

## SMALL WIRELESS FACILITY CHECKLIST

### PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Small Wireless Facility application. Information relative to Small Wireless Facilities can be found in Chapter 7, Article 9 of the Code of Ordinances.

**All plans and application requirements shall be submitted in a PDF format via email.**

- The application fee for the placement or modification of a small wireless facility on an existing pole shall be \$500.00 for a single up-front application that includes up to five (5) small wireless facilities, or \$1,000.00 for each new pole to support a small wireless facility in addition to an annual license fee of \$270.00 per small wireless facility in a public Right of Way.
- Completed General Application with an original signature from the Applicant and Owner
- To clarify the location of the proposed facility, the applicant shall submit the following:
  - GPS Coordinates (latitude and longitude) in decimal degrees for the proposed small wireless facility location.
  - Street map identifying the specific location.
  - Street view photographic images of the location.
  - For small cell facilities on private property the zoning shall be indicated.
- A general description of the proposed work and the purposes and intent of the small wireless facility. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed. The description shall include the type of equipment, number of antennas, height to top of antenna(s), statement of compliance with FCC requirements, and description and/or depiction of concealment elements.
- Written commitment statements that:
  - The applicant's facility shall always without exception be maintained in a safe manner, and in compliance with all conditions of the Special Use Permit, as well as all applicable and permissible local codes, ordinances, and regulations and all applicable City, State and Federal Laws, rules, and regulations, unless specifically granted relief by the Board in writing;
  - The construction of the facility is legally permissible, including, but not limited to the fact that the applicant is licensed to do business in the State.
- Certified detailed construction drawings, including but not limited to the following information:
  - A certified boundary survey completed by a Professional Land Surveyor showing the location of all lot lines and rights-of-way, the size of the property footprint on which the structure to be built or attached to is located, stated both in square feet and lot line dimensions, and the location of the nearest residential structure and habitable structure.
  - The location, size and height of all existing and proposed structures on the property that are more than 6' in height and are not buildings.
  - Enclosures and cabinets on the property on which the structure is located that are related to the subject of the application.

- A site plan to-scale, showing the footprint of the support structure and the type, location and dimensions of access drives, landscaping, buffers, fencing, underground utilities of any kind and any easements.
- Elevation drawings showing the profile or the vertical rendition of the facility and identifying all existing and proposed attachments and all related fixtures, structures, appurtenances and apparatus, including the height above the existing grade, materials, colors and lighting. Photo simulations may be required to be submitted with pictures of the proposed facility from key points surrounding the site.
- Proposed electrical and grounding plans for the facility.
- ❑ Cut Sheets or specifications for all equipment to be installed/mounted on the structure.
- ❑ Transmission and maximum effective radiated power of the antenna(s).
- ❑ The azimuth, size, top of antenna height and location of all proposed and existing antennas on the support structure, including the height of the top of any equipment affixed to the top of the support structure.
- ❑ The type the support structure and a structural analysis and report, including the calculations, certified by a Professional Engineer licensed in the State and proving the structure’s capability to safely accommodate the facilities of the applicant.
- ❑ A list of the specific frequency bands to be initially activated immediately upon completion of construction.
- ❑ A copy of the FCC licenses applicable for all the frequency bands licensed to the carrier to provide service in the City.
- ❑ A signed statement of commitment that the applicant will expeditiously remedy any physical or RF interference issues with other wireless devices or services.
- ❑ New Small Wireless Facility Support Structure: Provide written evidence that applicant was unable to co-locate on an existing facility and the reason(s) such as i) lack of an existing structure; ii) lack of a structure meeting technical Needs of the carrier; or iii) not being able to secure an attachment agreement with the owner.
- ❑ A copy of the applicant’s Certificate of Liability Insurance.
- ❑ Any application for small wireless telecommunication facilities that is proposed to be located in the City’s Right-of-Way shall contain a provision with respect to indemnification of the City.

If the applicant has any questions or concerns regarding Small Wireless Facilities, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Andy Bauer	Zoning Administrator	251.968.1151	251.968.1188	<a href="mailto:abauer@gulfshoresal.gov">abauer@gulfshoresal.gov</a>
Jennifer Watkins	Planner	251.968.1154	251.968.1188	<a href="mailto:jwatkins@gulfshoresal.gov">jwatkins@gulfshoresal.gov</a>
Mell Davis	Admin. Assistant	251.968.1164	251.968.1188	<a href="mailto:mdavis@gulfshoresal.gov">mdavis@gulfshoresal.gov</a>