

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. This includes a non-ionizing radiation electromagnetic radiation (NIER) report for the small wireless facility equipment type and model endorsed by a radiofrequency engineer licensed in the State of Illinois, including a certification that the network node complies with all radiation and electromagnetic standards. The report shall specify approach distances to the general public and occupational workers at the ground and antenna centerline levels. The report shall include instructions regarding powering off the equipment or contact information for a person who can power off the equipment.
2. Small Wireless Facilities are permitted to be placed on property within Industrial Zoning Districts, including but not limited to I-1 and I-2 districts, as attachments to infrastructure, including but not limited to light poles, existing towers, structures and buildings, or on new Utility Poles.

Small Wireless Facilities in these zoning districts are subject to compliance with the Public Act 100-0585, the FCC Order, and to administrative staff review for each site to ensure compliance with the Village’s Small Wireless Facilities Ordinance and the general design standards in the Village’s Small Wireless Facility Design Standards manual, as well as the following additional zone-specific design standards:

- ❑ Where applicable, the Wireless Provider shall comply with design standards approved as part of the development of the property for decorative parking lot lights; or provide reasonable stealth concealment.
 - ❑ External attachments are allowed in Industrial Districts as long as all other requirements are met. Where possible, the Village encourages the use of stealth technology to create improved aesthetics.
3. Small Wireless Facilities are permitted to be placed on property identified below as Specified Urban Arterial Corridors, as attachments to infrastructure, including but not limited to light poles, existing towers, structures and buildings, or on new Utility Poles. Currently, the Village has identified the following corridors as subject to this section:
1. Busse Road (Route 83), from I-90 to Thorndale Ave
 2. Oakton Street, from Stanley Avenue to I-90
 3. Higgins (Route 72, W Touhy Ave), from Arlington Heights Road to the eastern limits of the Village (approximately 1,300 feet east of Elmhurst Road)
 4. Landmeier Road, from Tonne Road to Elmhurst Road
 5. Tonne Road, from Landmeier Road to the Southern Village Limits (approximately 700 feet south of Devon Avenue).
 6. Biesterfield Road, from Michigan Lane to Arlington Heights Road
 7. Wise Road, from Plum Grove Road to Michigan Lane
 8. Meacham Road, from the northern Village limits (approximately 520 feet north of Vermont Drive to I-390.
 9. Rohlwing Road (Route 53), from the northern Village limits (approximately 320 feet north of White Trail)
 10. Arlington Heights Road, from I-90 to Devon Avenue
 11. Beisner Road, from Briston Lane to Winston Drive
 12. Leicester Road, from Yarmouth Road to Gloucester Drive

Small Wireless Facilities in these zoning districts are subject to compliance with the Public Act 100-0585, the FCC Order, and to administrative staff review for each site to ensure compliance with the Village's Small Wireless Facilities Ordinance and the general design standards in the Village's Small Wireless Facility Design Standards manual, as well as the following additional zone-specific design standards:

1. In lieu of placement on a decorative parking lot light pole, the Village reserves the authority to require Small Wireless Facilities to collocate on an existing Utility Pole, building or structure. Where applicable, the Wireless Provider shall comply with design standards approved as part of the development of the property for decorative parking lot lights; or provide reasonable stealth concealment.
2. Small Wireless Facilities located in Special Corridors 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 combinations 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 from underground lines buried in conduits, where possible. Fiber connections shall also be provided from underground sources. No power and fiber cables service Small Wireless Facilities shall be provided from aboveground sources.
- ❑ 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.

4. Small Wireless Facilities are permitted to be placed on property within Office Park, Office-Transitional, or Business Districts, including but not limited to O-P, O-T, B-1, B-2, B-3, and B-5 districts, as attachments to infrastructure, including but not limited to light poles, existing towers, structures and buildings, or on new Utility Poles.

Small Wireless Facilities in these zoning districts are subject to compliance with the Public Act 100-0585, the FCC Order, and to administrative staff review for each site to ensure compliance with the Village’s Small Wireless Facilities Ordinance and the general design standards in the Village’s Small Wireless Facility Design Standards manual, as well as the following additional zone-specific design standards:

1. In lieu of placement on a decorative parking lot light pole, the Village reserves the authority to require Small Wireless Facilities to collocate on an existing Utility Pole, building or structure. Where applicable, the Wireless Provider shall comply with design standards approved as part of the development of the property for decorative parking lot lights; or provide reasonable stealth concealment.
2. Small Wireless Facilities located in Office Park, Office Transitional, Town Center Shopping and Business Districts 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 combinations 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 from underground lines buried in conduits, where possible. Fiber connections shall also be provided from underground sources. No power and fiber cables service Small Wireless Facilities shall be provided from aboveground sources.
 - ❑ 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.

5. Small Wireless Facilities in residential zoning districts, including but not limited to R-1, R-2, R-3, R-4, A-1, A-2, and A-3 districts, shall require a Special Use Permit as provided for in the Village's Antenna Siting Policy except when collocated in the Right of way of a residential zoning district.

Small Wireless Facilities in these zoning districts are subject to compliance with the Public Act 100-0585, the FCC Order, and to administrative staff review for each site to ensure compliance with the Village's Small Wireless Facilities Ordinance and the general design standards in the Village's Small Wireless Facility Design Standards manual, as well as the following additional zone-specific design standards:

1. Within residentially zoned areas, new wireless support structure installations shall be located where the shared property line between two residential parcels intersect the right-of-way whenever possible, unless an unsafe condition, cluttered appearance, or other violation of these standards will result.
2. Modification of existing street lights is required, if the street lights can be modified to accommodate one or more small cells. In lieu of placement on a decorative street light, the Village reserves the authority to request Wireless Providers to place the Small Wireless Facilities on new poles or to collocate on an existing Utility Pole within fifty (50) feet of the decorative street light.
3. Small Wireless Facilities located in the Right-of-Way in Residential Districts 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 from underground lines buried in conduits, where possible. Fiber connections shall also be provided from underground sources. No power and fiber cables servicing Small Wireless Facilities shall be provided from aboveground sources.
 - ❑ 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.
6. For areas designated as historic districts, or on buildings or structures designated as national historic landmarks or historic landmarks pursuant to this code, in addition to the stealth, concealment, design and aesthetic requirements referenced in section 4.4 *Stealth and Concealment Requirements* of the Village's Small Wireless Facility Design Standards manual, the following additional restrictions/conditions apply to the installation of small wireless facilities:
 1. Small wireless facilities shall not be mounted upon any portion of the historic-style decorative street lighting system.

2. Small wireless facilities shall be comprised of materials that are consistent with the surrounding elements so as to be concealed or to blend architecturally with any buildings or structures designated as historic landmarks or located within a designated historic district, and shall be designed to blend with the surrounding historical landmarks and/or district in design and color.
3. The design or concealment measures with respect to a historic district or historic landmark, including restrictions on a specific category of utility poles, may not have the effect of prohibiting any provider's technology. Such design and concealment measures shall not be considered a part of the small wireless facility for purposes of the size restrictions of a small wireless facility.
4. This subsection shall not be construed to limit the Village's enforcement of historic preservation in conformance with the requirements adopted pursuant to the Illinois State Agency Historic Resources Preservation Act or the National Historic Preservation Act of 1966, 54 U.S.C. Section 300101 et seq., and the regulations adopted to implement those laws.

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.
- Collocation: \$500 for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five.
- Annual Rate: \$270 per Small Wireless Facility per year is the annual recurring rate to collocate a small wireless facility on an authority utility pole located in a right-of-way.

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 10 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 within 60 days.
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 within 90 days.
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.

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:

Small Wireless Facility shot clocks are reset, not just tolled, if the Village notifies the applicant within 10 days after submission that the application is incomplete. For subsequent determinations of incompleteness, the shot clock would toll—not reset—if the Village provides written notice within 10 days that the supplemental submission did not provide the requested 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.