



SMALL CELL WIRELESS FACILITIES  
& WIRELESS SUPPORT APPLICATION

Permit Number: \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Applicants Legal Status: \_\_\_\_\_ Applicants Tax ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Local Officer/Agent/Employee:** \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Affiliates and Agents that will use or be responsible for the facilities in any way:**

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Description of Use or Responsibility: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Description of Use or Responsibility: \_\_\_\_\_

**THE FEE FOR EACH APPLICATION IS \$250.00**

**In addition to the application fee, the facilities operator shall pay an annual attachment fee of \$200.00 to the City for each small cell facility attached to a municipally-owned wireless support structure. The first-year attachment fee shall be paid when the collocation is complete. The applicant will register the facilities/structure annually.**

## Application Requirements Checklist

### -For Small Cell Wireless Facilities & Wireless Support Structures-

Please review and check to confirm submission:

- Completed Application and Payment.
- Insurance Policies
- Financial Surety
- Plans
- Preliminary Installation/Construction Schedule and Completion Date
- Evidence of Notice to Property Owners
- If applicable: Agreement Letter from Owner or Operator

**Inspection requirements:**

- Final Inspection

Signature: \_\_\_\_\_

Printed Applicant Name: \_\_\_\_\_

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

**-For Small Cell Wireless Facilities & Wireless Support Structures-**

**907.13 - Insurance requirements.**

(a) As a condition of the City's consent to occupy the right-of-way, a facilities operator must secure and maintain the following liability insurance policies insuring both the facilities operator and as additional insureds the City, its elected and appointed officers, officials, agents and employees:

(1) Comprehensive general liability insurance with limits not less than:

- (A) Five million dollars for bodily injury or death to each person;
- (B) Five million dollars for property damage resulting from any one accident; and
- (C) Five million dollars for all other types of liability.

(2) Automobile liability for owned, non-owned and hired vehicles with a limit of \$3,000,000.00 for each person and \$3,000,000.00 for each accident.

(3) Worker's compensation within statutory limits and employer's liability insurance with limits of not less than \$1,000,000.00.

(4) Comprehensive form premises-operations, explosions and collapse hazard, underground hazard and products completed hazard with limits of not less than \$3,000,000.00.

(b) Each such insurance policy shall contain the following endorsement:

"It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until 90 days after receipt by the City, by registered mail, of a written notice addressed to the Chief Building Official of such intent to cancel or not to renew."

(c) Within 60 days after receipt by the City of the notice provided for in subsection (b) above, and in no event later than 30 days prior to the cancellation of the policy, the facilities operator shall obtain and furnish to the City replacement insurance policy meeting the requirements of this section.

**907.15 - Financial surety.**

(a) Each facilities operator must procure and provide to the City a bond, escrow, deposit, letter of credit, or other financial surety to ensure compliance with this chapter and applicable state and federal law. 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.

(b) The City may, in its sole discretion, draw on the financial surety to remove abandoned facilities, remove or repair damaged facilities, or to repair damage to any City property caused by the facilities operator or its agent. In such event, the facilities operator shall cause the financial surety be replenished to its prior amount within ten business days after the City notifies the facilities operator that it has drawn on the financial surety.

**907.07 - Required application materials.**

The applicant must submit the following documentation to the Chief Building Official with each application.

(c) Fully dimensional scaled site plan (scale no smaller than one inch equals 40 feet). The site plan must include:

- (1) The exact proposed location of the facilities within the right-of-way;
  - (2) All existing facilities with all existing transmission equipment;
  - (3) The location of all overhead and underground public utilities, telecommunications, cable, water, sanitary sewer, and storm water drainage utilities in the public way within 100 feet surrounding the proposed facilities.
  - (4) The legal property boundaries within 100 feet surrounding the proposed facilities;
  - (5) Indication of distance between the facilities and existing curbs, driveways, sidewalks, trees, utilities, other poles, and existing buildings within 100 feet surrounding the proposed facilities; and
  - (6) Access and utility easements within 100 feet surrounding the proposed facilities.
- (d) Elevation drawings (scale no smaller than one inch equals ten feet) of the proposed facilities.

(e) Evidence that the applicant provided notice by mail to all property owners within 300 feet of the proposed facilities prior to submitting the application. The notice shall include:

- (1) Name of the applicant;
- (2) Estimated date applicant intends to submit the application;
- (3) Detailed description of the proposed facilities and the proposed location;

and

(4) Accurate, to-scale photo simulation of the proposed facilities. Scale shall be no smaller than one inch equals 40 feet.

(f) A preliminary installation/construction schedule and completion date.

(g) 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.

(h) 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. It shall be the responsibility of the applicant to evaluate, prior to making the application for a small cell use permit, the compatibility between the existing City infrastructure and applicant's proposed facilities.

(i) A landscape plan that demonstrates screening of proposed small cell equipment.

(j) Drawings of the proposed facilities. For all equipment depicted, the applicant must also include, if applicable:

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

(k) If the applicant is not an operator, then the applicant must provide proof that the applicant has been engaged by and has an agreement with an operator who will be the end-user of the facilities.

(l) If applicant proposes to collocate on privately-owned structure(s), applicant must provide proof of owner's permission in the form of a letter or other correspondence from the owner.

( [Ord. No. 18-46, § 1, 7-10-2018](#) )