



City of Owosso
 301 W Main St.
 Owosso, MI 48867
 989-725-0535

**SMALL CELL WIRELESS FACILITIES
 PERMIT APPLICATION**

The packet must be filled out completely and returned to the City with applicable fees. Wireless facilities, support structures, and utility poles may not be installed, used, operated, or maintained in the public right-of-way without first obtaining a permit and other necessary approvals from the City.

<input type="checkbox"/> Completed Application Packet	<input type="checkbox"/> Photo Simulations of existing and proposed conditions
<input type="checkbox"/> Written permission from owner of pole/structure	<input type="checkbox"/> Evidence of insurance naming the City as additional insured AND performance bond in the amount of \$1,000 per small cell wireless facility included in this application for permit
<input type="checkbox"/> Site specific structural integrity analysis prepared by a structural engineer	<input type="checkbox"/> Certificate of Compliance with FCC radio frequency emission regulations
<input type="checkbox"/> Scaled Site Plan from a licensed structural engineer for each proposed small wireless facility	<input type="checkbox"/> The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility
<input type="checkbox"/> A proposed schedule for the installation and completion of each small cell facility covered by the application and restoration of the right-of-way	<input type="checkbox"/> Copy of all other permits related to the deployment, including any applicable METRO Act application and permit
<input type="checkbox"/> Application fee(s)	<input type="checkbox"/> Traffic control plan
<input type="checkbox"/> Coverage map showing the projected coverage areas of existing and proposed facilities	
1. APPLICANT INFORMATION:	
Name of Carrier/Wireless Provider:	
Resident Agent Name:	
Address:	
Phone:	Email:
Name of Applicant (if different from above):	
Applicant address:	
Phone:	Email:
2. POLE/STRUCTURE OWNER CONTACT:	
Name:	Address:
Phone:	Email:
3. CONTRACTOR INFORMATION:	
Name:	Address:
Phone:	Email:

4. NO PERMIT OR FEE REQUIREMENT:				
• Replacement of similar size small wireless facility:				
			Existing Small Wireless Facility	Replacement Facility
	size of each antenna (cubic feet)			
	number of antenna			
	size of associated facilities (cubic volume)			
	total weight of facilities and antenna on structure or pole			
• Routine maintenance of small wireless facilities, structure, pole (please describe):				
• Micro wireless facility on cable suspension between poles/structures (installation, placement, maintenance, operation, replacement):				
5. POLE/STRUCTURE/EQUIPMENT INFORMATION:				
New poles/structure construction?			YES	NO
Co-locating?			YES	NO
	Pole/Structure	Antenna (provide information for each antenna)	Ground mounted equipment	Pole Mounted Equipment (other than antenna)
Manufacturer				
Model no.				
Height				
Width				
Depth				
Weight				
Volume (cubic feet)				
Number of antenna				
Does the antenna increase the total height of the pole/structure?				
By how many feet?				
6. TYPE OF FACILITY				
<input type="checkbox"/> Existing pole/structure	<input type="checkbox"/> New/replacement pole/structure	<input type="checkbox"/> Eligible facilities request	<input type="checkbox"/> Co-location of wire facilities (not small wireless or eligible facilities request)	<input type="checkbox"/> New/replacement structure pole/structure (not small wireless or eligible facilities request)
<input type="checkbox"/> Other	<input type="checkbox"/> Electric & gas public utilities	<input type="checkbox"/> Local exchange carriers	<input type="checkbox"/> Fiber providers	<input type="checkbox"/> Cable TV video
Total weight and cubic feet of all antenna on the pole /structure				
Total weight and cubic feet of all equipment (other				

than antenna and pole)				
Existing attachments on pole/structure (ex. banners, antenna, fixtures)?				
7. POLE/STRUCTURE ACCESS INFORMATION:				
Installation start date				
Does routine maintenance require closing of sidewalks or traffic lanes in the public right-of-way?		YES	NO	
If YES, please provide a description of the access requirements:				
Dates of all applications submitted for permits from other governmental agencies:				
8. GENERAL DESCRIPTION OF PROPOSED WORK:				
<input type="checkbox"/> New equipment and/or facilities				
<input type="checkbox"/> Swap-out equipment and/or facilities				
<input type="checkbox"/> Upgrade of existing equipment and/or facilities:				
<input type="checkbox"/> Other:				
Provide a brief description of the proposed work:				
Provide the type of equipment and/or facilities being installed:				
9. APPLICANT CERTIFICATION:				INITIAL
1. I certify that the information provided in this application, and in all supporting plans and documents, is true and accurate to the best of my knowledge, and acknowledge that I have a continuing obligation to inform the City if there is a change in the information contained in this application.				
2. I certify that the collocation of small cell wireless facilities shall commence within 6 months of permit issuance and shall be activated for use no later than 1 year from the permit issuance date.				
3. I certify that I have read Article VII, Small Cell Wireless Facilities of Chapter 34, Utilities and Services of the Code of Ordinances of the City of Owosso.				
4. I certify that this application and attached plans comply with the public, utility, and traffic safety and protection standards.				
5. I certify that I agree to pay the annual recurring fees recognized as presumptively valid by the FCC in the Declaratory Ruling and Order in FCC 18-133 for any pole or structure that is part of this application which exceeds the height limit for small cell wireless facilities under Public Act No. 365 of 2018 (i.e. a pole/structure that exceeds 40 feet, with a wireless facility that extends more than 5 feet above the pole or support structure).				
10. ACKNOWLEDGMENT:				
By signing this application, I (the applicant/company) hereby acknowledge that I have full authority to make the foregoing Application and that the work and facilities to be installed shall comply with City of Owosso Code of Ordinances and applicable state and federal laws.				
SIGNATURE:				
TITLE:		Date:		
11. BATCH APPLICATION:				
An application may include up to 20 collocations of substantially similar small cell wireless facilities for placement on similar types of wireless support structures or utility poles.				

SITE	TYPE OF FACILITY AND DESCRIPTION	PERMIT FEE
1.		
2.		
3.		
4.		
5.		
<i>Attach additional page if necessary</i>		
OFFICE USE ONLY:		
• Date received:	Staff initials:	
• Application staff review due within 25 days:	Due date:	
• Permit number:		
STAFF REVIEWS:		
• City Manager:		
• Engineer:		
• Department of Public Works:		
• Building Official:		
• Downtown Development Authority (if application pertains to a location within the DDA district):		
• City attorney:		
• Other designees:		
CITY COUNCIL REVIEW:		
<input type="checkbox"/> Approved	Date of meeting:	
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	
FINAL INSPECTION:		
<input type="checkbox"/> Approved	Date of inspection:	
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	
FEE SCHEDULE:		
• Wireless communications equipment and support structures		
Zoning application fee	Administrative costs to review and process application or \$1,000 (whichever is less)	
• Non-exempt co-locating small cell wireless facilities and support structures		
Zoning application fee-new wireless support structure or modification of an existing wireless support structure	\$1,000	
Zoning application fee-new small cell wireless support structure or modification of an existing small cell wireless facility	\$500	
• Co-locate a small cell wireless facility and/or associated support structure application fee shall not exceed and shall be set as follows:		
Application fee for permit-each small cell wireless facility alone	\$200	
Application fee for permit-each small cell wireless facility and a new utility pole or wireless support structure to which it will be attached	\$300	
• Annual permit fee for each utility pole or wireless support structure in ROW on which a wireless provider has approval to co-locate a small cell wireless facility shall not exceed and shall be set as follows:		
Annually, unless subsection D. (2) applies.	\$20	
Annual permit fee, if the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after March 12, 2019	\$125	