

CITY OF MIDDLEBURG HEIGHTS

Building Division

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 • Fax (440) 234-9092



INSTRUCTIONS TO BE FOLLOWED TO FACILITATE APPEARING BEFORE THE PLANNING COMMISSION FOR CONSIDERATION OF THE GRANTING OF A SPECIAL USE PERMIT UNDER THE WIRELESS TELECOMMUNICATIONS FACILITIES SITING ORDINANCE FOR THE CITY OF MIDDLEBURG HEIGHTS

- All projects to be placed on the agenda must be checked and receive approval stamps from the following departments, where required: (Engineering, Building, Architectural and Fire) at least 30 DAYS PRIOR TO THE MEETING DATE. Appropriate fees and plans shall be submitted with the application. NOTE: A cash deposit is required for plans that go the Engineer's office and the Architect's office.
- Complete the **entire form** below and submit with the following:
 - Twelve (12) copies of your plans **including all required attachments**
 - A disc containing PDF files of all drawings and exhibits or call to email the files
 - A check made payable to the "City of Middleburg Heights" for the proper amount
- Pursuant to Section 1149.20 of the Zoning Code of Middleburg Heights, Ohio the following fee schedule shall be applied at the time of submission of an application for a Special Use Permit:
 - New Telecommunications Tower \$150.00
 - Co-location on an Existing Tower \$2,000.00
 - Recertification of an Existing Site no application fee unless site modified
 - Retention of Expert Deposit \$7,500.00

*Please Note the costs of obtaining a bond and insurance in accordance with Zoning Code Sections 1149.17 and 1149.20 are not included in this fee schedule.

All fees, other than Engineer and Architect review deposits that were overestimated, shall be nonrefundable and nontransferable. Any substantial alteration to the original plans will be considered a new proposal and will be charged at the scheduled rate.

APPLICANT _____

APPLICANT ADDRESS _____

CITY _____ STATE _____ ZIP _____

APPLICANT PHONE NUMBER AND EMAIL _____

APPLICANT AGENT _____

AGENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

AGENT PHONE NUMBER AND EMAIL _____

PROPERTY LOCATION _____ ZONING DISTRICT CLASSIFICATION _____

PERMANENT PARCEL NUMBER _____ SUBLOT NUMBER _____

PROPERTY OWNER _____

PROPERTY OWNER ADDRESS _____

CITY _____ STATE _____ ZIP _____

PROPERTY OWNER PHONE NUMBER AND EMAIL _____

FOR CITY USE ONLY

P C NUMBER

EXPERT REVIEW
DEPOSIT

DATE RECEIVED

CHECK NUMBER

CHECK AMOUNT

REASON FOR THIS REQUEST:

- NEW TELECOMMUNICATIONS TOWER
- CO-LOCATION ON EXISTING TOWER
- RECERTIFICATION OF EXISTING SITE

➤ **ATTACH DOCUMENTATION THAT DEMONSTRATES THE NEED FOR THE WIRELESS TELECOMMUNICATIONS FACILITY TO PROVIDE SERVICE PRIMARILY WITHIN THE CITY**

NAME OF LICENSED PROFESSIONAL ENGINEER PREPARING THE REPORT _____

ENGINEER ADDRESS _____

CITY _____ STATE _____ ZIP _____

ENGINEER PHONE NUMBER _____

PROPERTY INFORMATION

PROPERTY SIZE _____ SQUARE FEET

_____ LOT LINE DIMENSIONS

➤ **ATTACH PLOT PLAN INDICATING THE LOCATION OF ALL LOT LINES**

LOCATION OF NEAREST RESIDENTIAL STRUCTURE _____

LOCATION OF NEAREST HABITABLE STRUCTURE _____

LOCATION, SIZE, AND HEIGHT OF ALL EXISTING STRUCTURES ON THE PROPERTY

TYPE, LOCATIONS, AND DIMENSIONS OF ALL PROPOSED AND EXISTING LANDSCAPING AND FENCING

TOWER / ANTENNA INFORMATION

LOCATION, SIZE, AND HEIGHT OF ALL PROPOSED AND EXISTING ANTENNAE AND APPURTENANT STRUCTURES

NUMBER, TYPE, AND DESIGN OF THE TOWER ANTENNAE

BASIS FOR THE CALCULATIONS OF THE TOWER CAPACITY TO ACCOMMODATE MULTIPLE USERS

MAKE, MODEL, AND MANUFACTURER OF THE TOWER AND ANTENNAE

FREQUENCY, MODULATION, AND CLASS OF SERVICE OF TRANSMITTING EQUIPMENT

TRANSMISSION AND MAXIMUM EFFECTIVE RADIATED POWER OF THE ANTENNAE

DIRECTION OF MAXIMUM LOBES AND ASSOCIATED RADIATION OF THE ANTENNAE

➤ **ATTACH A DESCRIPTION OF THE PROPOSED TOWER AND ANTENNAE AND ALL RELATED FIXTURES, STRUCTURES, APPURTENANCES, AND APPARATUS, INCLUDING HEIGHT ABOVE PRE-EXISTING GRADE, MATERIALS, COLOR, AND LIGHTING**

REQUIRED ATTACHMENTS TO THIS APPLICATION

- CERTIFICATION THAT N.I.E.R. LEVELS AT THE PROPOSED SITE ARE WITHIN THE THRESHOLD LEVELS ADOPTED BY THE F.C.C.
- CERTIFICATION THAT THE PROPOSED ANTENNA(S) WILL NOT CAUSE INTERFERENCE WITH EXISTING TELECOMMUNICATIONS DEVICES, WHICH CERTIFICATION SHALL BE REVIEWED BY A LICENSED ENGINEER DESIGNATED BY THE CITY
- A COPY OF THE F.C.C. LICENSE APPLICABLE FOR THE USE OF WIRELESS TELECOMMUNICATIONS FACILITIES
- CERTIFICATION THAT A TOPOGRAPHIC AND GEOMORPHOLOGIC STUDY AND ANALYSIS HAS BEEN CONDUCTED TAKING INTO ACCOUNT THE SUBSURFACE, SUBSTRATA, AND THE PROPOSED DRAINAGE PLAN, AND THAT THE SITE IS ADEQUATE TO ASSURE THE STABILITY OF THE PROPOSED WIRELESS TELECOMMUNICATIONS FACILITIES ON THE PROPOSED SITE, WHICH CERTIFICATION SHALL BE REVIEWED BY A LICENSED ENGINEER DESIGNATED BY THE CITY
- PROPAGATION STUDIES OF THE PROPOSED SITE AND ALL ADJOINING PROPOSED, IN-SERVICE, OR EXISTING SITES
- WRITTEN DISCLOSURE OF ANY AGREEMENT IN EXISTENCE PRIOR TO THE SUBMISSION OF THE APPLICATION THAT WOULD LIMIT OR PRECLUDE THE ABILITY OF THE APPLICANT TO SHARE ANY NEW TELECOMMUNICATIONS TOWER CONSTRUCTED
- FOR NEW TELECOMMUNICATIONS TOWERS, A WRITTEN REPORT DEMONSTRATING EFFORTS TO SECURE SHARED USE OF EXISTING TELECOMMUNICATIONS TOWERS OR OTHER EXISTING STRUCTURES

APPLICANT / AGENT CERTIFICATION

As applicant, or agent for the applicant, I hereby certify that the applicant's proposed Wireless Telecommunications or MWISP Facilities shall be maintained in a safe manner, and in compliance in all material respects, with all conditions of the Special Use Permit, without exception, unless specifically granted relief by the Planning Commission in writing, as well as in compliance, in all material respects, with all applicable and permissible local codes, ordinances, and regulations, including any and all applicable City, State, and Federal Ordinances, rules, and regulations; furthermore, I certify that the construction of the Wireless Telecommunications or MWISP Facilities is legally permissible including, but not limited to the fact that the applicant is authorized to do business in the State of Ohio. I understand that I must apply for recertification in accordance with Zoning Code Section 1149.17. I understand that I must execute and file with the City a bond in accordance with Zoning Code Section 1149.20. I understand that I must secure and at all times maintain public liability insurance in accordance with Zoning Code Section 1149.22.

SIGNATURE OF APPLICANT / AUTHORIZED AGENT

DATE

SIGNATURE FOR BUILDING DIVISION

DATE

➤ **A COPY OF CHAPTER 1149 OF THE MIDDLEBURG HEIGHTS ZONING CODE SHALL BE PROVIDED TO THE APPLICANT OR AGENT FOR THE APPLICANT**