



WIRELESS FACILITIES PRE-APPLICATION CONFERENCE

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

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ File # _____

PART 1 – REQUIRED MATERIAL

THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

An administrative conference is required prior to an applicant submitting a wireless facility application request. This meeting request is used for assessing the proposed wireless request as there are different shot clocks for the variety of work involved in wireless communications. Pre-application meetings can assist in ensuring the proper formal application with supporting documentation is being submitted for the proposed work.

- Completed application form**
- Application fee** (*Per most recently adopted fee resolution*)
- A written narrative:** *Provide an overview of the proposed work; include how it is consistent with the PFMC Chapter 18.26.*
- Preliminary Site Plans:** *No larger than 11x17; showing property lines, streets, and such other items pertinent to the request*

PART 2 – APPLICATION INFORMATION

Name of project site, if any:		
Site Address:	STATE:	ZIP:
Located in Right-of-Way: Yes _ No _	SITE ACREAGE:	
Zoning:	Assessor's Parcel #:	
Property Owner:		
Mailing Address:		
Phone #:	Email:	

Wireless Carrier:		STATE:	
Contact Person:	FAX:		
Mailing Address:		DATE:	
Phone #:		Email:	
Agent:		Phone:	
Mailing Address:		Email:	

PART 3 – APPLICANT SIGNATURE(S)

I (We) understand and certify that we have provided accurate information as required by this form to the best of my (our) ability. I (We) also certify that we are authorized to act on behalf of a wireless infrastructure provider or wireless services provider in making this application to the City.

Dated this _____ day of _____, 20 _____.

Signature (s): _____

