



Wireless Telecommunications Facility Permit Application

Page 1 of 4

Updated **APR 2026**

NOTICE TO APPLICANT

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 GSA to include location of proposed PWSF and all existing PWSF;
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 GSA 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;
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	Applicant Email	Applicant Phone
Property Owner Name	Property Owner Email	Property Owner Phone
Contact Name	Contact Email	Contact Phone
Lessor/Licensor Contact Name	Lessor Email	Lessor Phone

Commercial Wireless Provider

- Proposed PWSF Existing PWSF Temporary PWSF
 Replacement / Modification of an Existing PWSF Co-Location or Combining on Existing PWSF



Wireless Telecommunications Facility Permit Application

Page 2 of 4

Updated **APR 2026**

Facility Information

At least seven (7) days prior, but not more than forty-five (45) days before the date of the public hearing, a notice setting forth the date, time, and place for such public hearing shall be sent by mail by the applicant to the property owner (if not the applicant) and all owners of property located adjacent to or across a public right-of-way from the property being proposed for a zoning action. Provide the names and addresses below (provide additional sheet if necessary).

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

Ground Elevation in Feet (AMSL)	Total Height in Feet (AGL)	RAD Center in Feet
---------------------------------	----------------------------	--------------------

Land Use/Description of Property	Zoning of Property
----------------------------------	--------------------

FCC Antenna Structure Registration Number (ASR, if applicable)	Tax Parcel ID
--	---------------

Affidavit

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

The proposed PWSF 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 personal wireless service 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
----------------	---------------------	------

Attestant Name	Attestant Title	Date
----------------	-----------------	------



Wireless Telecommunications Facility Permit Application

Updated **APR 2026**

	Concealed Small Cell Wireless Facility in ROW or Utility Easement	Concealed Collocation or Modification on Existing Eligible Support Structure	Concealed Collocation on New Base Station	New Concealed Small Wireless Facility Outside ROW	Concealed Macro Cell Facility	Non-Concealed Base Station	Non-Concealed Tower	Tower Replacement
Application Form	✓	✓	✓	✓	✓	✓	✓	✓
Payment of Fees	✓	✓	✓	✓	✓	✓	✓	✓
Proof of Subject Parcel Ownership	✓	✓	✓	✓	✓	✓	✓	✓
Pre-Development Meeting	✓			✓				
Written Narrative	✓	✓	✓	✓	✓	✓	✓	✓
Authorization from Co-Applicants	✓	✓	✓	✓	✓	✓	✓	✓
Evidence of Need Report	✓	✓	✓	✓	✓	✓	✓	✓
Statement That No Other Higher Ranked Alternatives are Available	✓		✓	✓	✓	✓	✓	✓
Graphics :								
Location Map	✓	✓	✓	✓	✓	✓	✓	✓
Existing and Proposed Radio Frequency Signal Propagation Map	✓	✓	✓	✓	✓	✓	✓	✓
Site Plan:								
Subject Parcel & Adjacent Properties Zoning	✓	✓	✓	✓	✓	✓	✓	✓
Written Narrative & Calculations		✓						
Existing & Proposed Access	✓	✓	✓	✓	✓	✓	✓	✓
Landscape Plan	✓	✓	✓	✓	✓	✓	✓	✓
Drainage	✓	✓	✓	✓	✓	✓	✓	✓
Land Use	✓	✓	✓	✓	✓	✓	✓	✓
Subject Property & Properties Within 300 feet	✓	✓	✓	✓	✓	✓	✓	✓
Proposed PWSG	✓	✓	✓	✓	✓	✓	✓	✓
Height	✓	✓	✓	✓	✓	✓	✓	✓
Setbacks			✓	✓		✓	✓	
Aesthetics/Visibility	✓	✓	✓	✓	✓	✓	✓	✓
Equipment Compound	✓	✓	✓	✓	✓	✓	✓	✓
Lighting						✓	✓	✓
Signage	✓	✓	✓	✓	✓	✓	✓	✓

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



Wireless Telecommunications Facility Permit Application

	Concealed Small Cell Wireless Facility in ROW or Utility Easement	Concealed Collocation or Modification on Existing Eligible Support Structure	Concealed Collocation on New Base Station	New Concealed Small Wireless Facility Outside ROW	Concealed Macro Cell Facility	Non-Concealed Base Station	Non-Concealed Tower	Tower Replacement
Recognize Historic Areas	✓	✓	✓	✓	✓	✓	✓	✓
Structural Integrity	✓	✓	✓	✓	✓	✓	✓	✓
Environmental Standards	✓	✓	✓	✓	✓	✓	✓	✓
Antenna Elevation	✓	✓	✓	✓	✓	✓	✓	✓
Security Barrier Elevation	✓	✓	✓	✓	✓	✓	✓	✓
Mounting Location	✓	✓	✓	✓	✓	✓	✓	✓
Identify Mounting Frames, Brackets, or Other Mounting Devices	✓	✓	✓	✓	✓	✓		
Equipment Brochures	✓	✓	✓	✓	✓	✓	✓	✓
Collocation Verification	✓	✓	✓	✓	✓	✓	✓	✓
Fence & Security Barrier Location	✓	✓	✓	✓	✓	✓	✓	✓
Visual Impact Analysis:								
Line of Site Analysis				✓				
Balloon Test				✓				
Photo Simulations				✓				
Documentation:								
FAA Letter Establishing Maximum Antenna Structure Height	✓	✓	✓	✓	✓	✓	✓	✓
FAA Compliance	✓	✓	✓	✓	✓	✓	✓	✓
SHPPPO Compliance Letter	✓	✓	✓	✓	✓	✓	✓	✓
RF Engineer Qualifications	✓	✓	✓	✓	✓	✓	✓	✓
RF Compliance	✓	✓	✓	✓	✓	✓	✓	✓
Compliance with FCC "Good Engineering Practices"	✓	✓	✓	✓	✓	✓	✓	✓
<i>Note: For each requirement, a ✓ symbol means it applies to the facility type in the corresponding column</i>								