

Bradley D. Sellers, Mayor



Benjamin W. Brown, Building Commissioner

**APPLICATION
FOR CONSENT TO INSTALL
SMALL CELL FACILITY IN PUBLIC RIGHT OF WAY**

Application Date: _____	Fee: _____	Permit # _____
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Project Address: _____ Parcel #: _____ - _____ - _____

Location, Landmarks, etc. _____

Project Name and Description of "Small Cell Facility" (I.E. New or Existing): _____

BUSINESS BEFORE THE ADMINISTRATION

(Check all that apply below)

New Structure Existing Structure Residential Commercial

Description of Project: _____

Number of Facilities: _____ Number of Support Structures: _____

Cost Information: Estimated Cost of Project: \$ _____

Facility Owner's Name: _____ Name of Company: _____

Facility Owner's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Agent's Name: _____ Name of Company: _____

Agent's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Applicant's Name: _____ Name of Company: _____

Applicant's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Agent's Name: _____ Name of Company: _____

Agent's Address: _____

Phone: _____ Email: _____ OH Sec State Reg. #: _____

Applicant Signature _____ Date _____

CHECK LIST - The following information **must** be included with each application packet. Without these materials, the application will be viewed as incomplete and will **not** be accepted for review by the Administration.

ALL APPLICATION PACKETS MUST INCLUDE:

- 4 copies of entire application
- Cover Letter describing the request
- Completed application form
- Signed Indemnification Statement
- Valid Liability Insurance Certificate pursuant to Cod. Ord. 1339.03(h)
*NOTE: Upon approval of the application and pursuant to Cod. Ord. 1339.03(i), a Performance Bond will be required.
- For each small cell facility and support structure:
 - Type of Structure, Height, Diameter, Distance from Street, Distance From Buildings, Distance From Property Lines
 - Signed letter of consent from Facility Owner, with proof of agent relationship
 - Affidavit from Professional Engineer that the small cell facility and support structure meets all Federal and State laws.
 - Affidavit from Professional Engineer that there are no conflicts with existing utility companies serving the location.
 - Written approval from applicable Utility Companies giving approval if utilizing existing power poles or facilities.
 - Affidavit from Professional Engineer stating the noise emissions complies with the City's Noise Ordinance Chap. 511
 - Proposed Site Plan (minimum of 1" = 10') showing location of proposed facilities, distances to property lines, distances to sidewalk and streets and other significant features. Prepared by Professional Engineer in the State of Ohio
 - Existing Site Plan (minimum of 1" = 10') showing all existing features on the site (topography, streets, sidewalks, signs, crosswalks, fencing, buildings, utilities (above and below ground), streams and major physical features within 100 feet of the site. Prepared by Professional Surveyor in the State of Ohio
 - A Manufacturer's sheet showing size, color, materials, and depiction of proposed facility / support structure
 - Architects rendering, showing front and side elevations in color, and description of construction materials
 - Rigorous Structural Analysis of the Facility prepared by Professional Engineer in State of Ohio
 - Geotechnical Report for subsoil bearing capacity prepared by Professional Engineer in State of Ohio
 - Landscape and screening plan, depicting type, size and number of plants and use of other landscape material.
Prepared by Landscape Architect licensed in State of Ohio

PROJECT DATES

Anticipated start date: _____
Anticipated end date: _____

Application Fee: \$255.00 per Small Cell Facility

All fees must be in the form of a company check, certified check, bank card, or money order. We do not accept cash or personal checks.

TOTAL FEES: \$ _____

FOR OFFICE USE ONLY

Received for Review by Building Department

Building Department Date

APPROVED for Consent by City Administration

City Engineer Date

Building Commissioner Date

- All sections of application completed
- All required attachments are included
- All required sets are included
- All required fees have been collected

Administration Action/Date/Remarks

Supplemental information: Requested _____ Received _____
Remaining Supplemental information: Requested _____ Received _____
Remaining Supplemental information: Requested _____ Received _____

