



# Wireless Permit Application

Submittal Date: \_\_\_/\_\_\_/\_\_\_

**Applicant or Co-Applicant must be a licensed carrier.**

**Name of Applicant:** \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

Applicant or Representative's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Name of Co-Applicant:** \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

Co-Applicant or Representative's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Name of Licensed Carrier:** \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

Licensed Carrier's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Name of Property Owner:** \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

**Property Owner Consent:**

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Address of Subject Property: \_\_\_\_\_

Legal Description of Subject Property: \_\_\_\_\_

Tax Parcel Number of Property: \_\_\_\_\_

Current Zoning of Subject Property: \_\_\_\_\_

**See attached checklist for items that must be submitted with this application in order for application to be considered complete.** See Article 8A of the Hailey Zoning Ordinance for information on process.

**FOR CITY USE ONLY** Fees: *Cost of additional noticing, recording fees, and other direct costs including technical review will also be assessed*

|   |           |
|---|-----------|
| <input type="checkbox"/> Wireless Master Development Plan (Admin, no notice).....                             | \$ 250.00 |
| <input type="checkbox"/> Wireless Permit (mail notice only) <b>OR</b> .....                                   | \$ 350.00 |
| <input type="checkbox"/> Wireless Conditional Use Permit (mail and publish notice) .....                      | \$ 600.00 |
| <input type="checkbox"/> Publication.....   | \$ 50.00  |
| <input type="checkbox"/> Mailing (# of addresses _____) x (. _____ postage & .15 for paper, envelope & label) |           |
| <b>DO NOT COUNT DUPLICATES OR CITY OF HAILEY</b>  | \$ _____  |
| <input type="checkbox"/> Lamination for Posting (\$36 x2) (Conditional Use Permit).....                       | \$ 72.00  |
| Total Due.....  | \$ _____  |

# WIRELESS PERMIT CHECKLIST

City Use Only -

Project Name:

Certified Compete by:

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

**The following items must be submitted with the application for the application to be considered complete (✓):**

- \_\_\_\_\_ One (1) large set of plans to scale of a site plan at scale of no less than one (1) inch = twenty (20) feet which includes:
  - \_\_\_\_\_ location, type & height of proposed PWSF or WCF, support structures, security barrier and other components with setbacks.
  - \_\_\_\_\_ On-site structures, land uses and zoning
  - \_\_\_\_\_ circulation-adjacent roadways, ingress and egress from such roadways, parking & pedestrian circulation and access
  - \_\_\_\_\_ fences, signs, exterior lighting and storm drainage
  - \_\_\_\_\_ property lines with dimensions, adjacent land uses, structures & zoning
  - \_\_\_\_\_ existing watercourses, utility lines, easements, deed restrictions and other built or natural features restricting the use of the subject property
  - \_\_\_\_\_ a grading, fill and drainage plan for the site
  - \_\_\_\_\_ North arrow, scale and legend, and topographic map of property prior to any proposed improvements, grading or fill with contours at two-foot intervals
  - \_\_\_\_\_ information demonstrating compliance with the standards of this Article

*The City, at its discretion, may waive any of the above site plan requirements for PWSF's or WCFs attached to existing structures.*

- \_\_\_\_\_ Landscape and/or screening plan specifying:
  - \_\_\_\_\_ existing and proposed landscaping indicating size, location & species of vegetation.
  - \_\_\_\_\_ indication of existing vegetation to be removed or retained
  - \_\_\_\_\_ information demonstrating compliance with the screening standards of this Article

*The landscape plan may be waived when the PWSF or WCF is to be attached to a building and the equipment is located within the building.*

- \_\_\_\_\_ elevation drawings or "before & after" photographs/drawings simulating and specifying location & height of antennas, support structure, equipment enclosure(s) & other accessory uses, fences & signs
- \_\_\_\_\_ elevations of all sides of any proposed above ground equipment enclosures
- \_\_\_\_\_ map indicating service area of the facility
- \_\_\_\_\_ map indicating locations & service areas of other PWSF or WCF sites operated by the applicant in the City and within one mile of the City's corporate limits.
- \_\_\_\_\_ One (1) copy of any larger plans/maps
- \_\_\_\_\_ PDF files of all required documents and 11" x 17" plans/maps
- \_\_\_\_\_ One (1) copy of photo simulations of the proposed PWSF or WCF from adjacent residential properties & public rights-of-way at varying distances.
- \_\_\_\_\_ A description of the support structure or building upon which the PWSF or WCF is proposed to be located, & the technical reasons for the design & configuration of the PWSF or WCF
- \_\_\_\_\_ Written documentation demonstrating a good faith effort in locating facilities in accordance with the Location Selection Criteria set forth in Section 8A.5.1
- \_\_\_\_\_ Evidence as specified in the Co-location Requirements, Section 8A.5.2
- \_\_\_\_\_ Written description of how the proposed PWSF or WCF fits within the master development plan
- \_\_\_\_\_ Signed & notarized statement by the applicant indicating:
  - \_\_\_\_\_ certification by a qualified radio frequency engineer that the antenna usage shall not interfere with other adjacent or neighboring transmission or reception functions
  - \_\_\_\_\_ that the applicant, if proposing new freestanding tower, shall make a good faith effort to allow other wireless carriers to co-locate antennas on the proposed tower where technically & economically feasible

- \_\_\_\_\_ that the applicant agrees to remove the PWSF or WCF and equipment within ninety (90) days after the site's use is discontinued
- \_\_\_\_\_ any lease agreement with a landholder specifies that if the provider fails to remove the PWFS or WCF and equipment within ninety (90) days of its discontinued use, the responsibility for removal belongs to the landholder
- \_\_\_\_\_ a Memorandum of Lease shall be recorded with the office of the Blaine County Recorder
- \_\_\_\_\_ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Submit paper copy and electronically on formatted spreadsheet. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
- \_\_\_\_\_ Names and addresses of easement holders within the subject property.
- \_\_\_\_\_ Copy of Form 600 on file with the FCC; or FCC license (Radio Authorization Form)
- \_\_\_\_\_ A complete right-of-way encroachment permit application if PWSF or WCF is to be located within a public right-of-way
- \_\_\_\_\_ A list of all hazardous substances (as defined by CERCLA), chemicals, petroleum products, batteries, and similar items or substances, which will be used or stored on the PWSF or WCF site.
- \_\_\_\_\_ A list of all types of materials, including finishes and colors, used in construction of, and which will be visible on, the exterior of the PWSF or WCF
- \_\_\_\_\_ Certification that the proposed PWSF or WCF complies with all applicable FCC guidelines
- \_\_\_\_\_ Radio Frequency Radiation (RFR) report for the proposed PWSF or WCF prepared by a qualified RF engineer
- \_\_\_\_\_ FAA Aeronautical Survey indicating any required lighting of proposed PWSF or WCF, and all available alternative lighting and/or painting which will also meet that requirement. The City shall have the ability to condition permit approval on an alternative location, site or design which will not require such painting or lighting, or shall require the least intrusive lighting and/or painting allowed by the FAA where no other alternative location, site or design is available. If lighting is required, the City will authorize only solid red lights, and no strobe or flashing lights will be allowed unless no other alternative locations, site or design are available. Prior to issuance of a building permit, any required FAA Permit for the proposed facility, including exact geographic coordinates, shall be submitted
- \_\_\_\_\_ FAA Form 7460-1, "Notice of Proposed Construction or Alteration", where required
- \_\_\_\_\_ Narrative statement describing two alternative proposals examined by the applicant for the PWSF or WCF facility regarding location, siting, height, and/or design. Each alternative must comply with the provisions of this Article and be equally or less intrusive than the proposal submitted for approval. If statement does not describe appropriate alternatives, the City may retain a private expert, at applicant's expense, under Section 8A.12 of the Article, to develop or review such alternative proposals. The City shall not further process the Wireless Permit application until such alternatives have been submitted; the time frame for processing the application shall be tolled until thirty (30) days after such submittal. If no alternatives are provided, application will be deemed incomplete.
- \_\_\_\_\_ Conditional Use Permit application and Wireless Conditional Use Permit fee as set by City Ordinance, when necessary.
- \_\_\_\_\_ Copy of Lease Agreement, when applicable.