



# WIRELESS COMMUNICATION FACILITY APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

To be completed by Applicant	<b>PROJECT SUMMARY:</b>		
	<b>ZONING DISTRICT:</b>		
	<b>PROPOSED WCF TYPE</b> Colocation                      New Tower Attached WCF                      Eligible Facility Request		
	<b>LIGHTING</b> Proposed                      YES (this application requires all items under 49.65.950 and 49.65.970, it will go through the Special Use Permit process)                      NO Existing                      YES                      NO		
	<b>STRUCTURE HEIGHT (in feet)</b>		
	<b>Does the requested facility meet the criteria listed in Table 1 (CBJ 49.65.950(a))?</b> <b>Yes</b> <b>Does the facility qualify as a substantial Change per 49.65.950(b)(1-6)?</b> <b>Yes</b> – Submit items under 49.65.960 with your application <b>No</b> – this application meets Table 1 (49.65.950(a)) with no substantial changes <b>No</b> – Submit items under 49.65.950 and 49.65.970. Proceed with the Special Use Permit process.		
<b>ALL REQUIRED MATERIALS ATTACHED</b> Complete submittal checklist			

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

<b>REQUIRED PERMIT</b>				
Building Permit		Project falls under Table 1 (49.65.950)		
Special Use Permit		Project <i>does not</i> fall under Table 1		
<b>REVIEW APPROVALS</b>				
		Initials	Date	
	Building	_____	_____	
	Engineering	_____	_____	
	Planning	_____	_____	
<b>Fees</b>	<b>Fees</b>	<b>Check No.</b>	<b>Receipt No.</b>	<b>Date</b>
Application Fee	\$ _____			
Public Notice Sign Fee	\$ _____			
Public Notice Sign Deposit	\$ _____			
<b>Total</b>	<b>\$ _____</b>			

This form and all documents associated with it are public record once submitted.

## **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

**This checklist is required to complete an application for a Wireless Communication Facility (WCF) permit. Page numbers for each item are required. There are two types of WCF permits:**

- A. WCF qualifies as Eligible Facility Request per 49.65.950(a) (**Streamlined Departmental Review**)
  - a. Submit items 1-13
- B. WCF requires Special Use permit (**Planning Commission Review**)
  - a. Submit items 1-19

Item No.	Required Item	Code Reference	Page Number (required)
<b>APPLICATIONS</b>	1. Completed Building Permit Application		
	2. Completed WCF Application		
	3. Completed Development Permit Application including site address and CBJ Parcel Identification Number		
	4. Fees (contact the Permit Center to determine amount)	49.85.100(18)	
<b>CERTIFICATIONS</b>	5. A statement certifying that radio frequency emissions from the antenna array(s), both individually and cumulatively, will comply with FCC standards signed by a qualified person and accompanied with a statement of that person's professional qualifications	49.65.960(d)	
	6. Certification that proposal complies with applicable laws pertaining to service offered	49.65.960(p)	
	7. The following documents from a licensed Alaska Professional Engineer: <ul style="list-style-type: none"> <li>• Signed and stamped letter indicating the proposed WCF will be constructed, repaired, modified or restored in compliance with all current applicable technical, safety, and safety-related laws of the CBJ, State of Alaska, and Federal government</li> <li>• Signed and stamped letter indicating the proposed WCF is in compliance with industry practices of the National Association of Tower Erectors</li> </ul>	49.65.960(s)	

Item No.	Required Item	Code Reference	Page Number (required)
CERTIFICATIONS	8. Letter indicating compliance with FAA regulations in 14 CFR Part 77 (if applicable)	49.65.960(t)	
	9. Disclosure of any agreements which limit and/or preclude the proposed WCF from being shared with new WCFs	49.65.960(q)	
	10. Signed and stamped letter from a licensed Alaska Professional Engineer indicating the foundation and attachments meet EIA/TIA 222 G and local building code structure requirements for loads, including wind, snow, and ice (this shall also address the total number of required accommodated collocations, when applicable)	49.65.960(n) 49.65.960(r)	
DESIGN	11. Site plan showing Site size and dimensions, and all existing and proposed structures, buildings, fences (their height) and landscaping	49.65.960(i), (k), (l), and (m)	
	12. Proposed WCF type and design, lighting, height above grade, material, number of, color, any accessory structures, and number of collocations it can accommodate, if applicable	49.65.960(o)	
	13. Location of any dwelling(s) within distance of tower equal to the height of tower (if applicable)	49.65.960(j)	
<b>STOP HERE FOR ELIGIBLE FACILITIES REQUEST. CONTINUE FOR SPECIAL USE PERMIT.</b>			
NARRATIVE	14. A narrative describing all of the following:		
	<ul style="list-style-type: none"> <li>Concealed &amp; Non-concealed antenna</li> <li>Security</li> <li>Affects to mapped view sheds</li> <li>WCF Master Plan compliance</li> </ul>	<ul style="list-style-type: none"> <li>Signage</li> <li>Lighting</li> <li>Design Criteria</li> <li>Setbacks</li> <li>Structural Assessment</li> </ul>	49.65.970(c)(2)(a) 49.65.930
	15. Description of how the design height is the minimum necessary for effective functioning of provider's network	49.65.970(c)(2)(C)	
AD	16. For lighted towers: <ul style="list-style-type: none"> <li>Description of type of light and how it complies with 49.65.930(d) (if required by FAA, the minimum intensity allowed by FAA)</li> <li>How it will not project directly onto adjacent surrounding property (use of buffers, louvers, etc.)</li> </ul>	49.65.970(c)(2)(B)(iv) 49.65.930(d)	
	17. Visual Impact Study: <ul style="list-style-type: none"> <li>Zone of Visibility map</li> </ul>	49.65.970(c)(2)(B)	

Item No.	Required Item	Code Reference	Page Number (required)
	<ul style="list-style-type: none"> <li>Analysis demonstrating how the proposed WCF will be sited to be of least adverse impact on environment and its character while meeting applicant's network objectives</li> <li>Illustration showing before and after views of proposed WCF from roadways, parks, public lands, historic districts and any other location where the site is visible to many people</li> <li>Description of visual impact</li> <li>Narrative or drawing describing how the base of the tower and accessory structures will be screened from views</li> </ul>		
18.	Balloon Test	49.65.970(c)(2) (D)	
19.	Propagation Study	49.65.970(c)(2) (E)	