

**APPLICATION TO INSTALL A COMMUNICATION FACILITY OR COMMUNICATION
SUPPORT STRUCTURE IN THE RIGHT OF WAY
CITY OF TAKOMA PARK
PUBLIC WORKS DEPARTMENT**

APPLICANT NAME

CONTACT PERSON NAME

APPLICANT STREET ADDRESS

CONTACT PERSON EMAIL

APPLICANT CITY, STATE, ZIP CODE

CONTACT PERSON PHONE

Carrier Name: _____

Carrier Site Name or ID: _____

Structure Owner: _____

Structure Owner contact info: _____

Email

_____ cell phone

Utility Pole Identification Number: _____

Site Address: _____

Contractor performing the installation: _____

Company name

Contractor contact name

Email

Cell Phone

- TYPE OF INSTALLATION: Collocation on existing structure
 Installation on a replacement structure
 Installation on a new structure

An application is required for each support structure

I. The following items must be included for all types of installation:

1. SITE PLAN MAP
 - a. Show location of installation site with street name, right of way width, identification of abutting lots, latitude & longitude designation, north point and scale
 - b. Site plan must note the following items (including dimensions) within 50 feet of the proposed installation site: curb and gutter, curb cuts, driveways, inlet structures, location and diameter of any trees.
 - c. If grade change is proposed, provide grading plan and profile
2. CERTIFICATION from an independent licensed professional engineer verifying that proposed installation is structurally sound
3. STATEMENT committing to comply with applicable safety standards for the proposed activities within the City right of way.
4. TECHNICAL DESCRIPTION OF THE PROPOSED FACILITY OR SUPPORT STRUCTURE
 - a. Purpose and intent
 - b. Written description of the intended service area and why this location is necessary to provide adequate telecommunications coverage
 - c. Photographs of the equipment to be installed and type of support structure
 - d. Description of the noise emitted by the proposed facilities, including anticipated decibel levels
 - e. A visual impact analysis of the installation area with photo simulation of the proposed installation
 - f. List of existing antennas mounted on support structure
 - g. Description of screening efforts to minimize visual impact of structure, including color and finish proposed for antennas, antenna mounts and equipment cabinets
 - h. Detail providing all dimensions of proposed facilities and equipment cabinets

5. Documentation that application was filed and recommended by the Montgomery County Telecommunications Facility Coordinating Group Tower Coordinator, an, if required record of a Conditional Use Permit from Montgomery County.
6. PROOF OF INSURANCE
7. DEPLOYMENT PLAN FOR THE NEXT 24 MONTH PERIOD
 - a. Description of planned facilities anywhere in the City or within 500 feet of the City limits, including on private property, Maryland State Right of Way or County Right of Way
8. COMPLETED RF EXPOSURE GUIDELINES CHECKLIST and proof of all applicable licenses or approvals required by the FCC
9. COPY OF EXECUTED AGREEMENT (or URL) with pole owner verifying permission to use pole
10. Identification of State or Federal Statute or Regulation imposing a shot clock constraint that applicant believes applies to this application
11. If Applicant is seeking an exception to any provision of Chapter 11.12 or 12.12, provide written request including specific provision and basis of request and justification
12. APPLICATION FEE - \$1,000, check payable to the City of Takoma Park

II. *The following additional information is required for replacement poles:*

1. Applicant must provide all items identified in I.
2. Written statement identifying why additional communication facilities are necessary in the location of the proposed pole to provide adequate coverage
3. Written statement documenting why existing poles sufficiently close to the proposed location do not have the capacity for the necessary communication facilities.

III. *The following additional information is required for new poles:*

1. Applicant must provide all items identified in I. and II.
2. Provide proof of authority to erect pole, and how the proposed pole meets the requirements of Md. Public Service & Utility Code Ann. 8-103 (a)(2) as amended.

Permit Terms and Conditions:

City permits are non-transferable and automatically expire in 6 months from the date of issuance by the Public Works Department.

Within 15 days after construction or installation is complete, the permittee shall certify to the Public Works Director that the installed facilities conform in all material aspects to the specifications in the application and meet all applicable conditions of the permit approval. If permitted fails to provide such certification or the facility at any time fails to meet all applicable conditions of approval, the City may revoke the permit or take other action.

Between June 1 and July 1 of each year, the permittee shall submit to the Director an affidavit certifying that the facility or support structure remains in use and covered by insurance and that the facility is the current industry standard facility of that type.

The permittee shall submit and maintain current at all times, basic contact, emergency contact, and site information required by Section 11.12.185(B). The permittee shall notify the City of any changes to this information within 7 days of any change and within 1 day for changes to the emergency contact information

The permittee shall keep its communication facilities and communication support structures in safe condition and good and neat order and repair. The permittee shall respond within 2 hours, to emergencies related to its communications facilities and communication support structures.

This page to be completed by the City:

INITIAL APPLICATION RECEIVED:

Date received: ____/____/____ *City has 10 days to notify if incomplete

Determined Complete: () Yes () No Date determination was made: ____/____/____

If Yes, date applicant notified: ____/____/____ Website updated: ____/____/____

If No, date applicant notified: ____/____/____

RESUBMITTED APPLICATION

Resubmittal date received: ____/____/____

Determined Complete: () Yes () No Date determination was made: ____/____/____

If Yes, date applicant notified: ____/____/____ Website updated: ____/____/____

If No, date applicant notified: ____/____/____

SECOND RESUBMITTED APPLICATION

Resubmittal date received: ____/____/____

Determined Complete: () Yes () No Date determination was made: ____/____/____

If Yes, date applicant notified: ____/____/____ Website updated: ____/____/____

If No, date applicant notified: ____/____/____

FOR COMPLETED APPLICATION:

Will City require supplemental application fee? If yes, Amount: \$_____

Was application bundled with more than one other identical application? _____

Public Meeting Date: ____/____/____ Meeting location: _____

Anticipated decision date: ____/____/____ For communication facilities 60-day goal from receipt of completed application

For com. support structures, 90-day goal

COE Notified: ____/____/____

SITE EVALUATION COMMENTS:

Any conflict with:

- other structures,
- trees,
- driveway aprons,
- site lines,
- parking access
- other

Overconcentration of structures or facilities in area

Potential modifications to proposed location?

Other conditions for approval?

Performance Bond recommended?

Public Comments Received:

1.

- 2.
- 3.
- 4.

PERMIT ISSUED: ____/____/____

Website updated ____/____/____

Required from Applicant:

Within 15 days from permit issuance: **DUE** ____/____/____

Applicant to pay ROW Mnt and Administration Fee of \$500 – date received: ____/____/____

Annually June 1 to July 1

Affidavit certifying facility remains in use, covered by insurance and is the current industry standard

Date received: ____/____/____

Website updated ____/____/____

Required From City:

Within 30 days of installation: **DUE** ____/____/____

Initial RF Test Results: _____

Website updated ____/____/____

Annually May – June 30

Annual RF Test Results: _____

Website updated ____/____/____