



Communications Tower Permit Application

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Updated **JUNE 2023**

NOTICE TO APPLICANTS

The following must be included with this application. The City shall review the submission and advise the applicant if the materials are complete/incomplete within fifteen (15) business days. Supplemental information may be requested for purposes of clarity or confirmation.

1. A map (electronic preferable) of the same search ring submitted and used by the applicant's site locator;
2. A map (electronic preferable) indicating applicant's existing RF signal propagation;
3. A map (electronic preferable) indicating applicant's proposed new RF signal propagation ;
4. A statement (electronic preferable) from a qualified individual that the applicant will comply with all FCC rules regarding human exposure to Rf energy, along with the individual's qualifications.
5. A statement (electronic preferable) from the applicant that the applicant will comply with all applicable FCC rules regarding radio-frequency interference;
6. A statement (electronic preferable) that the submitted search ring is the same as utilized in the selection of the site;
7. Complete plans of the proposed facility to include a structural certification by a Registered Professional Engineer that the facility complies with applicable Federal, State and County building codes;
8. Engineer that the facility complies with applicable Federal, State and County building codes;

OFFICE USE ONLY

Date Received: _____ Fee: _____

Complete/Incomplete: _____ Date of Applicant Notification: _____

Applicant Information

Applicant Name Email Phone

Property Owner Name Email Phone

Applicant's Contact Name Email Phone

Lessor/Licensor Contact Name Email Phone



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Commercial Wireless Provider

New Structure: Yes No Co-Location: Yes No Water Tower: Yes No

Existing Structure Replacement: Yes No Existing Antennas Replacement/Upgrade: Yes No

Stealth Attached Facility: Yes No New Stealth Antenna Support Structure: Yes No

Facility Information

Site Address _____ Lat(NAD83)/Long(NAS83) _____

Ground Elevation in Feet (AMSL) _____ Total Height in Feet (AGL) _____

RAD Center in Feet _____ Tax Parcel ID Number _____

Land Use/Description of Property _____ Zoning of Property _____

FCC Antenna Structure Registration Number (ASR) (if applicable) _____

Affidavit

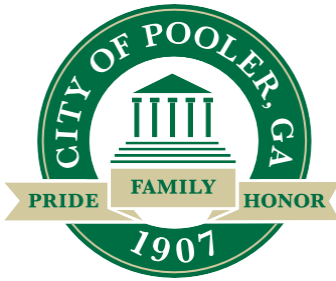
The applicant represents and certifies that the following are true and accurate:

The proposed WCF complies with and at all times will be maintained and operated in accordance with, all applicable FCC rules and regulations with respect to environmental effects of electromagnetic emissions.

The applicant certifies that all statements, certifications and representations supplied in this application are true and correct and that the persons signing the application are duly authorized to execute this application and otherwise to act on behalf of the applicant.

All improvements constructed as part of the wireless telecommunications facility shall comply with the Uniform Building Code, National Electrical Code, Uniform Plumbing Code, Uniform Mechanical Code, Uniform Fire Code, and structural standards of the Electronic Industries Association/Telecommunications Industry Association, where applicable.

Applicant Name _____ Applicant Signature _____ Date _____



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SUBMITTAL REQUIREMENTS

	Concealed Attached	Colocation or Combined	Concealed Freestanding	Non-Concealed Attached	Non-Concealed Freestanding	Reconstruction or Replacement	Antenna Element Replacement
Application form	√	√	√	√	√	√	√
Payment of fees	√	√	√	√	√	√	√
Proof of subject parcel ownership	√	√	√	√	√	√	√
Applicant authorization	√	√	√	√	√	√	√
Evidence of Need	√	√	√	√	√	√	√
Statement that no other higher ranked alternatives are available		√	√	√	√	√	
Graphics:							
• Location map	√	√	√	√	√	√	√
• Color coverage maps	√	√	√	√	√	√	
Site Plan							
• Listing of adjacent zoning			√	√	√	√	
• Access	√	√	√	√	√	√	
• Landscaping	√	√	√	√	√	√	
• Drainage	√	√	√	√	√	√	
• Utilities	√	√	√	√	√	√	
• Height	√	√	√	√	√	√	
• Type	√	√	√	√	√	√	
• Setbacks (Statement meeting break-point technology (if applicable))			√		√	√	
• Aesthetics			√		√	√	
• Equipment compound			√		√	√	
• Lighting			√		√	√	
• Signage			√		√	√	
WTF Plan			√		√	√	
• Elevation drawings	√	√	√	√	√	√	
• Elevation views	√	√	√	√	√	√	
• Mounting locations and brackets	√	√	√	√	√	√	
• Equipment brochures	√	√	√	√	√	√	
• Collocation verification	√	√	√	√	√	√	
Visual Impact Analysis							
• Line of sight			√		√	√	

Note: For each requirement, a √ symbol means that it applies to the facility type in the corresponding column



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	Concealed Attached	Colocation or Combined	Concealed Freestanding	Non-Concealed Attached	Non-Concealed Freestanding	Reconstruction or Replacement	Antenna Element Replacement
• Photo Simulations			√		√	√	
• Balloon Test			√		√	√	
Documentation							
• Height	√	√	√	√	√	√	
• Radio Authorization Form ?			√		√	√	
• FAA Compliance			√		√	√	
• SHPPO			√		√	√	
• RF engineer qualifications	√	√	√	√	√	√	
Documentation				√			
• Height	√	√	√	√	√	√	
• Radio Authorization Form ?	√	√	√	√	√	√	
• FAA Compliance	√	√	√	√	√	√	
• SHPPO	√	√	√	√	√	√	
• RF engineer qualifications	√	√	√	√	√	√	
• Structural loading analysis	√	√	√	√	√	√	
• Environmental	√	√	√	√	√	√	
• Compliance with public safety communications standards	√	√	√	√	√	√	
• Statement of RF emissions compliance	√	√	√	√	√	√	√
• FAA airspace compliance (if applicable)	√	√	√	√	√	√	√
• Handoff candidates, R.F. frequency plot plan, latitude and longitude; antenna heights and power levels	√	√	√	√	√	√	√
• Map of search ring	√	√	√	√	√	√	√
• Notices sent to nearby property owners (if applicable)			√		√	√	
Reason for modifications						√	√
Description of modifications						√	√

Note: For each requirement, a √ symbol means that it applies to the facility type in the corresponding column