



WEST PALM BEACH

COMMUNICATIONS FACILITIES PLACEMENT PERMIT APPLICATION
CITY RIGHTS-OF-WAY

The Applicant shall complete and sign the form below, and provide all required materials.

Please be advised that the City of West Palm Beach has a contract with CityScape Consultants, Inc. for review of ALL Applications for wireless communication facilities.

TYPE OF APPLICATION: [] New Tower [] New Antenna [] Co-Location
[] Small Wireless [] Small Wireless Consolidated - for Multiple Placements

TYPE OF FACILITY: [] Antenna Element Replacement [] Concealed Attached Antenna
[] Collocated or Combined on Existing Tower [] Non-Concealed Attached Antenna

POLE REPLACEMENT REQUESTED: [] Replacement of existing City utility pole requested

SPECIAL PROCESS REQUESTED: [] F.S. 365.172(13) [] 47 USC §1455(a) (Sec. 6409)
[] F.S. 337.401 Small Wireless Facilities [] Micro Wireless Facilities

REGISTRANT NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: Street Address: _____
City: _____ State: _____ Zip Code: _____

PHONE NO.: _____ FAX NO.: _____ E-MAIL: _____

EMERGENCY CONTACT (if different than contact above): _____

PHONE NO.: _____ FAX NO.: _____ E-MAIL: _____

REGISTRATION WITH CITY: [] Registered [] Registration submitted with Application

REGISTRANT: [] Pays \$202.11 communication services taxes to City
[] Provides services directly to customers within City
[] Pass-Through provider or does not yet directly provide services within City

Applicant certifies that the statements, documents, plans and information submitted with and in support of this Application are true to the best of Applicant's knowledge and belief. Further, Applicant understands that the application and attachments become part of the official records of the City and are not returnable. Applicant understands that misrepresentation of information contained within this registration may be cause to void any approvals associated with this registration. Applicant affirms that its communication services facilities will not cause frequency interference with the City's public safety communication system. Applicant further affirms that all communication facilities installed under this permit shall be installed and operation within 9 months of the approval of the permit. Applicant affirms and certifies that Applicant understands and will comply with the provisions and regulations of the City of West Palm Beach Code of Ordinances.

SIGNATURE OF APPLICANT: _____ DATE: _____

IMPORTANT!

PURSUANT TO SECTION 78-410) OF THE CITY'S CODE OF ORDINANCES, APPLICANTS SHALL ALSO OBTAIN A TEMPORARY RIGHT-OF-WAY WORK PERMIT BEFORE PERFORMING ANY WORK IN THE CITY'S RIGHTS-OF-WAY.

REQUIRED MATERIALS

Required per City Code Section 78-401:

REQUIRED MATERIALS		FEE AMOUNT AND/OR # OF COPIES REQUIRED
A	Engineering Plans	2
B	Equipment Information	2
C	Installation methods	2
D	Survey of underground facilities, if applicable	*2
E	Survey of above-ground facilities, if applicable	*2
F	Inventory of registrant's existing facilities	2
G	Concealment methods descriptions	2
H	Estimated schedule	2
I	Pole replacement info and make-ready estimate, if applicable	*2
J	Restoration cost estimate	*2
K	Evidence of insurance coverage	2
L	Proof of mailing notice to owners	2
M	Public Utility Letters	2
N		
P		

Key: (1-15) = Number of copies. (*) = Items which may be required, if applicable.

IMPORTANT: All items shall be submitted in hard copy format and electronic format. Additional formats may be required for certain items. Please refer to each item description for more information.

A. FEES

- **Application Fee**

No fees. No fees shall be charged for:

- Communication services providers that remit taxes to the city imposed pursuant to chapter 202; or to any communications company which provides communications services as defined in F.S. § 203.012(3),
- Routine maintenance of small wireless facilities;
- Replacement of existing wireless facilities with wireless facilities that are substantially similar or of the same or smaller size;
- Installation, placement, maintenance or replacement of micro wireless facilities that are suspended on cables strung between existing utility poles by a registrant that remits taxes under F.S. chapter 202.

Permit fees. Communication placement permit fees shall be payable from all other registrants.

- (1) A registrant that directly serve a communications services customer at retail within the jurisdictional limits of the city at the time the entity makes physical use of the public rights-of-way shall pay to the city a permit fee of \$100 per placement location.
- (2) A registrant that does not directly serve a communications services customer at retail within the jurisdictional limits of the city at the time the entity makes physical use of the public rights-of-way shall pay to the city, annually, a fee of no less than \$500.00 per linear mile of any cable, fiber optic, or other pathway that makes physical use of the public rights-of-way, or the maximum allowed by law.

Collocation fees. The rate to collocate small wireless facilities on city utility poles shall be \$150 per pole, or the maximum allowed by law, payable annually.

- **Wireless Facility Consultant Fee** – Should there be no need for review by the City's Wireless Facility Consultant, where allowed by law, the City may require payment for the City's costs. This fee may be waived. For your information, the City's consultant is identified below:

Richard L. Edwards
CityScape Consultants
Phone: (561) 558-2808 or (877) 438-2851
rick@cityscapegov.com

- **Engineering Services Fee** – Refer to **page 2**.

IMPORTANT: Please make all checks payable to "City of West Palm Beach." Additionally, separate applications/fees may be required by other departments as part of the development process.

B. ENGINEERING PLANS

Submit plans signed and sealed by a Florida Registered Professional Engineer, or prepared by a person who is exempt from such registration requirements as provided in F.S. §471.003, identifying the location of the proposed facility, including a description of the facilities to be installed, where it is to be located, and the approximate size of facilities and equipment. Such plans shall be 10 ft, 20 ft. or 40 ft. scale; not architectural scale;

IMPORTANT: All plans shall also be submitted in .PDF and .PNG graphic format. Additionally, two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided.

C. EQUIPMENT INFORMATION

Complete all of the requested equipment information on **page 8**.

D. INSTALLATION METHODS

A description of the manner in which the facility will be installed (i.e. anticipated construction methods and/or techniques), identifying any deviation from the city's engineering standards. Plans shall show the limits of milling and resurfacing and sidewalk/paver restoration.

D. SURVEY OF UNDERGROUND EXISTING FACILITIES

For installation or replacement of facilities located underground, a survey that identifies existing underground communication and utility facilities, including water, sewer, storm water, electric, telephone, gas, etc., existing in the areas to which the permit application applies, and extending 500 feet beyond said areas within the city if available (such information may be provided without certification as to correctness, to the extent obtained from other persons with facilities in the public rights-of-way). Such survey must show valve box locations and water meter locations. Pot holes are required if proposed conduit is within ten feet of existing water, sewer or storm water facilities.

E. SURVEY OF ABOVE GROUND UTILITIES

For installation or replacement of facilities located above ground, a survey that identifies all above-ground communication facilities and utilities currently existing in the areas to which the permit application applies, and extending 500 feet beyond said areas within the city if available (such information may be provided without certification as to correctness, to the extent obtained from other persons with facilities in the public rights-of-way). Information regarding existing utility poles shall include the pole height and base diameter;

Such survey shall be an ALTA/ACSM Land Title Survey shall be prepared and signed/sealed by a Florida registered surveyor. The ALTA/ACSM Land Title Survey must meet the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys" as adopted by the American Land Title Association, American Congress on Surveying and Mapping, and the National Society of Professional Surveyors. In addition to the minimum standards, the ALTA/ACSM Land Title Survey shall also provide the following:

- Vicinity map showing the property in reference to nearby highways or major street intersections.
- Substantial above ground improvements such as signs, poles, bicycle racks, street furniture, planters, trees, landscaping, etc.
- Indication of access to the right-of-way such as curb cuts and driveways,
- Location of utilities as determined by observed evidence together with evidence obtained from utility companies.

IMPORTANT: The Survey shall also be submitted in .PDF and .PNG graphic format, and two (2) sets of reduced plans (1 set 8 ½" x 11" and 1 set 11" x 17") shall be provided. Additionally, the legal description shall be provided in Microsoft Word, or compatible, format.

F. INVENTORY OF REGISTRANT'S EXISTING FACILITIES

An inventory of all existing wireless communications facilities that the Applicant or the Applicant's predecessors in interest has previously placed in the areas to which the permit application applies, and extending one thousand (1,000) feet beyond said areas within the City as well as any other areas within the City which the City finds reasonably necessary to review the permit application.

G. CONCEALMENT METHODS

Description of the concealment methods to be used, including the type of and colors of concealment methods, including foliage, as applicable;

H. ESTIMATED SCHEDULE

The estimated timetable for construction of the project or each phase thereof, and the areas of the city which will be affected;

I. POLE REPLACEMENT

If replacement of a City pole is requested, indicate the city function to be replaced, the proposed type of lighting or replacement facility proposed, the electric metering proposed, and provide evidence of compliance with City standards; and any make ready estimate in accordance with City Code Sec. 78-411

J. RESTORATION COST ESTIMATE

If appropriate given the facility proposed, an estimate of the cost of restoration to the public rights-of-way. Any road resurfacing constitutes an alteration which triggers the obligation to provide ADA compliant curb ramps;

K. EVIDENCE OF INSURANCE COVERAGE

Evidence of the insurance coverage required under sec. 78-406, with minimum coverages of:

- 1) Worker's Compensation and Employer Liability insurance to meet all requirements of state law; and
- 2) Comprehensive General Liability insurance with respect to the construction, operation and maintenance of the communications services facilities, of not less than one million dollars combined single limit per occurrence and two million dollars in the aggregate.

All insurance policies shall be with insurers qualified to do business in the state.

The City of West Palm Beach, its commissioners, officers, employees and agents, shall be named as additional insureds.

A registrant shall keep on file with the city its current certificates of insurance which evidences current insurance coverages. The certificates of insurance for the comprehensive general liability insurance shall further provide that any cancellation or reduction in coverage shall not be effective unless 30 days' prior written notice thereof has been given to the city. A registrant shall not cancel any required insurance policy without submission of proof that the registrant has obtained alternative insurance satisfactory to the City.

L. NOTICE TO OWNERS

At least 15 days prior, but not more than 45 days prior, to the anticipated start of the work in the public rights-of-way, the registrant shall mail written notice of the work in the public right-of-way to those property owners within 250 feet who adjoin such rights-of-way, as well as provide notification to any affected home owners' association or neighborhood association.

An address list and a radius map can be obtained from:

Palm Beach County Property Appraiser's Office
301 North Olive Avenue, 1st floor
West Palm Beach, Florida 33401

Phone Number: (561) 355.2881

)

Applicant shall provide with this Application one (1) copy of:

- **Address List** – One (1) copy of a list of the property owner's addresses within 250 feet who adjoin the affected rights-of-way.
- **Radius Map** – One (1) copy of the map provided by the Palm Beach County Property Appraiser's Office showing those properties within 250 feet of the affected rights-of-way.

The Affidavit of Property Owner's List on **page 9** of this application shall be signed by the individual who obtained the above information from the Palm Beach County Property Appraisers Mapping Office.

After mailing, a copy of the notice along with a notarized Public Notice Mailer Affidavit (**page 10**) shall be provided to the Development Services Department – Planning Division, indicating that all notices have been sent.

Should a public information meeting be required, the Applicant shall submit a report to the City no later than ten (10) days after such meeting, detailing the public comments received and any responses provided by the Applicant. The Applicant shall meet with City staff as soon as practical to review comments received at the public information meeting, and attempt to resolve all negative comments or issues raised. No permits shall be issued by the City until this process, if required, has been completed, unless otherwise provided by law.

G. PUBLIC UTILITY LETTERS

Provide letters from all of the following public utilities confirming that the proposed project does not encroach into their easements or otherwise interfere with the provisions of their services:

Telephone:

Garth Bedward
AT&T Utility Coordinator (Palm Beach County)
2021 South Military Trail, First Floor – West Palm Beach, FL 33415
Phone: (561) 357.6553 – Fax: (561) 964.3499 – Email: gb7410@att.com

Natural Gas:

Ivan Gibbs
Florida Public Utilities
1641 Worthington Road, Suite 220 – West Palm Beach, FL 33409
Phone: (561) 838.1785 – General phone: (561) 832.2461 – Fax: (561) 838.1769 (Easement consent forms can be faxed) – Email: ENGINEERING-WPB@fpuc.com

Electric Service:

Florida Power & Light Company
810 Charlotte Avenue – West Palm Beach, FL 33401

The FP&L Project Manager (including name and telephone number) for the project's location may be found by visiting the following website:

<http://www.fplmaps.com/pml/>

Television Cable:

Anthony Springsteel
Comcast Cable Communications
10435 Ironwood Road – Palm Beach Gardens, FL 33410
Phone: (561) 804.0973 – Fax: (561) 640.0231 - Email: anthony_springsteel@cable.comcast.com

EQUIPMENT INFORMATION

FCC Antenna Structure Registration Number (ASR) (if applicable): _____

COMMERCIAL WIRELESS PROVIDER: _____

EQUIPMENT TYPE TO BE INSTALLED:

- New Tower:..... Yes No
- Structure Mounted: Yes No
- Co-Location: Yes No
- Replace Existing Tower:..... Yes No
- Replace/Upgrade Existing Antennas:..... Yes No
- Stealth Attached Antenna: Yes No
- New Stealth Antenna Support Structure: Yes No
- New Equipment Cabinets: Yes No
- Replace Equipment Cabinets: Yes No
- Base Station: Yes No
- Small Wireless Facility:..... Yes No
- Micro Wireless Facility:..... Yes No

EQUIPMENT SPECIFICATIONS (including number and dimensions of all equipment, and weight for antenna):

DESCRIBE EXISTING EQUIPMENT ON SITE:

IDENTIFY PRIOR APPROVAL FOR EXISTING EQUIPMENT: _____

IF COLLOCATION: Attach evidence of authorization from tower/structure owner to collocate.

AFFIDAVIT RE APPLICATION SUBMITTAL

State of Florida }
 } SS:
County of Palm Beach }

Before me personally appeared _____, the
Print Name

_____ of _____, who, being duly
Title Applicant

sworn, deposes and states the following:

1. Applicant affirms and certifies that Applicant understands and will comply with the provisions and regulations of the City of West Palm Beach Code of Ordinances.
2. The communication services facilities to be installed by Applicant under this Communications Placement permit will not cause frequency interference with the City's public safety communication system.
3. All communication facilities installed under this permit shall be installed and operation within 9 months of the approval of the permit.
4. Applicant understands that the application and attachments become part of the official records of the City and are not returnable
5. Applicant further certifies that the statements, documents, plans and information submitted with and in support of this Application are true to the best of Applicant's knowledge and belief.
6. Applicant understands that misrepresentation of information contained within this application may be cause to void any approvals associated with this application and the associated permit

Signature

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 20___, by _
_____, who personally appeared before me and who did not take
Print Name
an oath.

Personally Known; OR
 Produced Identification – Type of Identification Produced: _____

[SEAL] _____
Notary Public Signature

Print Name: _____

Commission Number: _____

AFFIDAVIT OF PROPERTY OWNERS LIST

State of Florida }
 }
County of Palm Beach } SS:
 }

Before me personally appeared _____, who, being duly sworn,
Print Name
deposes and states the following:

1. That the accompanying Property Owners List is, to the best of his/her knowledge, is a complete and accurate list of all the property owners, mailing addresses, and property control numbers as recorded in the Palm Beach County Courthouse for all properties within 250 feet of the below described location.

2. The subject location is described as, or is immediately adjacent to the following parcel of land:

Street Address: _____

PCN # _____

Legal Description: _____

Signature

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 20____, by _____
_____, who personally appeared before me and who did not take
Print Name
an oath.

Personally Known; OR
 Produced Identification – Type of Identification Produced: _____

[SEAL]

Notary Public Signature

Print Name: _____

Commission Number: _____
