



SMALL WIRELESS FACILITIES PERMIT APPLICATION

Application for Review of Small Wireless Facilities
within the City of Charleston, West Virginia
(304) 348-8106

PROJECT INFORMATION

Project Location (see Note):

Note: Include address or nearest intersection, pole ID number, pole owner; if multiple locations provide map and detailed list of locations.

Date Submitted:

Estimated Starting Date:

Anticipated Completion:

APPLICANT INFORMATION

Applicant's Name:

Phone:

Address:

City:

State:

ZIP:

Authorized Representative:

Cell Phone:

E-Mail Address:

General description of proposed facility:

CONTRACTOR INFORMATION

Contractor's Name:

Phone:

Address:

City:

State:

ZIP:

Authorized Representative:

Cell Phone:

E-Mail Address:

Is the proposed structure to be located on a pole owned by another entity (DOH, AEP, Verizon, Frontier, Etc.)?
If yes, provide approval letter listing each pole to be utilized in this application.

Yes No

Are construction/engineering drawings provided?

Yes No

Will the small wireless facility be operational for use by a wireless provider within one year after the permit?

Yes No

Will the small wireless facility comply with Federal Communications Commission regulations concerning (A) radiofrequency emissions from radio transmitters; and (B) unacceptable interference with the public safety spectrum and CII spectrum, including compliance with the abatement and resolution procedures for interference with the public safety spectrum and CII spectrum established by the Federal Communications Commission set forth in 47 C.F.R. 22.970 through 47 C.F.R. 22.973 and 47 C.F.R. 90.672 through 47 C.F.R. 90.675?

Yes No

Is general liability insurance of not less than \$1,000,000 of coverage for damages including bodily injury and property damage attached?

Yes No

Will the applicant provide a bond, escrow deposit, letter of credit, or other financial surety required by the City to ensure removal of abandoned or unused wireless facilities or damage to the right-of-way or City property caused by the applicant or its agents, as set by the City, prior to beginning any installation? Bond Amount \$ _____

Yes No

Will the applicant notify the City of Charleston and West Virginia 811 "call before you dig" hotline in order to locate all underground utilities at least 72 hours before making any excavation?

Yes No

Will the wireless provider seek to use a City utility pole? Yes No

(If no, skip to next section, if yes, please provide the following)

If utilizing an existing City owned pole, provide engineering analysis for existing pole, anchors and foundations stating the existing pole has the structural capacity for additional loads imposed by the small wireless facility.

Additional wind load that the wireless facility adds to pole _____

Description of how the wireless provider will provide power to the wireless facility _____

Detail of any additional wire inside the pole _____



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Description and engineering drawings of how the wireless facility would attach to the pole _____

Acknowledgement that applicant is responsible for any damage to the wireless facility if there is a collision that causes damage to the pole? Yes No

Will the wireless facility meet all clearance requirements if it is over the roadway? Yes No

Will the wireless facility interfere with any other equipment on the poles that are owned by the City? Yes No

Will the wireless provider seek to install, maintain, modify, and/or replace private or third party utility pole? Yes No (if so):

Any new anchored poles must be designed with breakaway anchors. Provide design for each proposed new anchored pole.

Will the structures and facilities be installed and maintained so as not to obstruct or hinder the usual travel or public safety on the right-of-way or to obstruct the legal use of the right-of-way by the City or other utilities. Yes No

Will any new or modified utility pole exceed the greater of (A) ten feet above the tallest existing utility pole in place on March 5, 2019, within 500 feet of the new pole? Yes No

(B) fifty feet above ground level? Yes No

Will the small wireless facility comply with the reasonable, design guidelines? (see attached) Yes No

Has the small wireless facility been approved by the City Planning Department? Yes No

Will the replacement pole reasonably conform to the design aesthetics of the decorative poles being replaced? Yes No

Is the location designated solely for underground communications and electrical lines? Yes No

Small Wireless Facility Fee Structure (check which apply)

\$200 for each small wireless facility on an existing utility pole for the first five poles in the same application, followed by \$100 for each small wireless facility thereafter in the same application. Number of poles _____
Total fee amount \$ _____

\$250 for the proposed installation, modification, or replacement of a utility pole and the collocation of an associated small wireless facility that is a permitted use. Number of poles _____
Total fee amount \$ _____

\$1,000 for the proposed installation, modification, or replacement of a utility pole and the collocation of an associated small wireless facility that is not a permitted use. Number of poles _____
Total fee amount \$ _____

\$25 per utility pole, per year for the use of the public right-of-way for the collocation of small wireless facilities. (first year in advance) Number of poles _____
Total fee amount \$ _____

\$65 per year, annual fee for access to each City-owned utility pole. (first year in advance) Number of poles _____
Total fee amount \$ _____

Total fee amount of enclosed with application. \$ _____

Signature of Authorized Representative:

Date:

DESIGN GUIDELINES FOR SMALL WIRELESS FACILITIES

Section 1 – Applicability

These design guidelines apply to:

- A. A new or modified utility poles located in right-of-ways that do not exceed the greater of:
 - 1. ten feet in height above the tallest existing utility pole in place as of May 6, 2019, located within 500 feet of the new pole in the same right-of-way; or
 - 2. fifty feet above ground level; and
- B. new small wireless facilities in the right-of-ways that do not extend more than 10 feet above an existing utility pole in place as of May 6, 2019.

Any small wireless facility not meeting the criteria above is subject to the zoning regulations as a wireless telecommunication facility.

Section 2 – Antenna and Equipment Design Parameters

A. All small wireless facilities:

- 1. shall not obstruct the safe operation of traffic control equipment or street lights;
- 2. shall not interfere with driver or pedestrian sight lines or clear zones for transportation or pedestrians and in agreement with Section 21-030 Safety and Vision of the Zoning Ordinance;
- 3. shall comply with applicable federal and state standards regarding pedestrian access and movement;
- 4. shall comply with generally-applicable health and safety codes;
- 5. shall be constructed in a manner to minimize physical damage to private property;
- 6. should be located in alleys to the greatest extent feasible as determined by Planning Director or his or her designee.
- 7. in right of ways where there are decorative poles, facilities shall use concealed or stealth style antennas in which one of the following occurs:
 - a. Pole Mounted: All equipment is contained within the pole the antenna is mounted to and the pole and antenna is painted to match the poles in the area or a color approved by the Planning Director or his or her designee;
 - b. Building Mounted: The antenna is mounted on a structure and blends into the structure seamlessly by using one of the following methods that is approved by the Planning Director or his or her designee:
 - i. being completely enclosed inside of a box that mimics the materials or aesthetics of the building it is mounted to;
 - ii. being completely concealed inside an existing portion of a building such as the cupola or screening for mechanical equipment;
 - iii. being completely concealed behind a parapet or other barrier so as to not be visible from any point at ground level on the public right of way;
- 8. shall not include advertisements.

B. Each antenna associated with a small wireless facility may be up to three cubic feet in volume and, to the extent feasible as determined by the Planning Director or his or her designee:

- 1. when mounted at the top of a utility pole, shall be aligned with the centerline of the utility pole and enclosed in a cylindrical shroud;
- 2. when mounted at the top of a pole, a pole-top extension shall be no taller than necessary for separation from other attachments;
- 3. when mounted on or within an existing or replacement decorative pole, shall conform to the design aesthetics of the original pole, including the design, style and color;
- 4. when mounted on another structure, shall not impair the function of the structure.

C. To the extent feasible as determined by the Planning Director or his or her designee, wireless equipment associated with an antenna:

1. shall be located inside of the pole the antenna is mounted on;
2. shall be located in a ground-mounted cabinet unless located in an alley or non-improved right of way and shall be finished in matte black; the ground mounted cabinet will be located within the same width of space parallel to the right of way boundaries as the pole the antenna is mounted on; a ground-mounted cabinet shall not exceed thirty-six inches in height. The ground-mounted cabinet shall be made available for graphics or paintings reflecting the historical, cultural, social, or abstracted artwork relevant to the city, local neighborhoods, or the local region; these graphics or paintings shall be done by the City of Charleston, it's associated or quasi-governmental entities, or by a private entity in partnership with the City; the graphics or paintings shall in no way impede with the operation of the ground-mounted cabinet or the equipment within;
3. When located in alleys or non-improved right of ways, equipment can be mounted on a pole other than at the top, be flush-mounted, or as near to flush as possible and shall provide a minimum clearance of eight feet above streets, driveways and sidewalks.

D. Replacement poles shall be, to the extent feasible as determined by the Planning Director or his or her designee:

1. installed within three feet of the location for the original pole;
2. of a material and dimensions that matches as closely as feasible existing adjacent poles, or consistent with any published local standards for utility pole placements.

E. New poles, to the extent feasible as determined by the Planning Director or his or her designee:

1. shall be aligned with the predominate pattern of existing poles where present, or with street trees along the same side of the right-of-way;
2. shall not be located directly in front of storefront windows, primary walkways, primary windows, or primary egress points to buildings;
3. Shall be cited outside the critical root zone of existing street trees.

F. Cables and wires associated with a small wireless facility, to the extent feasible as determined by the Planning Director or his or her designee:

1. shall be installed within the pole;
2. shall be flush-mounted to the pole where internal installation is not feasible; or
3. shall be encased in cover or conduit when flush-mounted to the pole.

G. An electric meter, if required, will be pole-mounted where feasible to the extent authorized by the pole owner and electric provider.