



## SMALL WIRELESS PERMIT

*For Office Use Only*

Application # _____	Fee _____
Date Received _____	Paid _____
Pre-Application Meeting _____	Business License _____
Project Planner _____	CUP (if applicable) _____
<input type="checkbox"/> Verified Complete Application _____	<input type="checkbox"/> Notice of Incomplete Application _____ <i>(Req. within 30 days of application)</i>
<input type="checkbox"/> Application Approved _____ <i>(Required within 60 days of complete application.)</i>	<input type="checkbox"/> Resubmittal Application _____ <i>(Req. within 90 days of notice of Incomplete application.)</i>

APPLICATION TYPE				
Chose 1	<input type="checkbox"/> Installation	<input type="checkbox"/> Modification	<input type="checkbox"/> Relocation	<input type="checkbox"/> Removal
Chose 1 or both	<input type="checkbox"/> Small Cell	#: _____	<input type="checkbox"/> Support Structure	#: _____
Total #	TOTAL FACILITIES INCLUDED IN THIS PERMIT <i>(Maximum of 25 Facilities Per Application)</i>			
<input type="checkbox"/> _____	SUBMITTED FACILITIES ≤5, FEE \$100/FACILITY			
<input type="checkbox"/> _____	SUBMITTED FACILITIES >5, 5 AT FEE \$100/FACILITY PLUS ALL OTHERS ADDITIONAL \$50/FACILITY			
<input type="checkbox"/> _____	Franchise Agreement:			
<i>Any applicant that pays either a franchise, consent fee, or administrative fee pursuant to the requirements of Utah Code section 54-21-502 shall not be required to pay any building permit fee, zoning permit fee, encroachment fee, degradation fee, or any other fee assessed on a telecommunications provider for its occupation of or work within the ROW.</i>				
APPLICANT INFORMATION				
Contact Person		Company		
Mailing Address		Phone		
City/State/Zip		Email Address		
AGENT INFORMATION (Provide proof of agent designation)				
Contact Person		Company		

Mailing Address	Phone
City/State/Zip	Email Address
<b>WIRELESS PROVIDER INFORMATION</b>	
Contact Person	Company
City/State/Zip	Email Address
<b>FACILITY OWNER (if different from applicant)</b>	
Contact Person	Company
Mailing Address	Phone
City/State/Zip	Email Address
<b>CONSTRUCTION CONTRACTOR INFORMATION</b>	
Contact Person	Company
Mailing Address	Phone
City/State/Zip	Email Address
State License No.	
<b>PROPOSED WORK (list each facility on the detail sheet)</b>	
Number of facilities	Pre-Application Review Date
Summary of proposed work	
<b>SIGNATURE REQUIRED</b>	
By my signature, I attest to the best of my knowledge that the information stated in this application and all supporting plans and documents is true, accurate, and complete.	
Signature (applicant)	Title
Name (printed)	Date

**SMALL CELL WIRELESS FACILITY APPLICATION CHECK LIST**

<p align="center"><b>Please refer to the city ordinance for regulations relating to wireless facilities in public rights-of-ways. Link: <a href="#">Title 7, Chapter 8, Article B</a></b></p>		APPLICANT	STAFF (INITIAL)	STAFF (COMPLETE)
<b>GENERAL REQUIREMENTS</b>				
<b>APPLICATION FORMS</b>				
Completed application all information complete and signed				
Completed facility information sheet(s): all columns filled for each facility (25 max.)				
FEES: \$100/location (up to 5) + \$50/location (over 5)				
<b>SUPPORTING DOCUMENTS</b>				
Proof of agent designation (if applicable)				
Proof of ownership of support structure or a signed letter from the owner indicating the intent and agreement to allow collocation of facilities. Each letter must clearly identify each existing facility descriptively with parcel address, parcel ID or city assigned site address.				
Aerial map displaying location of existing or proposed support structure(s)				
Full description of number and dimensions of facilities and structures to be installed, modified, relocated or removed. If this information is fully included on the site plan, a separate narrative does not need to be provided.				
Structural calculations for each unique facility, prepared, stamped and signed by a Professional Engineer licensed by the State of Utah.				
Photo Simulations provided, minimum two for each unique facility				
Evidence of Certificate of Public Convenience and Necessity from Utah PSC or FCC, or exemption.				
Evidence of Franchise Agreement, if applicable				
<b>CONSTRUCTION INFORMATION</b>				
Site Plans				
	Format: 2 copies (24"x36"), 1 copy (11"x17"), 1 pdf copy			
	Scale: 1"=20"			
	Field of view: at least one hundred feet (100') in either direction of the wireless support structure			
	Elements: Property boundaries & easements, any known existing utility, wireless facilities, and all existing transmission equipment or other improvements.			
	Dimensions: spacing distances from existing curb, driveway(s), sidewalks, trails, light poles, traffic control signs, fire hydrants, street corners, or other structures, poles or appurtenances.			
Elevation Plans				
	Format: 1 copy (11"x17"), 1 pdf copy			

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Equipment specifications (all equipment depicted on plans)

Manufacture’s name and model number			
Physical dimensions, including height, width, depth, and weight with mounts and other necessary hardware			
Ambient noise level generated from equipment, if any			
Unique facility ID			
Traffic control plan required for work in right of way and excavation permit and must comply with all city standards and MUTCD. Before any construction, an excavation permit must be obtained for each facility. Attach copies any approved excavation permits.			
UDOT Right of Way Encroachment Permit, if applicable			

**SMALL CELL FACILITY**

Size limits: Scaled, dimensioned drawings or pictures to show strict conformity to size limitations for a small cell facility. (link: <a href="#">NSLC Code 7-8B-10: Design Standards</a> )			
Confirmation of compliance state and federal environmental regulations: Certification that the proposed small cell facility and/or new wireless support structure fully comply with all state and federal environmental regulations.			
RF compliance: certification prepared and signed by an RF engineer with knowledge about the proposed project that affirms the proposed project will be compliant with all applicable governmental regulations for interference, including city owned wireless network devices and public safety equipment.			
Electrical service: engineered drawings for conduit size, circuit size, calculations, etc. All electrical work to be performed by an Electrician licensed in the State of Utah.			

**NEW WIRELESS SUPPORT STRUCTURE**

Size limits: scaled dimensional drawings with calculations to show strict conformity to the size and maximum height limitations set forth in city code. (link: <a href="#">NSLC Code 7-8B-10: Design Standards</a> )			
Height analysis: an analysis showing that the proposed new wireless support structure(s) are in conformance with <a href="#">NSL City Code 7-8B-6 (B): Maximum Size of Permitted Use</a>			
Location: analysis demonstrating that the proposed facility has been designed with a similar appearance to or less readily apparent appearance of existing utility structures within 500 feet.			
Supplemental review districts: An analysis for compliance with <a href="#">NSL City Code 7-8B-6 (C)</a> for the following districts: Town Center Master Plan; US Hwy 89 corridor; Center Street (Orchard Dr. to Legacy Parkway); Redwood Road corridor; 1100 North (Hwy 89 to Redwood Rd.); Planned Districts.			

**REMOVAL OF SMALL CELL FACILITY AND/OR WIRELESS SUPPORT STRUCTURE**

Full description of restoration of the right of way, including steps involved in the installation or removal of all structures, equipment, underground utilities, etc.			
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