



Wireless Communications Facility Application Packet

Section 101: Applicable Code Requirements.

The City currently uses the 2012 International Codes (Building, Existing Building, Energy Conservation Code, Mechanical, Plumbing, Fuel/Gas, Property Maintenance) and the 2014 National Electrical Code, along with Chapter 6 City Code.

Section 102: Definitions of Different Wireless Communication Facilities (WCF):

The City has definitions regarding the types of WCF's as denoted below:

- A. Monopole - Means a WCF constructed as a freestanding structure which consists of a single vertical pole, fixed into the ground and/or attached to a foundation with no guy wires, containing one (1) or more antennas and associated equipment at any given point with externally mounted or visible antennae.
- B. Self-Enclosed Monopole - Means a WCF constructed as a freestanding structure which consists of a single vertical pole, fixed into the ground and/or attached to a foundation with no guy wires, containing one (1) or more antennas and associated equipment no larger than thirty-six (36) inches in diameter at any given point with no externally mounted or visible antennae.
- C. Attached - Means a WCF that is attached to a building or other permanent structure.
- D. Stealth - Means a wireless communication facility that is screened, disguised, concealed or otherwise camouflaged as a natural structure, or part of a structure, such that the WCF is indistinguishable from other natural structures, or the structure that it is attached to or within.

Section 103: Submission Requirements.

All schematics shall be drawn, and all signs shall be placed in accordance with the City adopted International Building Code (IBC) Standards. The following items shall be provided in order to begin review, as applicable based on the types of signage:

- A. Submittal of appropriate filing fees for the application. \$200.00 + 115% for any City third-party review (to be submitted later in the process).
- B. Owner's authorization for any agent.
- C. Site plan showing at minimum the scale, north arrow, surrounding items, location on property, and items associated with the request.
- D. Schematics of the proposed wireless communication facility including but not limited to, antenna, mounting apparatus, cabinets, buildings, signage, driveway on the property, and driveway within any right-of-way.
- E. If it is to be located on a lot with another principal use, the applicant shall present documentation that the owner of the property has granted an easement or entered into a lease for the proposed facility and that vehicular access is provided to the facility.

- F. For monopole and self-enclosed monopole, the following additional information:
 - 1. Inventory of all existing facilities used by the applicant within the City or its extraterritorial jurisdiction, including but not limited to the location, height and design of each existing WCF.
 - 2. Evidence of written contact with all wireless service providers which supply service within a quarter (1/4) mile of the proposed facility and documentation the applicant has inquired about potential collocation opportunities at all technically feasible locations.
 - 3. Documentation that the property owner has granted an easement or entered into a lease for the proposed facility and that vehicular access is provided to the facility

- G. For attached wireless communication facilities, the following additional information:
 - 1. If the applicant is proposing to install a roof-mounted WCF, the City shall be provided with an engineer's certification that the roof will support the proposed WCF and associated roof-mounted equipment.
 - 2. Documentation that the building owner to which the WCF will be attached has granted permission for the proposed facility to be attached and maintained.

- H. For stealth wireless communication facilities, the following additional information:
 - 1. Provide an artist's rendering of the proposed stealth WCF, along with images of comparable structures, both of similar stealth WCFs and of the actual structures that the WCF will be mimicking.
 - 2. If a stealth WCF is to be located on a lot with another principal use, the applicant shall present documentation that the owner of the property has granted an easement or entered into a lease for the proposed facility and that vehicular access is provided to the facility.

- I. If landscaping is required a landscape plan sealed by a State licensed landscape architect which shows the applicable plantings along with an irrigation plan with irrigation systems undergrounded sealed by a State licensed irrigation specialist.

- J. The applicant shall provide detailed construction plans showing the design and installation of the WCF. These plans shall be sealed by a professional engineer and/or licensed architect, as applicable, and shall be in compliance with the City adopted National Electrical Code (NEC).

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 104: Submittal Review

After the application is determined complete then the items will go through a submittal review. This review is conducted by the Development Review Committee (DRC). This type of review will determine whether the proposal meets applicable Code requirements and any other agreements that have been approved by the City and the property owner. The City shall have ten (10) business days to review for applicable requirements. If the DRC determines additional information is needed, the applicant will be sent notice of the deficiency with appropriate references to the application, City Code requirements, or other agreements. One (1) copy of any additional information must be submitted for review to the City and it shall have ten (10) business days to review the additional information. This cycle continues until all comments and issues have been resolved by the applicant to the DRC's satisfaction.

Section 105: Inspections

The City will compile a list of inspections that must be completed based on the type of submittal. These will be listed on the plan review sheet and also will be verified by the Development Services Department **Inspection fees are \$100.00 + 115% for any City third-party review (to be submitted later in the process) for each inspection.** These inspections must be called or emailed into ATS Engineers, except for any zoning or landscape inspections which must be called or emailed at planninganddevelopment@ci.elgin.tx.us to the City.

Any discrepancies between the approved plans and what is constructed may be grounds to mandate removal.

Section 106: As-Built Letter.

After the WCF has been constructed, the project engineer shall provide an as-built letter certifying that the WCF was constructed in accordance with the approved City plans.

WIRELESS COMMUNICATION FACILITY APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): _____

APPLICANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

Signature

Printed Name

Date

TENANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____



