

## Wireless Facilities Permit Application

**YOU ARE HEREBY NOTIFIED THAT A WIRELESS FACILITIES PERMIT MUST BE OBTAINED BEFORE INSTALLING  
A WIRELESS TELECOMMUNICATIONS FACILITY AT THE PREMISES AT:**

ADDRESS OF PROPERTY

**In Franklin Park, Illinois 60131.**

DATE SUBMITTED

Applications for permits for Wireless Facilities shall be obtained at the Building Department, 9500 Belmont Avenue, Franklin Park, Illinois, Second Floor. The packet must be filled out completely and returned to the Building Department with applicable fees in a timely manner. The application must be processed by both the Building Department and Zoning Department. You will be contacted by Village staff when your application has been reviewed.

The enclosed forms have been prepared to collect vital information needed by the Zoning, Engineering, Public Works, and Building Departments. The information will be used in our normal daily operations and during emergencies. Information that changes during the permit application review period and the construction period authorized by the permit should be reported to the building administrator in writing.

Below is a checklist of items needed to submit a valid application:

- |  |  |
|--|--|
| <input type="checkbox"/> COMPLETED WIRELESS FACILITIES PERMIT APPLICATION PACKET   | <input type="checkbox"/> EVIDENCE OF INSURANCE (SEE INSURANCE REQUIREMENTS)  |
| <input type="checkbox"/> USE FACILITY PERMISSION LETTER (SEE LETTER INSTRUCTIONS)  | <input type="checkbox"/> EQUIPMENT TYPE AND MODEL NUMBERS FOR THE ANTENNAS AND ALL OTHER WIRELESS EQUIPMENT ASSOCIATED WITH THE WIRELESS FACILITY (SEE DESIGN REQUIREMENTS)        |
| <input type="checkbox"/> SCALED SITE PLAN BASED ON PLAT OF SURVEY FROM A LICENSED STRUCTURAL ENGINEER FOR EACH PROPOSED WIRELESS FACILITY (SEE SITE PLAN REQUIREMENTS) | <input type="checkbox"/> PHOTOGRAPHS OF THE PROPOSED SITE LOCATION AND ITS IMMEDIATE SURROUNDINGS  |
| <input type="checkbox"/> SITE SPECIFIC STRUCTURAL INTEGRITY, AND FOR A MUNICIPAL UTILITY POLE, MAKE-READY ANALYSIS PREPARED BY A STRUCTURAL ENGINEER                   | <input type="checkbox"/> A PROPOSED SCHEDULE FOR THE INSTALLATION AND COMPLETION OF EACH WIRELESS FACILITY COVERED BY THE APPLICATION, IF APPROVED (SEE CONSTRUCTION REQUIREMENTS) |
| <input type="checkbox"/> CONDITIONAL USE APPLICATION PACKET & FEE(S)   |  |

PERMIT NUMBER:

**OFFICE USE ONLY**

DATE & TIME CALLED/PICKED UP

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ZONING APPROVAL \_\_\_\_\_

BUILDING APPROVAL \_\_\_\_\_

ENGINEERING APPROVAL \_\_\_\_\_

CHIEF INSPECTOR INT. \_\_\_\_\_

BUILDING DIRECTOR INT. \_\_\_\_\_

PUBLIC WORKS APPROVAL \_\_\_\_\_

TOTAL PERMIT COST \_\_\_\_\_

**PLEASE NOTE: Applications with missing information WILL NOT be accepted and WILL NOT initiate the permit application process. Any false, misleading or material omission of information shall subject any license or permit issued as a result of this application to be subject to revocation.**

**APPLICANT INFORMATION**

NAME OF CARRIER/WIRELESS PROVIDER: \_\_\_\_\_  
ADDRESS OF PROPOSED FACILITY: \_\_\_\_\_  
APPLICANT CONTACT NAME: \_\_\_\_\_  
LEGAL BUSINESS NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
DIRECT BUSINESS PHONE \_\_\_\_\_ WEBSITE \_\_\_\_\_  
DIRECT BUSINESS EMAIL \_\_\_\_\_  
NAME OF PERSON TO CONTACT FOR INSPECTION: \_\_\_\_\_  
PERSON TO CONTACT PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_

This information will be used by the Fire and Police Departments in case of emergency

**EMERGENCY CONTACT**

EMERGENCY CONTACT NAME 1 \_\_\_\_\_  
EMERGENCY PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
EMERGENCY CONTACT EMAIL \_\_\_\_\_  
EMERGENCY CONTACT NAME 2 \_\_\_\_\_  
EMERGENCY PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
EMERGENCY CONTACT EMAIL \_\_\_\_\_

Attatch seperate page with additional contacts if necessary

**ADVISING/CONSULTANT CONTACT**

CONSULTANT NAME: \_\_\_\_\_  
CONSULTANT ADDRESS: \_\_\_\_\_  
CONSULTANT PHONE (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
DIRECT BUSINESS EMAIL: \_\_\_\_\_

**PROPERTY/EXISTING POLE/STRUCTURE OWNER CONTACT**

NAME OF OWNER: \_\_\_\_\_  
OWNER REPRESENTATIVE: \_\_\_\_\_  
OWNER'S ADDRESS: \_\_\_\_\_  
OWNER'S PHONE: (OFFICE) \_\_\_\_\_ (CELL) \_\_\_\_\_  
OWNER'S EMAIL: \_\_\_\_\_

**EXISTING SITE/POLE/STRUCTURE INFORMATION**

NEW POLE/STRUCTURE CONSTRUCTION? - - - - - ☐ YES ☐ NO

STRUCTURE/POLE ID # \_\_\_\_\_

STRUCTURE/POLE HEIGHT: \_\_\_\_\_ FEET \_\_\_\_\_ INCHES

CLOSEST ADDRESS TO STRUCTURE/POLE OR BLOCK NUMBER AND STREET: \_\_\_\_\_

SOURCE OF ELECTRICITY: \_\_\_\_\_

COLOCATING? - - - - - ☐ YES ☐ NO

IF THE VILLAGE IS THE SOURCE, IS IT METERED? \_\_\_\_\_

POLE COLOR: \_\_\_\_\_

EXISTING ATTACHMENT(S) ON POLE/STRUCTURE? (e.g. banners, light fixtures) - - - ☐ YES ☐ NO

**SITE/POLE/STRUCTURE ACCESS INFORMATION**

INSTALLATION START DATE \_\_\_\_\_

DOES ROUTINE MAINTENANCE REQUIRE EXCAVATION\* OR CLOSING OF SIDEWALKS/PATHS OR VEHICULAR LANES LOCATED ON  
THE PUBLIC RIGHT-OF-WAY? - - - - - ☐ YES ☐ NO

IF YES, PLEASE PROVIDE A DESCRIPTION OF THE ACCESS REQUIREMENTS AND A TRAFFIC PLAN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If excavation takes place, please contact JULIE

**GENERAL DESCRIPTION OF PROPOSED WORK**

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

UPGRADE OF EXISTING EQUIPMENT AND/OR FACILITIES: \_\_\_\_\_ OTHER: \_\_\_\_\_

PROVIDE A DESCRIPTION OF THE PROPOSED WORK

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROVIDE THE TYPE OF EQUIPMENT AND/OR FACILITIES BEING INSTALLED

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** ALL CONTRACTORS AND SUBCONTRACTORS MUST BE LICENSED AND BONDED WITHIN THE VILLAGE OF FRANKLIN PARK TO PERFORM ANY WORK, INCLUDING REQUIRED LIABILITY INSURANCE & BOND.  
(A SEPARATE APPLICATION MUST BE FILLED OUT FOR CONTRACTOR LICENSING)

### **CONTRACTOR INFORMATION**

REGISTERED ELECTRICAL CONTRACTOR: \_\_\_\_\_

CONTRACTOR PHONE: (CELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

REGISTERED AT: \_\_\_\_\_ REG #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

REGISTERED CONTRACTOR SIGNATURE: \_\_\_\_\_

CONTACT PERSON NAME: \_\_\_\_\_

CONTACT PERSON PHONE: (CELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_

**Additionally, please have the contractor(s) provide a CONSTRUCTION COMPLIANCE LETTER that includes the following:**

- Written traffic control plan; Emergency contingency plan that is in compliance with ILCC regulations;
- An acknowledgement that all construction in the right of way shall be consistent with applicable ordinances, codes, laws, rules and regulations, including IDOT publications.
- A copy of all licenses, permits, and approvals required by and from the Village (i.e., zoning approval), by and from the FCC (i.e., environmental and historical review, if applicable, compliance with FCC rules and regulations relative to radio frequency emissions), and any other agencies of the government with jurisdiction over the design, construction, location and operation of the wireless facility; and
- A security fund of cash, a surety bond in a form acceptable to the Village, or an unconditional letter of credit in a form acceptable to the Village that complies with Village Code and in a dollar amount that shall be sufficient to provide for the reasonably estimated cost to restore the right of way to at least as good a condition as that existing prior to the construction permitted, as determined by the Village engineer.
- If applying to construct a new utility pole, a written acknowledgement that a meeting was held with the Village wherein collocation of an existing utility pole within 100 feet was discussed and a written certification describing the property rights, technical limits or material costs causing the applicant's rejection of the suggested collocation.

### **USE FACILITY PERMISSION LETTER**

Please provide a USE FACILITY PERMISSION LETTER that includes the following:

- Written copies of the approval from the owner of a utility pole, monopole, or wireless support structure to collocate the proposed wireless facility on that specific pole, tower, or structure, prior to issuance of the Village permit.

ADDRESS TO: Nicholas Walny  
Zoning Administrator  
Village of Franklin Park  
9500 W Belmont  
Franklin Park, IL 60131

A Use Facility Permission Letter must be TYPED using company letterhead or logo.

### ***SITE PLAN INSTRUCTIONS***

Please provide ARCHITECTURAL DRAWINGS and a scaled SITE PLAN based on a plat of survey from a licensed structural engineer for each proposed wireless facility covered by this application. This should include the following:

**Subject property**

- Address, dimensions and scale

**Appearance**

- Size, shape, and height
- Color
- Screening and Stealth concealment methods

**Structures**

- Existing with dimensions
- Proposed with dimensions

**Structural Analysis**

- Include a structural analysis by a professional structural engineer, licensed in the State of Illinois, showing how the proposed equipment attaches to the pole and complies with Chapter 25 of the National Electric Safety Code for Utility Poles.
- The analysis will also describe the method by which the facility is designed to fail and to show that failure will not cause harm.

**Operations**

- Defined areas in which operations will take place, including the longitude and latitude for the location(s) for which the Applicant is applying to place the wireless facilities

**Certification**

- A certification of a structural engineer that the drawings, plans, collocation, and Specifications comply with applicable laws, codes, rules and regulations, including FCC regulations regarding interference with the public safety spectrum.
- Evidence of historic preservation review pursuant to The National Historic Preservation Act, if applicable
- Evidence of environmental review, an EA, of the cell facility construction pursuant to the National Environmental Policy Act

### ***INSURANCE REQUIREMENTS***

Please provide with this application:

- Copies of insurance policies insuring the applicant as the named insured and the Village, its elected and appointed officers, officials, agents, and employees, as additional insured on commercial general liability insurance, property insurance, and workers' compensation insurance in the amounts listed in Article VII of Chapter 82 of the Village Code and
- An indemnification agreement approved by the Board of Trustees that is in compliance Article VII of Chapter 82 of the

### ***DESIGN AND APPEARANCE REQUIREMENTS***

Please provide with this application:

- A letter detailing the design and appearance of the proposed construction and its compliance with the requirements of Title 7, Chapter 12 of the Village Code, which include the applicant's plan to ensure visually acceptable facility design, architectural treatments and stealth techniques as recommended by the Village so as to reduce potential visual impacts from the wireless facilities. In addition, the letter must detail the applicant's plans to remediate the removal or alteration of trees or terrains during construction and the plan to return the area surrounding the construction to its original appearance or to a design approved by the Village. Digital photo simulation of the proposed location providing "before and after" views demonstrating the true visual impact of the proposed facility on the surrounding environment must be attached to this letter.

**APPLICATION FEES**

AN APPLICANT SHALL PAY THE FOLLOWING APPLICATION FEES:

- INSTALLATION OF A NEW UTILITY POLE - **\$1,000.00 FOR EACH WIRELESS FACILITY ADDRESSED IN THIS APPLICATION THAT INCLUDES THE INSTALLATION OF A NEW UTILITY POLE FOR SUCH COLLOCATION.**
- APPLICATION FEE:
  - TO COLLOCATE A SINGLE WIRELESS FACILITY ON EXISTING POLE - **\$650.00**
  - ADDITIONAL WIRELESS FACILITIES - **\$350.00 EACH**

\*CHECKS SHOULD BE MADE PAYABLE TO THE VILLAGE OF FRANKLIN PARK AND ARE DUE UPON SUBMITTAL  
(ADDITIONAL FEES, INCLUDING BUILDING PERMIT APPLICATION FEES, MAY BE REQUIRED)

**APPLICANT CERTIFICATION**

*I certify that the information provided in this application, and in all supporting plans and documents, is true and correct to the best of my knowledge and understand and agree that I have a continuing obligation to inform the Village if there is a change in any of the information contained in this application.*

\_\_\_\_\_  
INITIAL

*I certify that I will complete all work required by the Village of Franklin Park before starting work at the site and obtain all necessary permits for any site or building work I will undertake.*

\_\_\_\_\_  
INITIAL

*I certify that I have received all concurrent licenses and permits required by other agencies and governments with jurisdiction over the design, construction, location and operation of the wireless facility and that I will maintain said licenses and permits within the corporate limits of the Village of Franklin Park*

\_\_\_\_\_  
INITIAL

*I certify that I have received and read Ordinance 1819-VC-10 and will obtain a Wireless Facilities Permit before doing work at the site.*

\_\_\_\_\_  
INITIAL

*I certify that I understand and will adhere to the requirements of section 7-12-3(h) of Ordinance 1819-VC-10 regarding abandonment of wireless facilities.*

\_\_\_\_\_  
INITIAL

*I certify that I understand and will adhere to the requirements of section 7-12-3(h) of Ordinance 1819-VC-10 regarding abandonment of wireless facilities. I further certify that I will notify the Village in writing of any intent to abandon any wireless facility.*

\_\_\_\_\_  
INITIAL

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME AND TITLE OF APPLICANT \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC