



Small Cell Wireless Equipment Permit Application

Applicant information:

Company name: _____ Phone #: _____

Company address: _____

Applicant is: Carrier / Wireless provider Contractor Other: _____

Representative Name: _____ Phone #: _____

Representative's e-mail address: _____

Proposed equipment site location (for installation on a commercial property):

Property address or PIN#: _____

Name of the business on-site: _____

Name and phone # of property owner: _____

Signature of property owner consenting to installation: _____

Printed name of the property owner consenting to installation: _____

Proposed equipment site location (for installation in a street right-of-way):

Nearest address or PIN#: _____

General location / closest intersection: _____

New pole or structure construction? Yes No

Existing pole/structure ID #: _____ Height of pole / structure: _____ feet

Existing attachments on pole/structure? Yes No If yes, what attachments _____

Pole/structure owner's name and phone #: _____

Signature of the pole/structure owner consenting to installation: _____

Printed name of the pole/structure owner consenting to installation: _____

APPLICATION REQUIREMENTS:

In addition to the completed application form, all applicants shall submit the following:

- \$650 application fee for every small cell wireless apparatus installed on an existing building or pole, or \$1,000 application fee for each piece of equipment that includes the installation of a new utility pole
- Specifications and drawings prepared by a structural engineer for each small cell wireless apparatus
- Site-specific structural integrity and utility pole make-ready analysis (where applicable)
- A detailed site plan and photos illustrating the proposed location and its immediate surroundings
- Details regarding the equipment type(s), and model numbers, for all proposed wireless equipment
- Certification that a collocation complies with the Village’s collocation requirements (where applicable)
- A completed building permit application form (structural details / electrical connections)

Applicant’s Signature: _____ Date: _____

Application process:

- 1) Complete application(s) are to be submitted to the Village’s Building Department.
- 2) Application completeness review (14 days).
- 3) Application review (30 days).
- 4) Application approval and building permit issuance.

Applications involving equipment to be installed on commercial properties

Applications for small cell wireless equipment installations on new or existing utility poles in right-of-ways are reviewed by the Village’s Public Works Department.

Chad Hunter, Public Works Superintendent, (815) 877-5432, chadh@machesneypark.org

Applications for small cell wireless equipment installations on private property for commercial or industrial uses are reviewed by the Village’s Community Development Department.

Carrie Houston, Planning & Zoning Specialist, (815) 877-5432, carrieh@machesneypark.org

FOR OFFICE USE ONLY

Date approved: _____ Approved by: _____

Conditions of approval: _____

Staff Signature: _____ Fee Paid: \$ _____ Date: _____