



Wireless Telecommunications Application

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

Type of Project (check all that apply)

- New Tower or Facility
- New Antenna/Dish
- Co-Location on Existing Tower or Building

Office Use

Date Received: _____
Fee Amount: _____
Permit No.: _____

Project Site

Property Address _____

Auditor Parcel Number(s) (APN/PPN) _____

Broadview Hts. OH, 44147

City/State/Zip _____

Zoning District _____ Sub Lot # _____

Tower Owner

Company Name: _____

Point of Contact Name _____

Address: _____

Cell/Phone _____

City/State/Zip _____

Email _____

Contractor (sight manager)

Company Name: _____

Point of Contact Name _____

Address: _____

Cell/Phone _____

City/State/Zip _____

Email _____

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

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 _____

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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 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

New wireless telecommunications tower and facility: \$2,000

New wireless telecommunications antenna: \$500

Co-location of a wireless telecommunications antenna on an existing tower or building: \$500

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.

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Inspections:

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