

PERSONAL WIRELESS SERVICE FACILITIES APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administrator.

Project/Property Address or Location:		Project Name/Business Name (if applicable):	
Parcel ID No.(s):	Current Zoning:	Total Acreage:	
Describe location & siting information:			
Select Type of Entity & Provide: name, state where formed, & date formed			
<input type="checkbox"/> Corporation:	<input type="checkbox"/> Limited Liability Company:	<input type="checkbox"/> Partnership:	<input type="checkbox"/> Other:
APPLICANT Name (primary contact) -do <u>not</u> use a business name:		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name (if applicable):			
ATTORNEY/AGENT Name:		Attorney/Agent Address:	
Attorney/Agent E-Mail:		Attorney/Agent Phone No.:	
ADDITIONAL CONTACTS (please list all applicable contacts)			
Name(s):		Contact Information (phone no./email):	
Contractor			
Developer			
Architect			
PROPERTY OWNER Name: (if different from Applicant)		Property Owner Contact Information (phone no./email):	

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED (see page 2)

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: www.gahanna.gov

INTERNAL USE

Zoning File No. _____
PC Meeting Date: _____
PC File No. _____

RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____
CHECK#: _____

PERSONAL WIRELESS SERVICE FACILITIES APPLICATION – SUBMISSION REQUIREMENTS

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STAFF USE – INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Gahanna Code Section 1181 (visit www.municode.com)				
	2. Pre-application conference with staff				
	3. A scaled & dimensioned site plan (not less than one inch equals 50 feet) clearly indicating the following:				
	- Location, type & height of the proposed wireless communications facility				
	- The existing or proposed lease area and parcel boundaries for the site				
	- On-site land uses and zoning, and adjacent land uses and zoning (including land in other municipalities)				
	- Adjacent roadways & rights-of-way;				
	- Any buildings within 100 feet of the property boundaries				
	- Proposed means of pedestrian and/or vehicular access as applicable to the type of facility				
	- The setback distance between the proposed wireless communications facility, equipment shelters and/or cabinets, and the nearest property line				
	- Elevation drawings of the proposed wireless communications facilities, including material specifications for all associated site improvements				
	- Any other proposed improvements, including but not limited to structures, grading, tree removals and replacement, topography, parking, and other information necessary to determine compliance with Chapter 1181				
	4. Legal description and/or property survey of the parent tract & leased parcel (if applicable) – 11"x17" copy				
	5. For all new towers and/or new alternative tower structures - the separation distance from other existing & planned wireless communications facilities shall be shown on a map, & shall include latitudinal & longitudinal location coordinates				
	6. For all new towers and/or new alternative tower structures - a written description of how the proposed facility fits into the Applicant's telecommunications network				
	7. For all new towers and/or new alternative tower structures - identify the type of construction of the existing wireless communications facilities & the owner/operators of the existing facilities, if known				
	8. A landscape plan showing proposed landscape materials & quantities, locations, installation sizes, & other information necessary to determine compliance with the landscape requirements of Gahanna Code, Part 9				
	9. Location & method of screening structures, if any, including height, material, style, & color; and, if applicable, the method of camouflage & illumination. Specification sheets shall be required for all prefabricated site elements				
	10. A statement of compliance with the requirements of Gahanna Code, Chapter 1181 & all applicable federal, state or local laws, including those of the FCC and FAA that certifies that Applicant agrees to bring Tower and Equipment Shelters into compliance with any new federal, state, or local laws or regulations concerning electromagnetic radiation and other electronic emissions applicable to the Tower and Equipment Shelter within 120 days of the effective date of the regulations				
	11. 24 hour emergency contact information & contact information for the entities providing the backhaul network for the wireless communications facilities described in the application and other wireless communications sites owned or operated by the applicant in the municipality. <i>Note: Contact information for the tower owner, operator, & emergency contact shall be kept current & on file with the City at all times</i>				

CONTINUE TO PAGE 3

	12. For all new towers and/or new alternative tower structures - a statement by the applicant and/or a structural analysis sealed by a Professional Engineer affirming that the construction of the wireless communications facility will accommodate co-location of additional antennas for future users as applicable				
	13. For all new towers and/or new alternative tower structures - a statement from a Professional Engineer of the ability or inability to use existing towers, other structures, or alternative technology not requiring the use of towers or structures, to provide the services planned for the use of the proposed wireless communications facility				
	14. For all new towers and/or new alternative tower structures, or as otherwise required by the required reviewing body, an inventory of existing and approved towers, antennas, alternative tower structures, and antenna support structures that are either within the jurisdiction or within two miles of the border of the City, with latitudinal and longitudinal location coordinates. The City may share this information with other applicants under this chapter or other organizations seeking to locate towers or antennas within the jurisdiction of Gahanna or other communities. However, the City is not, by sharing this information, in any way representing or warranting that the sites are available or suitable. The inventory of each tower and antenna shall include:				
	- A map showing each location, by address and/or parcel identification number, including straight-line distances between each facility				
	- Facility height and design				
	- Facility owner(s)/operator(s)				
	- Co-location capability of each facility, including alternative tower structures & antenna support structures				
	15. Structures located on property owned by the City, including rights-of-way – approval by the Director of Public Service				
	16. Compliance with all requirements in the Codified Ordinances of the City of Gahanna, specifically Chapter 1181				
	17. Application fee (in accordance with the Building & Zoning Fee Schedule)				
	18. Application & all supporting documents submitted in digital format				
	19. Application & all supporting documents submitted in hardcopy format				
	20. Authorization Consent Form Complete & Notarized (see page 4)				

THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: www.gahanna.gov

APPLICATION ACCEPTANCE

INTERNAL USE

This application has been reviewed and is considered complete and is hereby accepted by the Zoning Division of the City of Gahanna and shall be:

- Forwarded with an application request for a Conditional Use to the City of Gahanna Planning Commission for consideration.
- Considered for review by Administrative Review Team (ART).

Planning & Zoning Administrator Signature: _____ Date: _____

APPROVAL BY THE ADMINISTRATIVE REVIEW TEAM (ART)

In accordance with Section 1181 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that this project, as stated above, was approved by the Administrative Review Team on _____. The applicant shall comply with any conditions approved by the Planning & Zoning Administrator and shall comply with all regulations of the City of Gahanna.

Administrative Review Team Chair Name/Title: _____

Administrative Review Team Chair Signature: _____ Date: _____

This application will be forwarded to Planning Commission to be read by title at the first regular meeting following approval by the ART.

AUTHORIZATION CONSENT FORM

(must sign in the presence of a notary)

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed & notarized.*

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ Date: _____

AUTHORIZATION TO VISIT THE PROPERTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the property as described in this application.

Property Owner Signature: _____ Date: _____

NOTARY	Subscribed and sworn to before me on this _____ day of _____, 20____.	
	State of _____ County of _____	Stamp or Seal
	Notary Public Signature: _____	

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plans shall be submitted for review and approval to the Zoning Division staff.

Applicant Signature: _____ Date: _____

NOTARY	Subscribed and sworn to before me on this _____ day of _____, 20____.	
	State of _____ County of _____	Stamp or Seal
	Notary Public Signature: _____	
