



# THE CITY OF MAYFIELD HEIGHTS ~ BUILDING DEPT.

6154 Mayfield Road – Mayfield Heights, OH 44124

Phone: 440-442-2107 Fax: 440-442-7662

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## SMALL CELL FACILITY APPLICATION FOR CONSENT TO INSTALL IN PUBLIC RIGHT OF WAY

**Application fee:** \$250.00 per Small Cell Facility (cash, check or money order)

**Project Address:** \_\_\_\_\_ **Permanent Parcel #:** \_\_\_\_\_

Location, Landmark, etc. \_\_\_\_\_

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(Check all that apply below)

New Structure \_\_\_\_ Existing Structure \_\_\_\_ Residential \_\_\_\_ Commercial \_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

Number of Facilities: \_\_\_\_\_ Number of Support Structures: \_\_\_\_\_

Estimated Cost of Project: \_\_\_\_\_

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**Facility Owner's Name:** \_\_\_\_\_

Facility Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg. # \_\_\_\_\_

**Agent's Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg. # \_\_\_\_\_

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**Applicant's Name:** \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg. # \_\_\_\_\_

**Agent's Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg.# \_\_\_\_\_

I agree to the terms and conditions contained in Section 4939.039 of the Ohio Revised Code, and Part VII, Paragraph A of the Design Guidelines.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECK LIST** – The following information **must** be included with each application packet. Without these materials, the application will be viewed as incomplete and will **not** be accepted for review by the Administration.

**ALL APPLICATION PACKETS MUST INCLUDE:**

- \_\_\_\_ Cover Letter describing the request
- \_\_\_\_ 2 copies of plans and the completed Application Form
- \_\_\_\_ Liability Insurance Certificate
- \_\_\_\_ For each small cell facility and support structure:
  - \_\_\_\_ Type of Structure, Height, Diameter, Distance from Street, Distance from Buildings, Distance from Property Lines
  - \_\_\_\_ Signed letter of consent from Facility Owner, with proof of agent relationship
  - \_\_\_\_ Affidavit from Professional Engineer that the small cell facility and wireless support structure meet all Federal and State laws
  - \_\_\_\_ Affidavit from RF Professional Engineer that the project will comply with all applicable government regulations in connection with human exposure to radio frequency emissions
  - \_\_\_\_ Affidavit from Professional Engineer that there are no known conflicts with existing utility companies serving the location
  - \_\_\_\_ Written approval from applicable Utility Companies giving approval if utilizing existing power poles or facilities
  - \_\_\_\_ Affidavit from Professional Engineer stating the noise emissions complies with the City's Noise Ordinance
  - \_\_\_\_ Proposed Site Plan (minimum of 1' = 10') prepared by Professional Engineer in the State of Ohio showing location of proposed facilities, distances to property lines, distances to sidewalk and streets and other significant features.
  - \_\_\_\_ Existing Site Plan (minimum of 1' = 10') prepared by Professional Surveyor in the State of Ohio showing all existing features on the site (topography, streets, sidewalks, signs, crosswalks, fencing, buildings, utilities (above and below ground), streams and major physical features within 100 feet of the site
  - \_\_\_\_ Two required photo simulations
  - \_\_\_\_ Manufacturer's sheet showing size, color, materials, and depiction of proposed facility/wireless support structure
  - \_\_\_\_ Architect rendering, showing front and side elevations in color, and description of construction materials

\_\_\_\_\_ Rigorous Structural Analysis of the Facility prepared by Professional Engineer in State of Ohio

\_\_\_\_\_ Geotechnical Report for subsoil bearing capacity prepared by Professional Engineer in State of Ohio

\_\_\_\_\_ Landscape and screening plan prepared by Landscape Architect licensed in State of Ohio depicting type, size and number of plants and use of other landscape materials.

**PROJECT DATES:**

Anticipated start date: \_\_\_\_\_ Length of time to complete: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Received for Review by Building Department:

\_\_\_\_\_  
Building Department

\_\_\_\_\_  
Date

\_\_\_\_\_ All sections of application completed

\_\_\_\_\_ All required attachments are included

\_\_\_\_\_ All required sets are included

\_\_\_\_\_ All fees have been collected

APPROVED for Consent by City Administration:

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Building

\_\_\_\_\_  
Date

**Issue Date:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

10/2018