



# Small Cell Facilities Application

The Building Department  
9543 Broadview Road • Broadview Heights, OH 44147 Phone 440-526-6864

## Office Use

Date Received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Permit No.: \_\_\_\_\_

## Type of Project (check only one)

- Eligible Facilities Request **(type 1)**
- Application for Collocation of Small Cell Equipment on a Wireless Support Structure that does not constitute an Eligible Facilities Request **(type 2)**
- New Wireless Support Structure. Such applications will address construction, modification, replacement, or removal of a Wireless Support Structure within the Right-of-Way **(type 3)**

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## Tower Owner

Company Name: \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Cell/Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

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## Contractor (sight manager)

Company Name: \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Cell/Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

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## Emergency Contact (in case of disruption or damage):

Company Name: \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Cell/Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

# Small Cell Facilities Application Continued

## Application Review

The City will approve or deny an application within the following timeframes, starting on the date of filing a complete application and further subject to tolling.<sup>i</sup>

Type 1 Applications: 60 days

Type 2 Applications: 90 days

Type 3 Applications: 120 days

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## Proposed Location

If more than one Facility is being requested in this application, please include an attachment describing each requested Facility (up to 30 Facilities) with the following information for **each** requested Facility:

Street address/intersection: \_\_\_\_\_

Auditor Parcel Number(s)(APN/PPN): \_\_\_\_\_

Zoning district: \_\_\_\_\_

Is there a Small Cell Facility within 300 feet of proposed location?

YES \_\_\_\_\_ (distance in feet)       NO

Is the proposed Facility located in a:      Historic District?       YES       NO

Underground Area?  YES       NO

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## Description of Proposed Facilities

Include the number of Facilities and size/height of **each** of the requested Facilities. Also describe all planned screening and concealment measures. Attach additional pages if necessary.

Applications for up to thirty (30) requests for substantially similar<sup>ii</sup> Small Cell Equipment and substantially similar Wireless Support Structures may be consolidated, but applications for Small Cell Equipment cannot be combined with an application for a Wireless Support Structure.

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If alternative locations for the Facilities have been identified, please describe alternative location(s), including the distance, in feet, from the proposed location:

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## TYPE 3 Application Only

Is Collocation on an Existing Wireless Support Structure technically feasible for the requested Small Cell Facility?       YES       NO       N/A

Can the new Wireless Support Structure support more than one Small Cell Facility?

YES       NO       N/A

# Small Cell Facilities Application Continued

## Required Documents

Please attach the following **required** documents to this Application:

### Site Development Plans

- One (1) full-size, legible set and one (1) reduced (to 8 ½" x 11" or 11" x 17"), legible set of completely dimensioned site development plans, scaled no smaller than one-inch equals forty feet (1"= 40'). The site development plans shall be prepared, stamped, and signed by an engineer licensed and registered in the State of Ohio showing:
- The exact proposed location of the proposed Facilities within the Right-of-Way;
- Existing features on the site, including topography, streets, sidewalks, signs, crosswalks, fencing, buildings, existing Facilities with all existing transmission equipment, and major physical features within 100 feet of the site
- The location of all overhead and underground public utilities, telecommunications, cable, water, sanitary sewer, and storm water drainage utilities in the Public Way within one hundred (100) feet surrounding the proposed Facilities.
- The legal property boundaries within one hundred (100) feet surrounding the proposed Facilities;
- Distance, in feet, between the Facilities and existing curbs, driveways, sidewalks, trees, utilities, other poles, and existing buildings within one hundred (100) feet surrounding the proposed Facilities
- Access and utility easements within one hundred (100) feet surrounding the proposed Facilities.
- If the width of the Right-of-Way exceeds 100 feet, then state the width of the Right-of-Way in the Site Development Plans and depict the information required in (a)(ii) through (a)(vi) based on the width of the Right-of-Way instead of one hundred (100) feet.

### Elevation Drawings

One (1) full-size, legible set and one (1) reduced (to 8 ½" x 11" or 11" x 17"), legible and reproducible set of complete elevation drawings, scaled no smaller than one inch equals ten (10) feet, of the proposed Facilities prepared, stamped, and signed by an engineer licensed and registered in the State of Ohio. Elevation drawings shall identify colors and materials of all equipment shown and shall indicate the natural grade on each elevation (cross-sections may also be required depending upon the complexity of the design)

### Photographs

One (1) set of reproducible photographs of the existing condition of the site from the north, south, east and west and one (1) set of reproducible a photo simulations of the proposed Facilities from the north, south, east and west, depicting same elevation as photographs of existing site.

### Notice to Property Owners

Evidence that the Applicant provided notice by mail to all property owners and addresses within 300 feet of the proposed Facilities prior to submitting the Application. The notice shall include:

- Name of the Applicant
- Estimated date Applicant intends to submit the Application
- Detailed description of the proposed Facilities and the proposed location
- Accurate, to-scale photo simulation of the proposed Facilities. Scale shall be no smaller than one inch equals forty (40) feet

### A preliminary installation/construction schedule and completion date

### Structural Calculations

One (1) set of reproducible structural calculations prepared, stamped and signed by an engineer licensed and registered by the State of Ohio showing that the Wireless Support Structure can accommodate the weight of the proposed Small Cell Equipment.

# Small Cell Facilities Application Continued

## Analysis of Interference with Safety Communications Equipment

Analysis demonstrating that the proposed Facilities do not interfere with the City's public safety radio system, traffic and emergency signal light system, or other City safety communications components.

## FCC Compliance

An affirmation, under penalty of perjury, that the proposed Facilities will be FCC compliant. Please also include a report demonstrating compliance with applicable FCC standards for emissions from the proposed facility alone and in combination with any pre-existing facilities in the vicinity.

## Wind Resistance Safety Analysis

Assessment of proposed Facilities demonstrating compliance with all applicable codes, prepared, signed, and sealed by an Ohio-licensed professional.

## Electrical Power Safety Analysis

Assessment of proposed Facilities demonstrating compliance with all applicable electrical codes, prepared, signed, and sealed by an Ohio-licensed electrician.

## Landscape Plan

One (1) set of reproducible plans demonstrating screening of proposed Small Cell Equipment.

## Equipment Information

Drawings of the proposed facilities. For all equipment depicted, include, if applicable:

- The manufacturer's name and model number;
- Physical dimensions, including, without limitation, height, width, depth and weight with mounts and other necessary hardware; and
- The noise level generated by the equipment, if any.

If Applicant is not an Operator, then the Applicant must provide written proof that the Applicant has been engaged by a Wireless Service Provider who will be the end user of the Facilities and that the Wireless Service Provider has authorized the Applicant to perform the specific work requested on behalf of the Wireless Service Provider.

If the Facilities are to be located on a Wireless Support Structure that is not owned or operated by the City, then the Applicant shall provide written confirmation of permission to use the Wireless Support Structure from the owner or operator of the Wireless Support Structure.

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## Fees

Application shall be deemed incomplete until the Application Fee is paid to the City. Checks must be made out to the City of Broadview Hts.

- Application Fee: \$250 (Calculated on a cumulative basis for a consolidated request.)
- Attachment Fee: \$200 annually per attachment to a Wireless Support Structure owned or operated by the City, due upon the City's approval of the Small Cell Use Permit.

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## As-Built Drawings

Within 30 days after installation is completed, Applicant shall provide the City with as-built drawings.

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## Financial Surety

No later than 48 hours after the Small Cell Use Permit is issued, the Applicant shall provide to the City a bond, escrow, deposit, letter of credit, or other financial surety to ensure compliance with Chapter 1305 of the Codified Ordinances and Chapter 4939 of the Ohio Revised Code. The financial surety must be in an amount sufficient to cover the cost of removal of all Facilities owned or operated by the Facilities Operator.

# Small Cell Facilities Application Continued

## Indemnification

\_\_\_\_\_ (NAME OF APPLICANT) HEREBY INDEMNIFIES, PROTECTS, DEFENDS, AND HOLDS THE CITY AND ITS ELECTED OFFICIALS, OFFICERS, EMPLOYEES, AGENTS, AND VOLUNTEERS HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, JUDGMENTS, COSTS, LIENS, LOSSES, EXPENSES, FEES TO INCLUDE REASONABLE ATTORNEY FEES AND COSTS OF DEFENSE, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE, INCLUDING PERSONAL OR BODILY INJURY OR DEATH, PROPERTY DAMAGE OR OTHER HARM FOR WHICH RECOVERY OF DAMAGES IS SOUGHT, TO THE EXTENT THAT IT IS CAUSED BY THE NEGLIGENCE OF THE FACILITIES OPERATOR WHO OWNS OR OPERATES SMALL CELL FACILITIES AND WIRELESS SERVICE IN THE RIGHT-OF-WAY, ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, AFFILIATE, OR SUBCONTRACTOR OF THE OPERATOR, OR THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS, OR REPRESENTATIVES WHILE INSTALLING, REPAIRING, OR MAINTAINING FACILITIES IN THE RIGHT-OF-WAY.

- CONSTRUCTION MUST BE COMPLETE WITHIN ONE HUNDRED EIGHTY DAYS (180) AFTER THE SMALL CELL USE PERMIT IS GRANTED OR THE PERMIT SHALL EXPIRE**
- ALL SPECIAL INSPECTION REPORTS NEED TO BE SUBMITTED TO THE BUILDING DEPARTMENT ONCE THE WORK IS COMPLETED**

## Certification

I hereby certify that the information and the statements submitted in this application and accompanying materials are true, complete, and accurate to the best of my knowledge and belief, and are made in good faith, and that the individual signing below has authority to act on behalf of the Facilities Owner.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature Name / Title

Applicant's Address: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's Office/Cell Phone: \_\_\_\_\_

# Small Cell Facilities Application Continued

## **Instructions and Additional Information**

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

### **Submittal**

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

Sufficient copies of the drawings must be submitted with the application.  
Three (3) sets of Residential **and supporting documentation**

In addition to the hard copies please submit electronic copies of all documentation (USB flash/jump drive, file transfer, cd)

### **Fees**

Small cell tower: \$250

### **Payment Methods:**

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen (<https://www.broadview-heights.org/147/Pay-Online>).

If you are paying in person no payments will be accepted or processed after 4:00 pm.

### **Codes & Applications:**

You may obtain the specific requirements for the projects in the Code of Ordinances (chapter 1344) of Broadview Heights on the City's Website: [www.broadview-heights.org](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

### **Inspections:**

All special inspection reports need to be submitted to the building department once the work is completed