

INSTRUCTIONS FOR MAKING APPLICATION FOR A WIRELESS COMMUNICATION FACILITY (WCF)

1. The applicant (owner or authorized agent) will complete the application form and submit it to the Department of Planning and Development, 723 West Markham, Little Rock, telephone 371-4790.
2. The applicant will submit as part of the application two copies of a current survey to scale, performed by a professional surveyor, and four copies of a site plan to scale reflecting all physical improvements existing or proposed. The survey must be dated no more than five (5) years prior to the date of submittal of the application. The site plan must show dimensions from tower and equipment to the lease boundary lines and to property lines to the north, south, east and west. In the case of an “attached” WCF, a survey is not required if the entire WCF (antenna and equipment, etc.) is located on or within the footprint of the facility to which the WCF is attached. Site plans not involving the entire ownership shall be tied to the survey by giving dimensions from leased boundary liens to the property lines. Include a detailed landscape plan in accordance with the City’s WCF Ordinance. For roof top collocations include a roof top plan showing all existing and new communication antenna’s or dishes and equipment, as well as dimensions from new antenna, equipment, etc. to roof edges. Include dimensions for any extensions beyond roof edges and heights above points of attachment. Also include a collocation letter and an effective radiated power statement for every application except as noted below.
3. Leave blank the following items: WCF Case File No.; the “allowed” figures in the box area; and all items below double line.
4. The item “attached” refers to whether the WCF is attached to an existing facility or is mounted on its own separate supporting structure.
5. Provide a completed affidavit showing authorization from the property owner in the case of a new site, or the tower or facility owner in the case of a collocation, for the provider to represent their interests in the WCF applications.
6. Payment of a filing fee is required no later than the published docket closing date. Said fees are established by the City’s adopted Fee Ordinance.
7. The required ERP Information is a written statement from the applicant giving the measurement of the effective radiated power (ERP) of the facility and how this meets the FCC standards.
8. The required collocation agreement is a written statement from the applicant which includes two statements:
 - a. It states that the applicant has made a reasonable good faith attempt to find a collocation site, that none was feasible, and why. The “none feasible and why” must be verified by a qualified engineer.
 - b. It states that the applicant agrees to allow collocation of other WCF providers on this WCF being applied for. (Note that collocation capability includes ground space for added equipment.)

No collocation statement or agreement is required in the case of a proposed attached WCF, where the applicant is collocating on an existing WCF.
9. The Department of Planning and Development will provide a written response advising the applicant of the decision regarding the application, postmarked within five (5) business days after receipt of the completed application. ***If approved, the next step will be to obtain a building permit before any construction should begin. Submit a copy of approved WCF application, and a copy of approved site plan with original signature, with submittal for building permit.***

WIRELESS COMMUNICATION FACILITY (WCF) APPLICATION

WCF CASE FILE NO.: Z-_____ ADDRESS: _____

LEGAL DESCRIPTION: _____

ZONING CLASSIFICATION: _____ ABUTTING RESIDENTIAL: _____ YES _____ NO

PROPERTY LOCATED IN FLOODPLAIN DISTRICT: _____ YES _____ NO

ATTACHED: _____ OR WITH SUPPORT STRUCTURE: _____

	Maximum Height	Setbacks: Front	Setbacks: Rear	Setbacks: Sides	Platted Building Line
Allowed, WCF Tower					
Proposed					
Allowed, Equipment Structure					
Proposed					

SECURITY FENCING HEIGHT: _____

LIGHTING: _____ YES _____ NO DOWNSHIELDED: _____

LANDSCAPE PLAN ATTACHED: _____ ERP INFORMATION ATTACHED: _____

COLLOCATION STATEMENT/AGREEMENT ATTACHED: _____

ADDITIONAL DEVELOPMENT STANDARD INFORMATION: _____

APPLICANT NAME: _____

(please print)

APPLICANT ADDRESS: _____

APPLICANT PHONE NO.: _____ FAX NO: _____

APPLICANT SIGNATURE: _____

Date Received: _____

Easement Clearance: Approved / Denied

Application: Approved / Denied

Any information not provided regarding easement or floodway/plain, which impacts the decision regarding this application is the responsibility of the applicant.

NOTE: OBTAIN A BUILDING PERMIT BEFORE BEGINNING ANY CONSTRUCTION. SUBMIT COPY OF THIS APPROVED APPLICATION AND ORIGINAL SIGNED SITE PLAN WITH SUBMITTAL.

COMMENTS: _____

DATE: _____

PLANNING OFFICIAL: _____

AFFIDAVIT

I, _____ certify by my signature below that I hereby authorize _____ to act as my agent regarding the _____ of the below described property.

Property described as: _____

Signature of Title Holder

Date

Subscribed and sworn to me a Notary Public on this _____ day of _____.

Notary Public

My Commission Expires:

CHECKLISTS FOR WCF SUBMITTALS

Required Items for Tower Sites

Survey to Scale with:

- Full legal description of host land, leased areas and access easement.
- Surveyor or engineer's official stamp with a signature.
- Standard Flood statement including reference to location within 100 year Flood Plain and/or Floodway.
- All property lines, adjacent roadways with name.
- All easements (utility, access, drainage), which cross or serve the leased area, shown from property lines to, and across, the leased area.
- All existing structures, fences and paved areas on the parent property, which are adjacent to, surrounding and within 100 feet of the leased boundary, and on the leased area.
- Site location map.

Site Plan to Scale with:

- Distance from face of tower to property line, in all four directions.
- Distance from outer edge of equipment to property line, in all four directions from whichever part of equipment is closest to property line (including power rack).
- Distance of leased boundary lines to property lines in all four directions.
- Access easements to the leased area.
- All proposed and existing structures, fences, paved areas, and label which are existing and which are proposed (or new).
- Landscape Plan when applicable, showing existing and/or new landscaping with comments about type, spacing, and height of plants "at planting". (If existing vegetation is being used that must be clearly explained.)
- Show wood privacy fence location and note that it will be eight (8) feet tall.
- Include a scaled elevation view of tower, equipment and fence showing:
 - a) highest point dimension whether it be the antenna or the tower
 - b) distance to top of all antenna's on the tower
 - c) note which antenna's are new and existing
 - d) equipment, ice bridges and fence height dimensions from the ground
 - e) "cut" lines may be used on the tower, but be sure that the bottom equipment area, and areas where antenna's are connected to the tower, are to scale

Also Include:

- Collocation letter
- ERP letter signed by RF Engineer
- Affidavit from Tower owner

For Rooftop Submittal Include:

- Roof Plan looking down on roof showing existing and new antenna or communication equipment, with “new” clearly marked. Show antenna and equipment if it’s on the roof. Show distances between equipment and antenna’s.
- Elevation views showing how top couple floors of building and all items on roof would appear as you look towards the building. Show dimensions from roof at point of contact to top of new antennas, and to top of new equipment if it’s on roof.
- If equipment is on the ground, the equipment would be viewed as a ground site with all the normal information required for what is on the ground, including a survey. The antenna on the roof would still require information requested above.
- Also requires ERP letter and Affidavit.
- If antennas are mounted on the face of the building, or if they otherwise protrude horizontally beyond the vertical face of the building, show clearly how far from the face they protrude.
- Survey not required when entire WCF, antenna and equipment, is located on or within the footprint of the facility to which the WCF is attached.

INCLUDE COPY OF APPROVED APPLICATION AND A COPY OF APPROVED SITE PLAN WITH ORIGINAL SIGNATURE WHEN SUBMITTING FOR THE BUILDING PERMIT.