



CITY OF HUNTINGTON WOODS
26815 SCOTIA
HUNTINGTON WOODS, MI 48070

WIRELESS FACILITIES PERMIT APPLICATION

Applications for permits for Wireless Facilities shall be obtained from the City Clerk at City Hall, 26815 Scotia, Huntington Woods, Michigan. The packet must be filled out completely and returned to the City Clerk with applicable fees. Wireless facilities, support structures, and utility poles may not be installed, used, operated, or maintained in the public right-of-way without first obtaining a Construction Permit and other necessary approvals from the City. Regulations applicable to Wireless Facilities in the Right-of-Way may be found in Chapter 34, Article IV, Sections 34-196 through 34-213 of the City of Huntington Woods Code of Ordinances.

The enclosed forms have been prepared to collect vital information needed to process the Application and issue permits. Below is a checklist of items needed to submit a valid application:

<input type="checkbox"/> COMPLETED APPLICATION PACKET – THREE (3) COPIES	<input type="checkbox"/> PHOTO SIMULATIONS OF EXISTING AND PROPOSED CONDITIONS (Sec. 34-200(b)(12))
<input type="checkbox"/> WRITTEN PERMISSION FROM OWNER OF POLE/STRUCTURE (Sec. 34-200(b)(4))	<input type="checkbox"/> EVIDENCE OF INSURANCE AND BOND (Sec. 34-200(b)(14))
<input type="checkbox"/> SITE SPECIFIC STRUCTURAL INTEGRITY ANALYSIS PREPARED BY A STRUCTURAL ENGINEER (Sec. 34-200(b)(1))	<input type="checkbox"/> CERTIFICATE OF COMPLIANCE WITH FCC RULES FOR RADIO FREQUENCY EMISSIONS (Sec. 34-200(b)(6))
<input type="checkbox"/> SCALED SITE PLAN FROM A LICENSED STRUCTURAL ENGINEER FOR EACH PROPOSED SMALL WIRELESS FACILITY SHOWING REQUIRED INFORMATION UNDER SECTION 34-200(a)(1)-(6) OF THE CITY CODE.	<input type="checkbox"/> THE EQUIPMENT TYPE AND MODEL NUMBERS FOR THE ANTENNAS AND ALL OTHER WIRELESS EQUIPMENT ASSOCIATED WITH THE SMALL WIRELESS FACILITY (Sec. 34-200(b)(2))
<input type="checkbox"/> A PROPOSED SCHEDULE FOR THE INSTALLATION AND COMPLETION OF EACH SMALL CELL FACILITY COVERED BY THE APPLICATION, IF APPROVED, AND RESTORATION OF THE RIGHT-OF-WAY (Sec. 34-200(b)(10))	<input type="checkbox"/> COPIES OF REQUIRED PERMITS FROM RCOC, MDOT, AND OTHER GOVERNMENT ENTITIES WITH INTEREST IN RIGHT-OF-WAY (Sec. 34-198(e), 34-200(b)(7))
<input type="checkbox"/> APPLICATION FEE(S) ((Sec. 34-200(b)(15))	<input type="checkbox"/> TRAFFIC CONTROL PLAN (Sec. 34-200(b)(11))

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APPLICANT INFORMATION (Sec. 34-200(b)(3))

NAME OF CARRIER/WIRELESS PROVIDER: _____

RESIDENT AGENT NAME, IF ANY: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

NAME OF APPLICANT (If different from above): _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

OFFICE USE ONLY

PERMIT NUMBER: _____

CITY MANAGER APPROVAL _____

ENGINEERING APPROVAL, AS NEEDED _____

BUILDING OFFICIAL APPROVAL, AS NEEDED _____

ZONING APPROVAL, AS NEEDED _____

EMERGENCY CONTACT (Sec. 34-200(b)(3)(d))

CONTACT NAME 1: _____

PHONE (OFFICE/HOME) _____ (CELL) _____

EMAIL: _____

CONTACT NAME 2: _____

PHONE: (OFFICE/HOME) _____ (CELL) _____

EMAIL: _____

POLE/STRUCTURE OWNER CONTACT

POLE/STRUCTURE OWNER: _____

POLE/STRUCTURE OWNER REPRESENTATIVE: _____

PLEASE NOTE: Applications with missing information WILL NOT initiate the permit application process.

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OWNER'S ADDRESS: _____

OWNER'S PHONE: (OFFICE/HOME) _____ (CELL) _____

OWNER'S EMAIL: _____

WRITTEN AUTHORIZATION LETTER FROM OWNER PROVIDED? (Sec. 34-200(b)(4)) YES _____ NO _____

CONTRACTOR INFORMATION (Sec. 34-200(b)(9))

CONTRACTOR NAME: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

CONTRACTOR NAME: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

CONTRACTOR NAME: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

Use additional sheets if necessary

NO PERMIT OR FEE REQUIREMENT (Sec. 34-198(b))

1. REPLACEMENT OF SIMILAR SIZE SMALL WIRELESS FACILITY _____

	<u>EXISTING SMALL WIRELESS FACILITY</u>	<u>REPLACEMENT FACILITY</u>
SIZE OF EACH ANTENNA (CUBIC FEET)		
NUMBER OF ANTENNA		
SIZE OF ASSOCIATED FACILITIES (CUBIC VOLUME)		

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TOTAL WEIGHT OF FACILITIES AND ANTENNA ON STRUCTURE OR POLE		
2. ROUTINE MAINTENANCE OF SMALL WIRELESS FACILITIES/STRUCTURE/POLE (PLEASE DESCRIBE) _____ _____ _____		
3. MICRO WIRELESS FACILITY ON CABLE SUSPENSION BETWEEN POLES/STRUCTURES (INSTALLATION/PLACEMENT/MAINTENANCE/OPERATION/REPLACEMENT) _____		

POLE/STRUCTURE/EQUIPMENT INFORMATION (Sec. 34-200(b)(2))

NEW POLE/STRUCTURE CONSTRUCTION? YES _____ NO _____ COLLOCATING? YES _____ NO _____

	<u>POLE/STRUCTURE</u>	<u>ANTENNA</u> <small>(PROVIDE INFORMATION FOR EACH ANTENNA)</small>	<u>GROUND MOUNTED EQUIPMENT</u>	<u>POLE MOUNTED EQUIPMENT</u> <small>(OTHER THAN ANTENNA)</small>
MANUFACTURER				
MODEL NO.				
HEIGHT				
WIDTH				
DEPTH				
WEIGHT				
VOLUME (CUBIC FEET)				
NUMBER OF ANTENNA				
DOES THE ANTENNA INCREASE THE TOTAL HEIGHT OF THE POLE/STRUCTURE? BY HOW MANY FEET?				

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TYPE OF FACILITY (Sec. 34-199(b))

EXISTING POLE/STRUCTURE (Sec. 34-203) _____ NEW/REPLACEMENT POLE/STRUCTURE (Sec. 34-204) _____

ELIGIBLE FACILITIES REQUEST (Sec. 34-205) _____ COLLOCATION OF WIRELESS FACILITIES (Sec. 34-206) _____
(NOT SMALL WIRELESS OR ELIGIBLE FACILITIES REQUEST)

NEW/REPLACEMENT STRUCTURE POLE/STRUCTURE (Sec. 34-207) _____
(NOT SMALL WIRELESS OR ELIGIBLE FACILITIES REQUEST)

OTHER (ELECTRIC & GAS PUBLIC UTILITIES/LOCAL EXCHANGE CARRIERS/FIBER PROVIDERS/CABLE TV VIDEO) (PLEASE DESCRIBE)

TOTAL WEIGHT AND CUBIC FEET OF ALL ANTENNA ON THE POLE/STRUCTURE				
TOTAL WEIGHT AND CUBIC FEET OF ALL EQUIPMENT (OTHER THAN ANTENNA AND POLE)				

EXISTING ATTACHMENTS ON POLE/STRUCTURE? (e.g. banners, antenna, fixtures)

POLE/STRUCTURE ACCESS INFORMATION

INSTALLATION START DATE _____

DOES ROUTINE MAINTENANCE REQUIRE CLOSING OF SIDEWALKS OR TRAFFIC LANES IN THE PUBLIC RIGHT-OF-WAY? YES _____ NO _____ IF YES, PLEASE PROVIDE A DESCRIPTION OF THE ACCESS REQUIREMENTS:

DATES OF ALL APPLICATIONS SUBMITTED FOR PERMITS FROM OTHER GOVERNMENTAL AGENCIES (Sec. 34-200(b)(7)): _____

GENERAL DESCRIPTION OF PROPOSED WORK

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NEW EQUIPMENT AND/OR FACILITIES: _____ SWAP-OUT OF EQUIPMENT AND/OR FACILITIES: _____

UPGRADE OF EXISTING EQUIPMENT AND/OR FACILITIES: _____ OTHER: _____

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED WORK

PROVIDE THE TYPE OF EQUIPMENT AND/OR FACILITIES BEING INSTALLED:

APPLICANT CERTIFICATION

I certify that the information provided in this application, and in all supporting plans and documents, is true and accurate to the best of my knowledge, and acknowledge that I have a continuing obligation to inform the City if there is a change in the information contained in this application. _____
initials

I certify that the wireless facilities for which the permit is requested will be operational within one (1) year after permit issuance. (Sec. 34-200(b)(5)). _____
initials

I certify that I have applied for and received all licenses and permits required by other persons and governmental agencies with jurisdiction over the public right-of-way or over the design, construction, location, and operation of the facilities and have provided the City with copies of all permits received or, if permits have not been received, have provided the City with the date the permits were applied for. (Sec. 34-200(b)(7)). _____
initials

I certify that I have read Chapter 34, Article IV, Wireless Facilities in Right-of-Way Ordinance Ordinance, of the City Code and will obtain a Construction Permit and any other required building, electrical, zoning, or other permits before commencing work and will comply with the terms of the permits and Ordinance. _____
initials

I certify that this application and attached plans comply with the aesthetic, spacing, and undergrounding standards of Section 34-202 of the Wireless Facilities in Right-of-Way Ordinance. (Sec. 34-200(a)(5)). _____
initials

I certify that this application and attached plans comply with the public, utility, and traffic safety and protection standards of Section 34-201 of the Wireless Facilities in Right-of-Way Ordinance. (Sec. 34-200(a)(4)). _____
initials

I certify that I agree to pay the annual recurring fees recognized as presumptively valid by the FCC in the Declaratory Ruling and Order in FCC 18-133 for any pole or structure that is part of this application which exceeds the height limit for small cell wireless facilities under Public Act No. 365 of 2018 (i.e. a pole/structure that exceeds 40 feet, with a wireless facility that extends more _____
initials

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than 5 feet above the pole or support structure). (Sec. 34-200(b)(16)).

ACKNOWLEDGMENT

By signing this application, I (the applicant/company) hereby acknowledge that I have full authority to make the foregoing Application and that the work and facilities to be installed shall comply with City of Huntington Code of Ordinances and applicable state and federal laws.

SIGNATURE: _____

TITLE: _____

DATE: _____

BATCH APPLICATION

An application may include up to 20 collocations of substantially similar small cell wireless facilities for placement on similar types of wireless support structures or utility poles. (Sec. 34-200(c)).

SITE	TYPE OF FACILITY AND DESCRIPTION	PERMIT FEE

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