



**Small Cell Wireless Facility Application
PFMC: 18.26**

(60 or 90-day Shot-Clock)

Community Development – Planning Division
408 N Spokane St. Post Falls, ID 83854
208.773.8708 Fax: 208.773.2505

SMALL CELLS: Mean compact wireless equipment that contain their own transceiver equipment and function like cells in a wireless network but provide a smaller coverage area than traditional macrocells.

STAFF USE ONLY: Date: _____ Received By: _____ Fee Paid: _____ File No. _____
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PART I: APPLICATION SUMMARY

Name of project site, if any:	
Site Address:	
Located in Right-of-Way: Yes _ No _	Site Acreage:
Zoning:	Assessor's Parcel #:
Property Owner:	
Mailing Address:	
Phone #:	Email:
Wireless Carrier:	
Contact Person:	
Mailing Address:	
Phone #:	Email:
Agent:	
Mailing Address:	
Phone #:	Email:

PART II: REVIEW PROCESS

Below are the steps you are required to take for review of your Small Wireless Facility Application. Note that steps taken by staff, such as routing of your application to other departments, are not shown here.

The following steps are required of you, the applicant:

- A pre-application meeting with staff is encouraged to determine what application you will need to submit based on the scope of work you will be doing.
 - All applications will be administrative
- Submit a complete and correct application (see checklist) and fees.
- Provide revised documents as required by staff.

The applicable review timeframe is 60 days for an application for collocation of Small Wireless Facilities using a preexisting structure and 90 days for review of an application for attachment of Small Wireless Facilities using a new structure. To toll the timeframe for incompleteness, the City must notify the applicant in writing within 10 days of the submission of the application, delineating all missing documents or information. Upon resubmission by the applicant, the 60-day or 90-day shot clock, as applicable, will be reset and restart. Following the supplemental submission, the City will notify the applicant within 10 days if the supplemental submission did not provide the information identified in the original notice of incompleteness. The timeframe is then tolled or may be tolled by mutual agreement of the City and applicant. The timeframe may be tolled in the same manner for subsequent submittals.

The City of Post Falls will provide you with clarification of its interpretation of statutes, ordinances, codes or policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact the Planning Division at (208) 773-8708.

PART III: SUPPORTING MATERIALS AND INFORMATION

*Include the following materials and information as applicable. **Applications that do not include all required materials will not be accepted.***

- Completed Small Wireless Facility Application form
- Applicable review fees, including but not limited to:
 - Application review
 - Site Plan fees (if applicable)
 - Fees for outside professional review of application and reports
- Letter of Authorization from the Wireless Carrier for agent
- Letter of Authorization from the Property Owner approving the facility on their property, or if the facility is in the right-of-way, an attestation that the applicant has authorization to install, maintain, and operate transmission/reception equipment in the right-of-way. Further permitting through the Public Works Division may be required.
- Site plan including, for example:
 - Drainage and traffic statements, stamped by a registered civil engineer, are required with a site plan.
- Photo simulations showing before and after renderings of the site and any structures, vegetation, or topography that will screen the proposed facility from multiple viewpoints. Selected viewpoints should be located approximately a half-mile, 1 mile, and 2 miles from the site with an accompanying map showing where each photo was taken.
- Elevation drawings
- If not a collocation on an existing vertical element, the following additional materials are also required:
 - List of existing vertical elements within a 1-mile radius
 - Narrative explaining why the applicant cannot collocate
 - Policy statement on mitigation of tower proliferation
 - Collocation policy
 - Signal coverage maps
 - Engineer's capacity report
 - FAA and FCC compliance statement from an engineer
- Three hard copies and a USB drive containing pdf images of all documents

PART IV: FACILITY DETAILS

Proposed Action

Check the applicable option(s):

- New support structure and transmission or reception equipment
- New transmission or reception equipment on existing non-wireless support structure
- Collocation on existing wireless facility
- Other: _____

Project Description

Be as specific as possible. Attach extra sheets if necessary.

Height of proposed facility: _____

Is the facility considered a concealed or camouflaged facility?

- Yes
- No

If so, please describe the facility's concealment or camouflage elements:

Does your request include the installation of equipment cabinets or other ground-mounted equipment?

- Yes Please describe: _____
- No

Will your facility generate noise audible beyond the boundaries of the site (for example, a generator)?

- Yes
- No

Describe the surrounding area and how your facility will be integrated to blend with the existing characteristics of the site and community:

Describe the existing vegetation on the site and how you will preserve or improve the landscaping:

Will you be requesting waivers of any standards?

Yes *(List below and provide a separate letter detailing and justifying each request.)*

1. _____
2. _____
3. _____
4. _____
5. _____

No ____

Application is hereby made to the Planning Division with the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Application Fee:

Applicant's signature:

Date: