify all the information you entered is correct then click the save button. This action will take you to case summary page.

# Airspace Case Submittal Guide:

## Step 13: Case Summary Page:

Summary of Notice of Proposed Construction or Alteration - *On Airport* faa.gov Tools: [Print this page](#)

Project Summary: Exam-337874194-17  
[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
<a href="#">ST JEAN</a> Draft	ST JEAN, NY	45°23'23.00"N 73°23'59.99"W	<a href="#">X Verify Map</a>	X	<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None

[Mapping - Desk Reference Guide V\\_2014.2.0](#) [Attaching Documents - Desk Reference Guide V\\_2014.2.0](#)  
[Upload a PDF to the Test Project](#)

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

Click verify to check if your coordinates match with your location the window shown below:



Once you have verified the location on the map click verify map. This will take you back on case summary page.

Note: all coordinates for points in any attachment be in latitude and longitude format, especially when the case has multiple points and a master drawing/table is included showing all the locations.

# Airspace Case Submittal Guide:

## Step 14: Attaching a document

Summary of Notice of Proposed Construction or Alteration - *On Airport*

faa.gov Tools:  Print this page

Project Summary: Exam-337874194-17

[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
ST JEAN Waiting	ST JEAN, NY	45°23'23.00"N 73°23'59.99"W	 Show Map  (Re-Verify)		<b>Upload a PDF</b> Clone Delete	None

[Mapping - Desk Reference Guide V\\_2014.2.0](#) [Attaching Documents - Desk Reference Guide V\\_2014.2.0](#)

You may submit your project to the FAA.

[Upload a PDF to the Test Project](#)

**Submit**

Before you click submit you must also provide the FAA a document such as an ALP. you can do this by clicking Upload a PDF.

# Airspace Case Submittal Guide:

## Step 15: Case Submittal

Summary of Notice of Proposed Construction or Alteration - *On Airport*

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

Project Summary: Exam-337874194-17

[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
ST JEAN Waiting	ST JEAN, NY	45°23'23.00"N 73°23'59.99"W	 <a href="#">Show Map</a>  <a href="#">(Re-Verify)</a>		<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None

[Mapping - Desk Reference Guide V\\_2014.2.0](#) [Attaching Documents - Desk Reference Guide V\\_2014.2.0](#)

[Upload a PDF to the Test Project](#)

You may submit your project to the FAA.

[Submit](#)

If you have completed inputting your case, select the submit button. The case will be submitted to FAA.