

INSTRUCTIONS FOR THE TELECOMMUNICATIONS PERMIT APPLICATION

General Information

This application process for installation of telecommunications structures and facilities is pursuant to Section [REDACTED]. This section of the [REDACTED] Zoning Law details definitions and zoning regulations for telecommunications structures and facilities. All telecommunications projects defined under this section of the Zoning Law are subject to review by the Planning Board. These instructions aim to provide a clear understanding of requirements for completing the Telecommunications Permit Application. If electronically submitting this permit, please provide all files in PDF format.

Telecommunications projects covered under this permit:

Section [REDACTED] of the [REDACTED] Zoning Law addressed small cell facilities, new telecommunications structures and co-location of wireless facilities on existing structures. The table below details permit qualifications for review by the [REDACTED] Town/City/Village Planning Board.

TELECOMMUNICATIONS PERMIT ACTIVITY CATEGORIES		
Small Cell Facilities (New installation or equipment replacement)	New Tower/Structure (Installation or Construction)	Co-location (Wireless facility placed on an existing structure)
<p>Basic requirements:</p> <ol style="list-style-type: none"> Small cell facilities must not be staffed and must consist of one or more antennas attached to a support structure or building. Each antenna is located inside an enclosure of no more than six (6) cubic feet in volume, or, in the case of an antenna with exposed elements, the antenna and all its exposed elements must theoretically fit within an enclosure of no more than six (6) cubic feet All other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet, or such higher limit as is established by the Federal Communications Commission 	<p>Basic requirements:</p> <ol style="list-style-type: none"> Structure does not exceed 100 feet above the ground upon which the antenna is placed Towers and antennas shall be designed to blend into the surrounding environment Towers should be self-supporting without the use of wires, cables, beams or other means A driveway and an appropriate parking area are required to ensure adequate emergency and service access Towers shall not be located closer than 750 feet to the nearest prohibited district Any proposed tower shall be designed, in all respects, to accommodate both the applicant's antennas and comparable antennas for three or more additional users Provide letter of intent for shared use of the proposed communications tower or structure by other PWS providers in the future 	<p>Basic requirements:</p> <ol style="list-style-type: none"> Co-location: The use of a communications tower by more than one carrier Wireless facility: equipment at a fixed location that enables wireless communications between user equipment and communications network Facility cannot be collocated if: <ol style="list-style-type: none"> Antenna exceeds structural capacity of existing or approved tower or structure Antenna would cause interference materially impacting the usability of other existing or planned antenna Existing or approved tower or structure cannot accommodate the antenna at a height necessary to function reasonably Other reasons that make it infeasible to locate the antenna upon an existing or approved tower or structure

ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED FOR AN APPLICATION TO BE ACCEPTED. TWO COPIES WITH SUPPORTING DOCUMENTS MUST BE SUBMITTED.

How many permit requests can I submit?

1. An application may be submitted for one (1) permit category only
2. An application for small cell facilities may contain up to thirty-five (35) small cell facilities
3. An application for a new structure may contain only one (1) permit request
4. An application to co-locate on an existing facility may contain only (1) permit request

▶ APPLICATION SECTIONS

1. Project Type

Select the category for which you are applying (i.e. small cell facility, new tower/structure, co-location). Indicate any sub-categories that fit the project. Refer to the detailed basic requirements from page 1.

NOTE: NEW STRUCTURES AND CO-LOCATION PROJECTS MAY REQUIRE A BUILDING INSPECTION AND PERMIT. CALL THE CODE ENFORCEMENT OFFICER AT [REDACTED] FOR MORE INFORMATION.

2. Applicant Information

Please indicate the primary contact for the project. This will be the person/entity in which all correspondence will be directed.

If applicable, indicate:

- a) Wireless service provider
- b) FCC license status

3. Site Information

Enter physical location information for the property where the project is proposed to be installed. Include the address and associated zoning district.

- a) Indicate if the site is private or municipally-owned
- b) Provide any information on existing or planned communications facilities at this site

4. Site Owner

Enter the full contact information for the site owner as identified in item 3. A letter of consent from the site owner is required as part of the supplementary documents submitted with this application.

5. Project Information

Provide a brief narrative description of the project.

6. Small Cell Facilities Questions

Answer each question. If the project is located in the public right-of-way, please contact [REDACTED]

Equipment Measurements:

Provide measurements for all equipment being installed/replaced including the antenna, enclosure and any other associated equipment.

- a) **Enclosure:** Real or theoretical three-dimensional space that houses an antenna
- b) **Antenna:** Communications equipment that transmits and/or receives electromagnetic radio frequency signals used in the provision of Wireless Services. This does not include broadcast antennas, antennas for amateur radio use or residential satellite dishes
- c) **Associated Equipment:** Equipment supporting the facility being installed. The following shall not be included in the equipment volume calculation for small cell facilities:
 - Electric meter
 - Concealment
 - Telecommunications demarcation boxes
 - Back-up power systems
 - Grounding equipment
 - Power transfer switches
 - Cut-off switches
 - Vertical cable runs for the connection of power and other services
- d) Indicate the range of frequencies for each antenna/facility as well as the maximum effective radiated power (ERP)

7. New Structure Questions

Answer each question. Contact the code enforcement officer at [REDACTED] to determine if a building permit is required.

8. Co-location Questions

Indicate the type of wireless facility being co-located.

9. Engineer’s Certification

A licensed engineer must attest to the truth and accuracy of the radio frequency information and statements made in the application.

10. Attachments

Attach any supporting documents as detailed on page 4 of this application. For more information, refer to §130-65.3, Application Materials and Supporting Documents.

11. Notarized Signature

A notarized signature is required in order to be accepted as complete.



TELECOMMUNICATIONS PERMIT APPLICATION

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 Phone (607) 962-5092 | Fax (607) 962-3400
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New Submission Revision

1. PROJECT TYPE		
<input type="radio"/> Small Cell Facility <input type="checkbox"/> New (antenna + equipment) <input type="checkbox"/> Equipment Replacement <input type="checkbox"/> Adding Equipment	<input type="radio"/> New Structure <input type="checkbox"/> New Construction/Installation	<input type="radio"/> Co-location of Non-Small Cell Facilities TYPE: <input type="checkbox"/> Install/Mount <input type="checkbox"/> Replacement Location: <input type="checkbox"/> Base Station <input type="checkbox"/> Building Façade <input type="checkbox"/> Roof <input type="checkbox"/> Utility Pole <input type="checkbox"/> Existing Structure

2. APPLICANT INFORMATION			
APPLICANT/PERMIT HOLDER:		WIRELESS SERVICE PROVIDER:	
COMPANY CONTACT:	PHONE:	EMAIL:	
MAILING ADDRESS:	CITY:	STATE:	ZIP:
<i>For projects that require a building inspection/permit, provide contractor information (if applicable):</i>			
CONTRACTOR NAME:			
MAILING ADDRESS:	CITY:	STATE:	ZIP:
SQUARE FOOTAGE:	CONSTRUCTION TYPE:		
Is applicant an FCC-licensed provider of wireless services? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not an FCC-licensed provider of wireless services, attach a copy of documentation of authority to provide services in New York State.			
Under what section of the FCC's rules is the wireless services provider licensed? _____			

3. SITE INFORMATION			
ADDRESS:	CITY:	STATE:	ZIP:
ZONING DISTRICT:	LAT:	LONG:	
SITE DESIGNATION: <input type="checkbox"/> Private property <input type="checkbox"/> Municipally-owned property <input type="checkbox"/> Other publicly-owned property			
ARE THERE OTHER EXISTING OR PLANNED COMMUNICATIONS FACILITIES AT THIS SITE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide a description of the facilities.			

4. SITE OWNER			
NAME:	PHONE:	EMAIL:	
MAILING ADDRESS	CITY:	STATE:	ZIP:

5. PROJECT INFORMATION
Provide a brief description of the project:

6. SMALL CELL FACILITIES ONLY						
IS THERE AN EXISTING STRUCTURE AT THE SITE? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, STOP and contact Village/Town/City Clerk for correct application form.)						
IS STRUCTURE IN THE PUBLIC RIGHT OF WAY? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, STOP and contact Village/Town/City Highway Department.)						
STRUCTURE TYPE: <input type="checkbox"/> Tower <input type="checkbox"/> Water Tower <input type="checkbox"/> Building <input type="checkbox"/> Other: _____				STRUCTURE HEIGHT: _____ FT _____ IN		
EQUIPMENT MEASUREMENTS (in cubic feet)						
	ENCLOSURE	ANTENNA	ASSOCIATED EQUIPMENT	TOTAL	RANGE OF FREQUENCIES TO BE USED (MHz)	MAXIMUM ERP (Watts)
1						
2						
3						
4						
5						

* If there are more than five facilities on this application, please attach an additional equipment form.

7. NEW STRUCTURES ONLY	
Has a structure/project previously been installed, constructed, or approved for installation or construction at this location at the time of your filing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the structure designed to support small cell facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the structure height (in feet)? Please include any attached antennas/wireless facilities in calculation?	_____ ft.
Is this structure/project located within a local, state or federal historic district?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the height of highest utility pole within 500 feet of the new structure in the same public right of way or line of utility poles?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. CO-LOCATIONS ONLY		
Select type of wireless facility being co-located: <input type="checkbox"/> Radio Transceivers <input type="checkbox"/> Antennas <input type="checkbox"/> Cabling <input type="checkbox"/> Power Supply <input type="checkbox"/> Other _____		
What is the height of the building and/or existing structure?	<input type="checkbox"/> Building: _____ ft.	<input type="checkbox"/> Existing Structure: _____ ft.

9. ENGINEERING CERTIFICATION	
Engineer's Certification:	
I hereby certify that the radio-frequency (RF) information and the statements submitted in this application and any and all subsequent RF submissions or amendments to the application are true, complete, and accurate to the best of my knowledge and belief, and are made in good faith.	
<ol style="list-style-type: none"> 1. The RF engineering has been performed to the best industry and engineering standards. 2. The geographical terrain data used in determining the expected radio coverage is that provided by the U.S. Geological Survey, and is based on three (3) second or better terrain data. 3. The facility will comply with the maximum permissible RF exposure limits set forth in §1.1310 of the FCC Rules and Regulations. 	
I further certify that I am a qualified engineer with authority to act on behalf of the applicant regarding this certification.	
Name: _____	Title: _____
Signature: _____	Date: _____

10. ATTACHMENTS	
Please submit all the following with this completed application. Please provide your supporting documentation in the order listed below:	
<input type="checkbox"/> 11" x 17" drawings to scale showing the elevation profile of the new structure indicating height and design of proposed structure and any attached wireless facility. For co-location projects, drawings must show proposed wireless facilities to be co-located and height of existing structure and other existing wireless facilities. Report shall be completed by a licensed professional engineer.	
<input type="checkbox"/> A site plan including a vicinity map, the location of the proposed structure or co-location in relation to other structures or wireless facilities. Site plans should also include the number and types of antennas it can accommodate, distances between proposed communications tower structure and structures on adjoining properties within 750 feet. Include addresses for all property owners within 750 feet of the boundary of the property on which the communications tower is proposed, as contained in the public records.	
<input type="checkbox"/> Long Form Environmental Assessment Form (EAF) including all components listed in §130-65.3A (1)	
<input type="checkbox"/> Manufacturer's specification sheets on antennas, enclosures, and all other wireless equipment including dimensions, weight and attachment or connection. Include drawings pertaining to installation, stamped by a licensed profession engineer.	
<input type="checkbox"/> Maintenance and inspection schedule	
<input type="checkbox"/> Site access, road alignment, road width, road surface type, proposed curb-cuts, anticipated construction and operation vehicular traffic to and from the site and construction parking and storage areas. Location of the curb cut is subject to DOT regulations or a Town Highway work permit.	
<input type="checkbox"/> Each application for installation of antennas shall include either a preliminary or a certified statement that the installation of the antennas, including reception and transmission functions, will not interfere with the radio or television service enjoyed by adjacent residential and nonresidential properties or with public safety telecommunications.	
<input type="checkbox"/> A safety analysis and certification by a licensed professional engineer that the proposed PWS facility will be in compliance with all applicable FAA and FCC laws and regulations	

- Proof of the site owner’s consent, if the applicant is not the owner of the site on which the applicant seeks to locate a commercial PWS facility
- Copy of FCC license
- Names and addresses of adjacent property owners, as contained in public records
- An inventory of applicant’s existing sites as described in §130-65.3A (11)
- A visual impacts study, generated by an appropriately licensed consultant that includes all components listed in §130-65.3A (13)
- No fewer than three (3) alternative sites that meet the applicant’s technical requirements and the Village/Town/City’s zoning/land use regulations. Include all components as detailed in §130-65.3A (14)
- Applicant shall select a preferred alternative site based on the lowest potential visual impact and the preferred alternative site’s technical and economic feasibility. Applicant shall provide the Town with all components as listed in §130-65.3A (15)
- Identification and description of anti-climbing device
- A preliminary or a certified statement that the installation of the communications tower will not interfere with the PWS services enjoyed by adjacent residential and nonresidential properties or with public safety telecommunications.
- Identification and location of any PWS antennas located within one mile of the proposed communications tower, regardless of ownership.
- As-built drawings certified by a professional licensed engineer, within 60 days after completion of the construction.
- A demolition bond or other security acceptable to the Village/Town/City for the purpose of removing the communications tower if the owner fails to do so upon the communications tower disuse for a period of six months, or has been ordered removed by the Town.

All applications for a new structure or co-location on an existing structure must include the following:

- Attachment, connection, or footer information based on a minimum wind speed of 115 mph. Additional structural details may be required depending on the location.
- The location of any equipment or other facilities required by each of the three potential co-locators or additional users, as provided for in §130-65.4

11. NOTARIZED SIGNATURE REQUIRED

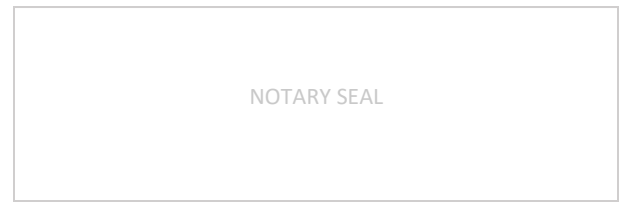
By my signature, I attest to the best of my knowledge and belief, that the information stated in this application and in all supporting plans and documents is true and accurate. I have complied with all applicable local, state and federal requirement for telecommunications facilities.

Name: _____

Signature: _____

Date: _____

Subscribed and affirmed before me in the Village/Town/City of _____, State of New York, on _____.



>>> FOR STAFF USE ONLY <<<

DATE RECEIVED: _____ PLANNING BOARD CHAIR: _____
 DATE COMPLETE: _____ CODE ENFORCEMENT OFFICER : _____
 BUILDING PERMIT #: _____ SITE PLAN/USE PERMIT #: _____ # OF FACILITIES: _____
 FEES: _____ PUBLIC HEARING DATE: _____ PLANNING BOARD ACTION: APPROVE DENY
 BUILDING REVIEW/INSPECTION: APPROVE DENY

PLANNING BOARD CHAIR

DATE

CODE ENFORCEMENT OFFICER

DATE