

**PERSONAL WIRELESS SERVICE FACILITIES APPLICATION**

PROPERTY INFORMATION		
Project/Property Address:		Project Name/Business Name:
Parcel #:	Zoning: <i>(see <a href="#">Map</a>)</i>	Acreage:

PLAN SPECIFICATIONS
Project Description:

APPLICANT INFORMATION	
Applicant Name <i>(Primary Contact):</i>	Applicant Address:
Applicant E-mail:	Applicant Phone:
Business Name <i>(if applicable):</i>	

ADDITIONAL CONTACTS	
*Please list all applicable contacts for correspondence*	
Name(s)	Contact Information (phone/email)
Property Owner Name: <i>(if different from Applicant)</i>	Property Owner Contact Information (phone no./email):

**APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED**

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: \_\_\_\_\_

**ADDITIONAL INFORMATION ON NEXT PAGE....**

INTERNAL  
USE

Zoning File No. _____
-----------------------

RECEIVED: _____
DATE: _____

PAID: _____
DATE: _____

## PERSONAL WIRELESS SERVICE FACILITIES- SUBMISSION REQUIREMENTS

TO BE COMPLETED/SUBMITTED BY APPLICANT:
1. Review Gahanna Code <a href="#">Chapter 1181</a> (visit <a href="http://www.municode.com">www.municode.com</a> )
2. Pre-application conference with staff
3. A scaled & dimensioned site plan (not less than one-inch equals 50 feet) clearly indicating the following: <ul style="list-style-type: none"> <li>a. Location, type &amp; height of the proposed wireless communications facility</li> <li>b. The existing or proposed lease area and parcel boundaries for the site</li> <li>c. On-site land uses and zoning, and adjacent land uses and zoning (including land in other municipalities)</li> <li>d. Adjacent roadways &amp; rights-of-way.</li> <li>e. Any buildings within 100 feet of the property boundaries</li> <li>f. Proposed means of pedestrian and/or vehicular access as applicable to the type of facility</li> <li>g. The setback distance between the proposed wireless communications facility, equipment shelters and/or cabinets, and the nearest property line</li> <li>h. Elevation drawings of the proposed wireless communications facilities, including material specifications for all associated site improvements</li> <li>i. 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 <a href="#">Chapter 1181</a></li> </ul>
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 <a href="#">Gahanna Code, Part 9</a>
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, <a href="#">Chapter 1181</a> & 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, &amp; emergency contact shall be kept current &amp; on file with the City at all times</i>
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

**ADDITIONAL INFORMATION ON NEXT PAGE....**

<p>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:</p> <ul style="list-style-type: none"> <li>- <i>A map showing each location, by address and/or parcel identification number, including straight-line distances between each facility</i></li> <li>- <i>Facility height and design</i></li> <li>- <i>Facility owner(s)/operator(s)</i></li> <li>- <i>Co-location capability of each facility, including alternative tower structures &amp; antenna support structures</i></li> </ul>
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 <a href="#">Chapter 1181</a>
17. Application fee (in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a> )
18. Application & all supporting documents submitted in digital format
19. Application & all supporting documents submitted in hardcopy format
20. Authorization Consent Form Complete & Notarized ( <i>see page 4</i> )



DEPARTMENT OF PLANNING

### 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.

PROPERTY OWNER

#### IF THE PROPERTY OWNER IS THE APPLICANT, SKIP TO NEXT SECTION

As the property owner/authorized owner’s representative of the subject property listed on this application, hereby authorize the applicant/representative to act 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 applicant/representative.

\_\_\_\_\_ (property owner name printed)

\_\_\_\_\_ (property owner signature) \_\_\_\_\_ (date)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

Applicant/Property Owner/Representative

**AGREEMENT TO COMPLY AS APPROVED** As the applicant/representative/owner of the subject property listed on this application, I hereby agree that the project will be completed as approved with any conditions and terms of the approval, and any proposed changes to the approval shall be submitted for review and approval to City staff.

**AUTHORIZATION TO VISIT THE PROPERTY** I hereby authorize City representatives to visit, photograph and post notice (if applicable) on the subject property as described.

**APPLICATION SUBMISSION CERTIFICATION** I hereby certify that the information on this application is complete and accurate to the best of my knowledge.

\_\_\_\_\_ (applicant/representative/property owner name printed)

\_\_\_\_\_ (applicant/representative/property owner signature) \_\_\_\_\_ (date)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_