

## **Overview Small Cell Application Instructions**

This small cell facility application is required by Saugatuck City Ordinance Chapter 116.

The City of Saugatuck will approve or disapprove the application, depending on the nature of the request, within 60/90 days of receipt of the complete application. Please see Section 116.04 of the City Code. Within 25 days after receipt of an application and a valid electronic mail address for the applicant, City staff will notify the applicant by electronic mail whether the application is incomplete and, if so, specify any missing information; otherwise, the application will be deemed complete. The 60/90 day review period may be extended upon the mutual agreement of the applicant and the City.

If the small cell facility is proposed to be installed in a Historic Overlay District or in a residential zone district on any new or existing structure then the Historic District Commission (HDC) will review and make a recommendation to approve or not approve the installation consistent with the standards set forth by law within the permitted review time frames. City staff will notify the HDC of the proposed facility.

Applicants submitting multiple small cell applications under one cover should complete an application form and submission requirements for each proposed facility.

### **Fee Schedule**

The application for a small cell facility shall be subject to and accompanied by the following paid by cash, check, or money order made payable to the City of Saugatuck or as otherwise authorized by law:

A. The application fee for a permit to co-locate a small cell wireless facility and/or associated support structure is as follows:

(1) \$200.00 for each small cell wireless facility alone.

(2) \$300.00 for each small cell wireless facility and a new utility pole or wireless support structure to which it will be attached.

B. The annual permit fee for each utility pole or wireless support structure in the ROW in the City on which a wireless provider has approval to co-locate a small cell wireless facility is as follows:

(1) \$20.00 annually, unless subsection B.(2) applies.

(2) \$125.00 annually, if the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after March 12, 2019. (This subdivision does not apply to the replacement of a utility pole that was not designed to support small cell wireless facilities.)

C. Bond of \$1,000.00 per small wireless facility

Note: Equipment and structures requiring zoning approval shall be subject to additional fees and/or charges established by law.

## **Submission Requirements**

**A. Completed Permit Application** Two (2) completed copies of this application and one PDF copy (including all supporting documentation)

### **C. Certification / Attestations:**

1. Certification of No Public Safety Impacts: Certify that the small cell facility will not materially interfere with or degrade the City's existing public safety communications system.
2. Certificate of compliance with FCC rules related to radio frequency emissions from a small cell wireless facility.
3. Attestation that the small cell wireless facility will be operational for use by a wireless services provider within 1 year after the permit is issued.
4. Attestation of attempts to locate on existing structure(s).

**I. Structure Owner Consent Letter:** As indicated on the application form, and as applicable, for each proposed small cell facility, the applicant must submit a statement from the owner of the existing structure consenting to the co-location of the small cell facility on the structure.

### **D. Proposed Facility / Site Plan** (Scale of 1" = not more than 50'):

1. One (1) paper copy no larger than 11" x 17" of overall site plan indicating the location of all other small cells and their carriers within 1,000 feet to correct scale.
2. One (1) digital copy to correct scale.

### **E. Required site plan Information**

1. Scale and north arrow.
2. Subject and adjoining property boundaries.
3. Public right(s)-of-way and names.
4. Locations, dimensions, and maximum heights of all existing and proposed structures and equipment.
5. Distance of proposed structures and equipment to all lot lines.
6. When located in a utility easement or road right-of-way, distance of structures and equipment to all utility easement lines or road right-of-way lines.
7. Any features of the proposed use such as fencing, screening and landscaping.
8. Antenna and mounting detail with dimensions. Provide catalog cut sheets.
9. Equipment cabinet or shelter detail with dimensions. Equipment cabinets include generators and telco cabinets. Provide catalog cut sheets for equipment cabinets (except if within a shelter) and generators.
10. Proposed identification signage.

**F. Photographs of Site:** Photographs of the existing structure, building, and site as applicable.

**G. Photo Simulations:** Provide photo simulations and clearly identify the location of existing and new antennas and equipment, and show the relationship to existing site features such as buildings, trees, and other physical features. Indicate if the antenna and/or support structure are stealthed or otherwise camouflaged to blend with an existing structure and/or background.

**H. Schematic Drawings:** Provide schematic drawings. Show the color, proposed material and scale of the proposed facility relative to the existing structure.

Decisions relative to permits will be based on the standards set forth in Chapter 116 of the City Code and state law. Applicants receiving a permit must still comply with all applicable laws including, without limitation, Act No. 48 of the Public Acts of 2002 as amended, as well as all applicable City land use and zoning provisions.

**Submit completed application and supporting application materials to:**

**City of Saugatuck  
Department of Planning and Zoning  
102 Butler Street, P.O. Box 86  
Saugatuck MI 49453**

**For questions, call (269) 857-2603**

SMALL CELL PERMIT APPLICATION  
(For structures under 40')  
City of Saugatuck Michigan

\*\*\* This area to be completed by City staff \*\*\*

APPLICATION NUMBER \_\_\_\_\_

SMALL CELL APPLICATION FEE \_\_\_\_\_

**APPLICANT**

Carrier \_\_\_\_\_

Agent Name \_\_\_\_\_

Company or Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_

City /Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number ( \_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

Secondary Contact (Required) \_\_\_\_\_

Telephone Number ( \_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

The undersigned acknowledges that additional Saugatuck City land use and/or telecommunication review requirements may be identified during the review of this small cell telecommunication permit application and the fulfillment of such requirements is the responsibility of the applicant, and hereby attest to the best of my knowledge and belief, that the information stated in this application and in all supporting plans and documents is true.

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

**LOCATION OF PROPOSED USE**

Address (or closest address) \_\_\_\_\_

Place Name (if any) \_\_\_\_\_

Tax Map ID. Number(s) or closest tax map ID. \_\_\_\_\_

Facility latitude/longitude (Decimal Degrees): \_\_\_\_\_

Is the existing structure privately owned? If yes, indicate owner: \_\_\_\_\_

**PROPERTY OWNER(S) OF RECORD**

Owner \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**NEW OR MODIFIED ANTENNA(S) Carrier \_\_\_\_\_**

Provide a separate page for each facility proposed as part of this application

| Mod# or name | Type panel, dish, omni | QTY | Height | Width / diameter | Depth | Cubic Feet | RAD Center |
|--------------|------------------------|-----|--------|------------------|-------|------------|------------|
|              |                        |     |        |                  |       |            |            |
|              |                        |     |        |                  |       |            |            |
|              |                        |     |        |                  |       |            |            |

**NEW OR MODIFIED EQUIPMENT**

| Mod# or name | Cabinet shelter or telco | QTY | Height | Width / diameter | Depth | Cubic Feet | RAD Center |
|--------------|--------------------------|-----|--------|------------------|-------|------------|------------|
|              |                          |     |        |                  |       |            |            |
|              |                          |     |        |                  |       |            |            |
|              |                          |     |        |                  |       |            |            |
|              |                          |     |        |                  |       |            |            |

**NEW STRUCTURE**

| Type | Height | Overall Height w/antenna | Width / diameter |
|------|--------|--------------------------|------------------|
|      |        |                          |                  |
|      |        |                          |                  |
|      |        |                          |                  |
|      |        |                          |                  |

Is the small cell facility proposed to be located in a Historic Overlay District?

Yes  No

Is the small cell facility proposed to be located in a Residential District?

Yes  No

## CHECKLIST FOR SMALL CELLS ON EXISTING STRUCTURES

- Certification of No Public Safety Impact:

I certify that the small cell facility will not materially interfere with or degrade the City's existing public safety communications systems.

Initials of Applicant: \_\_\_\_\_

- I have attached the certificate of compliance with FCC rules related to radio frequency emissions from a small cell wireless facility.

Initials of Applicant: \_\_\_\_\_

- I attest that the small cell wireless facility will be operational for use by a wireless service provider within 1 year after the permit is issued.

Initials of Applicant: \_\_\_\_\_

- I have attached the consent letter of the structure owner to application.

Initials of Applicant: \_\_\_\_\_

- I have attached the proposed facility / site plan documents.

- One (1) paper copy no larger than 11" x 17" to correct scale
- One (1) digital copy to correct scale

Initials of Applicant: \_\_\_\_\_

- I have included the required information within the site plan, as listed below.

- Scale and north arrow
- Subject and adjoining property boundaries
- Public right(s)-of-way and names
- Locations, dimensions, and maximum heights of all existing and proposed structures and equipment
- Distance of proposed structures and equipment to all lot lines
- When located in a utility easement or road right-of-way, distance of structures and equipment to all utility easement lines or road right-of-way lines
- Any features of the proposed use such as fencing, screening, and landscaping
- Antenna and mounting detail with dimensions. Provide catalog cut sheets
- Equipment cabinet or shelter detail with dimensions. Equipment cabinets include generators and telco cabinets. Provide catalog cut sheets for equipment cabinets (except if within a shelter) and generators
- Proposed identification signage

Initials of Applicant: \_\_\_\_\_

- I have attached photographs of site.

Initials of Applicant: \_\_\_\_\_

- Photo Simulations

I have provided photo simulations and clearly identified the location of existing and new antennas and equipment, and showed the relationship to existing site features such as buildings, trees, and other physical features. I have also indicated if the antenna and/or support structure are stealthed or otherwise camouflaged to blend with an existing structure and/or background.

Initials of Applicant: \_\_\_\_\_

- I have attached schematic drawings.

Initials of Applicant: \_\_\_\_\_

- I have provided payment of \$200 for the application fee, \$20 for the annual fee, and a bond of \$1,000.

Initials of Applicant: \_\_\_\_\_

## CHECKLIST FOR SMALL CELLS ON NEW STRUCTURES

- Certification of No Public Safety Impact:

I certify that the small cell facility will not materially interfere with or degrade the City's existing public safety communications systems.

Initials of Applicant: \_\_\_\_\_

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Initials of Applicant: \_\_\_\_\_

- I attest that I have attempted to locate on existing structure(s).

Initials of Applicant: \_\_\_\_\_

- I have attached the consent letter of the structure owner to application.

Initials of Applicant: \_\_\_\_\_

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Initials of Applicant: \_\_\_\_\_

- I have attached schematic drawings.

Initials of Applicant: \_\_\_\_\_

- I have provided payment of \$300 for the application fee, \$125 for the annual fee, and a bond of \$1,000.

Initials of Applicant: \_\_\_\_\_

**DRAFT OF BOND**

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS that \_\_\_\_\_ (Carrier Name), as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto the **City of Saugatuck** (the "City"), in the amount of \$ \_\_\_\_\_, for the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has requested approval of a Small Cell Permit Application (the "Permit") by the City, for the purpose of performing the following work in the public right-of-way: **Small Cell Installations Location:** \_\_\_\_\_; **Site Location Address:** \_\_\_\_\_, **Saugatuck MI 49453**; **Carrier Project Number:** \_\_\_\_\_; **Tower Location Code:** \_\_\_\_\_ (the "Permitted Work").

WHEREAS, a performance bond is required to guarantee the removal of abandoned or improperly maintained small cell wireless facilities installed by the Principal; to repair the public right-of-way to its condition prior to the commencement of the Permitted Work; and to recoup rates or fees related to the Permit that have not been paid by the Principal in more than 12 months.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are that if Principal removes its small cell wireless facilities authorized by the Permit from the public right-of-way, restores the public right-of-way to its condition prior to the commencement of the Permitted Work and pays all outstanding rates and fees related to the Permit to the City, this obligation shall be null and void. Otherwise, it shall remain in full force and effect.

Upon Principal's failure to remove abandoned or improperly maintained small cell wireless facilities authorized by the Permit upon receiving notice from the City, including those that the City determines should be removed to protect public health, safety, or welfare; or upon Principal's failure to restore the public right-of-way to its condition prior to the commencement of the Permitted Work after the Permitted Work is completed; or upon Principal's failure to pay any rates or fees related to the Permit for more than 12 months after receiving 60-days' advance notice from the City of such noncompliance, and the City notifying Principal and Surety to pay City an amount of money up to the amount of this Bond that is documented by the City as being the amount of the delinquent obligation or the cost, including attorney fees, it has incurred or will incur in performing or securing performance of Principal's obligations, including attorney fees, Surety agrees to deliver the required payment to the City within 30 days. The City's payment notice shall be sent by registered mail or overnight delivery service.

This bond shall become effective on the \_\_\_ day of \_\_\_\_\_.

PROVIDED, that regardless of the number of years this bond is in force, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the penal sum listed above.

FURTHER PROVIDED, that at least 60 days' prior written notice shall be given to the City by the Surety of any intention to cancel, replace, or materially alter this bond, such notice to be given by registered mail to the City and Principal.

PRINCIPAL

Date: \_\_\_\_\_

\_\_\_\_\_  
(See attached notarization of signature)

SURETY

Date: \_\_\_\_\_

\_\_\_\_\_  
(See attached notarization of signature)