



THE CITY OF MAYFIELD HEIGHTS ~ BUILDING DEPT.

6154 Mayfield Road – Mayfield Heights, OH 44124

Phone: 440-442-2107 Fax: 440-442-7662

SMALL CELL FACILITY APPLICATION FOR CONSENT TO INSTALL IN PUBLIC RIGHT OF WAY

Application fee: \$250.00 per Small Cell Facility (cash, check or money order)

Project Address: _____ **Permanent Parcel #:** _____

Location, Landmark, etc. _____

(Check all that apply below)

New Structure ____ Existing Structure ____ Residential ____ Commercial ____

Description of Project: _____

Number of Facilities: _____ **Number of Support Structures:** _____

Estimated Cost of Project: _____

Facility Owner's Name: _____

Facility Owner's Address: _____

Phone: _____ **Email:** _____ **OH Sec State Reg. #** _____

Agent's Name: _____ **Company:** _____

Agent's Address: _____

Phone: _____ **Email:** _____ **OH Sec State Reg. #** _____

Applicant's Name: _____

Applicant's Address: _____

Phone: _____ **Email:** _____ **OH Sec State Reg. #** _____

Agent's Name: _____ **Company:** _____

Agent's Address: _____

Phone: _____ **Email:** _____ **OH Sec State Reg.#** _____

I agree to the terms and conditions contained in Section 4939.039 of the Ohio Revised Code, and Part VII, Paragraph A of the Design Guidelines.

Applicant Signature: _____ Date: _____

CHECK LIST – The following information **must** be included with each application packet. Without these materials, the application will be viewed as incomplete and will **not** be accepted for review by the Administration.

ALL APPLICATION PACKETS MUST INCLUDE:

- ____ Cover Letter describing the request
- ____ 2 copies of plans and the completed Application Form
- ____ Liability Insurance Certificate
- ____ For each small cell facility and support structure:
 - ____ Type of Structure, Height, Diameter, Distance from Street, Distance from Buildings, Distance from Property Lines
 - ____ Signed letter of consent from Facility Owner, with proof of agent relationship
 - ____ Affidavit from Professional Engineer that the small cell facility and wireless support structure meet all Federal and State laws
 - ____ Affidavit from RF Professional Engineer that the project will comply with all applicable government regulations in connection with human exposure to radio frequency emissions
 - ____ Affidavit from Professional Engineer that there are no known conflicts with existing utility companies serving the location
 - ____ Written approval from applicable Utility Companies giving approval if utilizing existing power poles or facilities
 - ____ Affidavit from Professional Engineer stating the noise emissions complies with the City's Noise Ordinance
 - ____ Proposed Site Plan (minimum of 1' = 10') prepared by Professional Engineer in the State of Ohio showing location of proposed facilities, distances to property lines, distances to sidewalk and streets and other significant features.
 - ____ Existing Site Plan (minimum of 1' = 10') prepared by Professional Surveyor in the State of Ohio showing all existing features on the site (topography, streets, sidewalks, signs, crosswalks, fencing, buildings, utilities (above and below ground), streams and major physical features within 100 feet of the site
 - ____ Two required photo simulations
 - ____ Manufacturer's sheet showing size, color, materials, and depiction of proposed facility/wireless support structure
 - ____ Architect rendering, showing front and side elevations in color, and description of construction materials

_____ Rigorous Structural Analysis of the Facility prepared by Professional Engineer in State of Ohio

_____ Geotechnical Report for subsoil bearing capacity prepared by Professional Engineer in State of Ohio

_____ Landscape and screening plan prepared by Landscape Architect licensed in State of Ohio depicting type, size and number of plants and use of other landscape materials.

PROJECT DATES:

Anticipated start date: _____ Length of time to complete: _____

Signature: _____ Date: _____

Print Name: _____

FOR OFFICE USE ONLY

Received for Review by Building Department:

Building Department

Date

_____ All sections of application completed

_____ All required attachments are included

_____ All required sets are included

_____ All fees have been collected

APPROVED for Consent by City Administration:

City Engineer

Date

Director of Building

Date

Issue Date: _____ **Fee:** _____ **Permit #** _____

01/2023