

**Permit Application for
Small Wireless Facility**



To the Applicant:

Anyone who intends to install a small wireless facility within the corporate limits of the Village of Elk Grove Village must first complete this application in all its entirety. The contents of this petition are as follows:

- Application Form
- Required Information
- Procedures and fees required

Please read the entire form and complete every section as thoroughly as possible. If you have any questions, please call Village Manager’s Office at (847) 357-4010.

*****FOR ADMINISTRATIVE USE ONLY*****

Date Application was submitted: _____

Application is: Complete Incomplete

If incomplete, date the Applicant was notified: _____

**PERMIT APPLICATION FOR
SMALL WIRELESS FACILITY
VILLAGE OF ELK GROVE VILLAGE**

Applicant Information:

Name: _____

Signature: _____

Company Name: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____

Email: _____

Proposed Site Location:

Property Address: _____

City, State, ZIP Code: _____

Closest Intersection (Distance and Direction From):

Existing Pole/Structure Information:

In the event that the proposed small wireless facility is to be attached to an existing pole owned by an entity other than the Village, the wireless provider shall provide legally competent evidence of the consent of the owner of such pole to the proposed collocation.

Permission has been granted by property owner? Yes No

New Pole/Structure Construction? Yes No

Pole/Structure ID Number: _____ Height of Pole/Structure (feet): _____ Pole Color: _____

Existing Attachment(s) on Pole/Structure? (e.g., banners, light fixtures): Yes No

Existing Structure Owner: _____

Name of Structure Owner Representative: _____

Address: _____

City, State, ZIP Code: _____

Phone: _____

Email: _____

Required Information

1. When submitting application, Applicant is required to submit **six (6) packets of the application and all required and supporting documentation**. The following information is **REQUIRED** for all applications:

- ❑ Permit Fees
- ❑ Verification that the applicant has obtained and will maintain all concurrent licenses and permits required by other agencies and governments with jurisdiction over the design, construction, location and operation of the proposed Small Wireless Facility
- ❑ Proof of permission granted by property owner, if existing pole not owned by the Village
- ❑ Site Specific Structural Integrity Analysis
- ❑ If a Village-owned pole, Make-ready Analysis prepared by a structural engineer
- ❑ The location where each proposed small wireless facility or utility pole would be installed.
- ❑ A map and site drawing showing the location of each Small Wireless Facility and Utility Poles
- ❑ Photographs of the proposed site location and its immediate surroundings
- ❑ Specifications and drawings prepared by a structural engineer for each proposed small wireless facility.
- ❑ The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility
- ❑ A proposed schedule for the installation and completion of each small wireless facility, if approved
- ❑ Certification that the collocation will not interfere with the frequencies used by a public safety agency for public safety communications.
- ❑ Photographic “before and after” simulations of the proposed location of the Small Wireless Facility
- ❑ Certification of compliance with applicable FCC regulations.

2. Applications for locations within the Residential, Office Park, Office Transitional, and Business Districts, including right-of-ways within such zoning district, must include concealment or stealth efforts, as follows:

- ❑ Concealment efforts should use fiberglass, plastic or other synthetic materials, and replacement of street lights with modular combination street light and antenna units. Exposed small cells on utility poles or galvanized steel macrocell sites are not allowed.
- ❑ Battery boxes shall be ground-mounted on pedestals and landscaped.
- ❑ In order to prevent visual obstruction, small cell sites shall obtain power and fiber from underground lines buried in conduits.
- ❑ Photographic “before and after” simulations of the proposed location of the Small Wireless Facility demonstrating concealment efforts shall be provided to the Village as part of the

permit application, and shall be modified according to reasonable requests from the Village to better blend with the surrounding area.

3. Applications for locations within any Residential zoning district, except when collocated in the right-of-way of a residential zoning district or located on publicly-owned property (property that is owned by a government entity, such as a park district, library district, school district or a municipality), also require a Special Use Permit. For such locations, the Petition for Special Use must be completed along with the Small Wireless Facility Permit Application, and follow the procedures for a Special Use Petition, including the Public Hearing process.

SMALL WIRELESS FACILITY PERMIT APPLICATION PROCESS

I - INITIATION:

The following are necessary to apply for a Small Wireless Facility Permit:

- A. Documents required (**6 Packets of permit application and all required information, as listed**)
- B. Permit Fees:

Submit a check made payable to the Village of Elk Grove Village to meet the following:

- New Utility Pole: \$1,000 for each Small Wireless Facility addressed in an application that includes a new Utility Pole.
- Single Collocation: \$650 for an application to collocate a single Small Wireless Facility on an existing Utility Pole or Wireless Support Structure.
- Batched-Collocation: \$350 for each Small Wireless Facility addressed in an application that is batched in groups of 2-25 that are locating on existing Utility Poles or Wireless Support Structures.

Documents and fees are to be submitted to the Village Clerk's Office, 901 Wellington, Elk Grove Village, Illinois 60007.

II – COMPLETENESS OF APPLICATION:

Within 30 days after receiving an application, the Village must determine whether the application is complete and notify the applicant. If an application is incomplete, the Village must specifically identify the missing information.

IV - PERMIT PROCESSING:

1. An application to collocate a small wireless facility on an existing utility pole or wireless support structure shall be processed on a nondiscriminatory basis and deemed approved if the Village fails to approve or deny the application within 90 days.

However, if an applicant intends to proceed with the permitted activity on a deemed approved basis, the applicant must notify the Village in writing of its intention to invoke the deemed approved remedy no sooner than 75 days after the submission of a completed application.

The permit shall be deemed approved on the latter of the 90th day after submission of the complete application or the 10th day after the receipt of the deemed approved notice by the Village. The receipt of the deemed approved notice shall not preclude the Village's denial of the permit request within the time limits as provided under this Ordinance.

2. An application to collocate a small wireless facility that includes the installation of a new utility pole shall be processed on a nondiscriminatory basis and deemed approved if the Village fails to approve or deny the application within 120 days.

However, if an applicant intends to proceed with the permitted activity on a deemed approved basis, the applicant must notify the Village in writing of its intention to invoke the deemed approved remedy no sooner than 105 days after the submission of a completed application.

The permit shall be deemed approved on the latter of the 120th day after submission of the complete application or the 10th day after the receipt of the deemed approved notice by the Village. The receipt of the deemed approved notice shall not preclude the Village's denial of the permit request within the time limits as provided under this Ordinance.

3. The Village shall approve an application unless the application does not meet the requirements of this Ordinance. If the Village determines that applicable codes, local code provisions or regulations that concern public safety, or the Permit Application Requirements require that the utility pole or wireless support structure be replaced before the requested collocation, approval may be conditioned on the replacement of the utility pole or wireless support structure at the cost of the provider.

The Village must document the basis for a denial, including the specific code provisions or application conditions on which the denial was based, and send the documentation to the applicant on or before the day the Village denies an application.

The applicant may cure the deficiencies identified by the Village and resubmit the revised application once within 30 days after notice of denial is sent to the applicant without paying an additional application fee. The Village shall approve or deny the revised application within 30 days after the applicant resubmits the application or it is deemed approved.

However, the applicant must notify the Village in writing of its intention to proceed with the permitted activity on a deemed approved basis, which may be submitted with the resubmitted application.

Any subsequent review shall be limited to the deficiencies cited in the denial. However, this revised application cure does not apply if the cure requires the review of a new location, new or different structure to be collocated upon, new antennas, or other wireless equipment associated with the small wireless facility.

IV - TOLLING:

Processing deadlines are tolled from the time the Village sends the notice of incompleteness to the time the applicant provides the missing information. The time period for applications may be further tolled by:

- The express agreement in writing by both the applicant and the Village;
- or A local, State or federal disaster declaration or similar emergency that causes the delay.