



# WIRELESS COMMUNICATION FACILITY



## CHECK LIST

Juneau Permit Center

230 S. Franklin Street

(907) 586-0770

**This checklist is to assist you in your submission of a complete application for a Wireless Communication Facility permit. There are 3 types of WCF permits. See below.**



- A. WCF qualifies as Eligible Request Facility:
  - a. Submit items 1-14
  - b. Building permit required
- B. WCF does not qualify as an Eligible Request Facility nor require Special Use permit:
  - a. Submit items 1-16
  - b. Building permit required
- C. WCF requires Special Use permit:
  - a. Submit items 1-22
  - b. Special Use permit required + Building permit



### **Required items to be submitted**

- 1) Completed WCF Application (This is required for all WCF permits)
- 2) Completed Building Permit Application
- 3) Fees (Please contact the Permit Center at (907) 586-0770 to determine amount)
- 4) A narrative describing compliance with subsections under 49.65.930:
  - Concealed & Non-concealed antenna
  - Security
  - Signage
  - Lighting
  - Design Criteria
  - Setbacks
  - Impact to mapped Viewsheds
  - WCF Master Plan
  - Structural Assessment
- 5) A signed statement from a qualified person, together with a statement of that person's professional qualifications, certifying that radio frequency emissions from the antenna array(s), both individually and cumulatively considering any other WCF located on or immediately adjacent to the proposed WCF, will comply with FCC standards;
- 6) Site address and CBJ Parcel Identification Number (tax number).
- 7) Site size and dimensions,
- 8) Site plan showing all existing and proposed structures, buildings, fences (their height) and landscaping,
- 9) Proposed WCF type and design, lighting, height above grade, material, number of, color, any accessory structures (and number of collocations it can accommodate, if applicable).
- 10) Certification that proposal complies with applicable laws pertaining to service offered,
- 11) The following documents from a licensed Alaska Professional Engineer:

- Signed and stamped letter indicating the proposed WCF will be constructed, repaired, modified or restored in compliant with all current applicable technical, safety and safety-related laws of the CBJ, State of Alaska, or Federal government.
  - Signed and stamped letter indicating the proposed WCF is in compliance with industry practices of the National Association of Tower Erectors.
  - 12) Letter indicating compliance with FAA regulations in 14 CFR Part 77 (if applicable).
  - 13) Location of any dwelling(s) within distance of tower, equal to height (if applicable).
  - 14) Disclosure of any agreements which limit and/or preclude the proposed WCF from being shared with new WCFs.
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- 15) An affidavit demonstrating compliance with 49.65.920. If a lower ranking alternative is proposed the affidavit must address why higher ranked options are technically infeasible or commercially impracticable given the proposed location of the wireless communication facility.
  - 16) The following document from a license Alaska Professional Engineer:
    - Signed and stamped letter indicating the foundation and attachments meet EIA/TIA 222 G and local building code structure requirements for loads, including wind, snow, and ice (this shall also address the total number of required accommodated collocations, when applicable).
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- 17) Visual Impact Study consisting of:
    - Zone of Visibility Map,
    - Analysis demonstrating how the proposed WCF will be sited to be of least adverse impact on environment and its character while meeting applicant's network objectives,
    - Illustration showing Before and After views of proposed WCF from roadways, parks, public lands, historic districts and any other location where the site is visible to many people,
    - Description of visual impact, and
    - Narrative or drawing describing how the base of the tower and accessory structures will be screened from view.
  - 18) For lighted towers:
    - Description of type of light and how it complies with 49.65.930(d) (if required by FAA, the minimum intensity allowed by FAA), and
    - How it will not project directly onto adjacent surrounding property (use of buffers, louvers, etc.).
  - 19) Narrative indicating that the design height is the minimum necessary for effective functioning of provider's network,
  - 20) Visual impact assessment according to 49.65.970(c)(2)(B)
  - 21) Balloon Test according to 49.65.970(c)(2)(D), and
  - 22) Propagation study.

# Wireless Communication Facility Application

Project Number	<b>CITY and BOROUGH of JUNEAU</b>	Date Received:
Project Name <small>(City Staff to Assign Name)</small>		

<b>INFORMATION</b>	Project Description _____	
	<b>PROPERTY LOCATION</b>	
	Street Address	City/Zip
	Legal Description(s) of Parcel(s) (Subdivision, Survey, Block, Tract, Lot)	
	Assessor's Parcel Number(s)	
	<b>LANDOWNER/ LESSEE</b>	
	Property Owner's Name	Contact Person:      Work Phone:
	Mailing Address	Home Phone:      Fax Number:
	E-mail Address	Other Contact Phone Number(s):
	<b>PROJECT / APPLICANT</b>	<b>LANDOWNER/ LESSEE CONSENT</b>
I am (we are) the owner(s) or lessee(s) of the property subject to this application and I (we) consent as follows: A. This application for a land use or activity review for development on my (our) property is made with my complete understanding and permission. B. I (we) grant permission for officials and employees of the City and Borough of Juneau to inspect my property as needed for purposes of this application.		
X _____ Landowner/Lessee Signature		Date _____
X _____ Landowner/Lessee Signature		Date _____
NOTICE: The City and Borough of Juneau staff may need access to the subject property during regular business hours and will attempt to contact the landowner in addition to the formal consent given above. Further, members of the Planning Commission may visit the property before the scheduled public hearing date.		
<b>APPLICANT</b> If the same as OWNER, write "SAME" and sign and date at X below		
Applicant's Name		Contact Person:      Work Phone:
Mailing Address		Home Phone:      Fax Number:
E-mail Address		Other Contact Phone Number(s):
X _____ Applicant's Signature		Date of Application

<b>Mark Proposed WCF Type</b>	<b>Required Permit</b>
Collocation <input type="checkbox"/> New Tower <input type="checkbox"/>	<input type="checkbox"/> BUILDING PERMIT <i>Project falls under Table 1 (49.65.950)</i>
Attached WCF <input type="checkbox"/> Eligible Facility Request Facility <input type="checkbox"/>	<input type="checkbox"/> SPECIAL USE PERMIT <i>Project does not fall under Table 1</i>

Complete WCF Submittal Checklist       Turn over for checklist

Lighting Proposed: YES <input type="checkbox"/> NO <input type="checkbox"/> Existing: YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>STRUCTURE HEIGHT</b> _____ FT
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**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PLANNING COMMISSION ACTION AND WILL BE RETURNED TO THE APPLCATION FOR COMPLETION.**

REVIEW APPROVALS		FEES			
Initials	Date	Fees	Check No.	Receipt	Date
Building _____	_____	Application Fee	\$ _____		
Engineering _____	_____	Adjustment	\$ _____		
Planning _____	_____	Total Fee	\$ _____		