

City of Farmington
Application for a Telecommunications Permit

Please fill out this form completely, supply all necessary information to support your request. Your application will not be placed on the agenda for Planning Commission until all information is furnished.

Applicant: _____ Day Phone: _____
Address: _____ Fax: _____
Representative: _____ Day Phone: _____
Address: _____ Fax: _____
Property Owner: _____ Day Phone: _____
Address: _____ Fax: _____

Indicate where correspondence should be sent (circle one): Applicant – Representative -- Owner

Fee: A non-refundable review fee of **\$2500** for co-location request and **\$5000** for a new tower is required at the time the application is accepted.

Fee paid \$ _____ **Date** _____ **Receipt #** _____

Describe Proposed Property (Attach additional pages if necessary)

Property Description

Site Address -- _____

Current Zoning -- _____

Property size (acres, square feet) -- _____

Attach legal description:

Financial Interests

The following entities or people have a financial interest in this project:

Applicant/Representative: *I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City of Farmington may not approve my application or may set conditions on approval.*

_____ Date _____

Applicant Signature

Property Owner/Authorized Agent: *I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his behalf.)*

_____ Date _____

Owner/Agent Signature

State of Arkansas
County of Washington

On this the ____ day of _____, 20____, the undersigned notary, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires:_____

Telecommunications Permit Application Checklist:

Yes No N/A, why?

1. Completed application form which includes: name and address of person preparing application, name and address of property owner, including written, notarized documentation to verify that the applicant has permission to locate on property, zoning district, size of property, postal address and tax parcel number.			
2. Payment of application fee.			
3. A descriptive statement of the objective(s) for the new facility or material modification and the need for the type of facility and/or capacity requirements.			
4. The applicant shall provide documentation that substantiates the need for the new wireless telecommunications facility or a material modification of an existing facility to provide service. Such documentation shall include propagation studies of the proposed site and all adjoining planned, proposed, in-service sites and existing sites out of service that demonstrate a significant gap in coverage. If additional capacity is the objective, applicants shall include an analysis of current and projected usage. Such propagation studies (including all backup data and assumptions used) shall show signal propagation at the height of the proposed antenna(s) and at each increment of ten (10) feet lower, to require verification at each increment of the applicant's need for the proposed height.			
5. Five (5) copies of the site plan folded to a size of no greater than 10" X 10 ½ ". Email site plan digitally to City Business Manager.			
6. Fifteen (15) copies of the site plan folded to a size of no greater than 10" X 10 ½ ".			
7. List of adjacent property owners and copy of notification letter sent.			
8. White receipts from post office and green cards from registered letters (at least 7 days prior to the meeting).			
9. Proof of publication of public hearing notice, should be published a minimum of 15 days prior to planning commission meeting (proof must be provided at least 7 days prior to the meeting).			
The Following Shall Appear on the Site Plan:			
1. Names, addresses and telephone numbers of the record owners, applicant, surveyor, architect, engineer and person preparing the plat.			
2. Names, addresses and property lines and zoning of all property owners adjacent to the exterior boundaries of the project including across streets and rights of way shall be located at the general location of their property.*			
3. North arrow, graphic scale, acreage, date of preparation, zoning classification and proposed use.			
4. Complete and accurate legend.			
5. Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawings, date and revision.			
6. Note regarding wetlands determination, if any. Note if Army Corps of Engineers determination is in progress.			
7. Written legal description. (If the project is in more than one			

tract the legal for each individual tract must be provided.)			
8. P.O.B. from a permanent well-defined reference point, P.O.B. must be clearly labeled.			
9. Clear representation of the FEMA Designated 100-year Floodplain and or Floodway and base flood elevations. Reference the FIRM panel number and effective date and the Corps of Engineers Flood Hazard Study.			
10. Status of regulatory permits:			
a. NPDES Storm water Permit			
b. 404 Permit			
c. Other			
11. Provide a benchmark, clearly defined with a precision of 1/100 th of a foot. This benchmark must be tied to NAVD 88 datum; Benchmarks include but are not limited to, the following: fire hydrant, manhole rim, drainage structure abutment, etc.			
12. Spot elevations at grade breaks along the flow line of drainage swales.			
13. A general vicinity map of the project at a scale of 1" = 2000'			
14. The location of all existing structures. Dimensions of buildings and setbacks from the building to property lines.			
15. Street right-of-way lines clearly labeled. The drawing shall depict any future ROW needs as determined by the AHTD and/or Master Street Plan. Future ROW as well as existing ROW and center lines should be shown and dimensioned.			
16. Existing topographic information with source of the information noted. Show:			
a. Two foot contour for ground slope between level and ten percent.			
b. Four foot contour interval for ground slope exceeding 10%.			
17. Preliminary grading plan.			
Existing Utilities and Drainage Improvements (Copy of the Drainage Criteria Manual can be obtained from the City of Farmington)			
1. Show all known on site and off-site existing utilities, drainage improvements and easements (dimensioned) and provide the structures, locations, types and condition and note them as "existing" on the plat.			
2. Existing easements shall show the name of the easement holder, purpose of the easement, and book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect should be placed on the plan.			
Proposed Utilities			
1. Regarding all proposed storm sewer structures and drainage structures:			
a. Provide structure location and types.			
b. Provide pipe types and sizes.			
2. Regarding all proposed sanitary sewer systems			
a. Provide pipe locations, sizes and types.			
b. Manhole locations.			
3. Note the occurrence of any previous sanitary sewer overflow problems on-site or in the proximity of the site			
4. If a septic system is to be utilized, note that on the plat. Show the location and test data for all percolation tests.			
5. Regarding all proposed water systems on or near the site:			

a. Provide pipe locations, sizes and types.			
b. Note the static pressure and flow of the nearest hydrant.			
c. Show the location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.			
6. All proposed underground or surface utility lines if determined: (this category includes but is not limited to telephone, electrical, natural gas and cable.)			
a. Locations of all related structures.			
b. Locations of all lines above and below ground.			
c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in the grade for the proposed street.			
7. The width, approximate locations and purposes of all proposed easements or rights-of-way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.			
Proposed and Existing Streets, Rights-of –way and Easements			
1. The location, widths and names (avoid using first names of people for new streets) of all exiting and proposed streets, allies, paths and other rights-of-way, whether public or private within and adjacent to the project; private easements within and adjacent to the project; and the centerline curve data; and all curb return radii. Private streets shall be clearly identified and named.			
2. A Layout of adjoining property sufficient detail to show the affect of proposed and existing streets (including those on the master street plan), adjoining lots and off-site easements. This information can be obtained from the Master Street Plan.			
3. The location of all existing and proposed street lights (at every intersection, cul-de-sac and every 300 feet, and associated easements to serve each light.)			
Site Specific Information			
1. Provide a note describing any off site improvements.			
2. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments and underground structures within the project.			
3. The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased.)			
4. The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.)			
5. The boundaries, acreage and use of existing and proposed public area in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.			
6. For large scale residential development, indicate the use and list in a table the number of units and bedrooms.			
7. For non-residential use, indicate the gross floor area and if for multiple uses, the floor area devoted to each type of use. (Large Scale Developments only.)			
8. The location and size of existing and proposed signs, if any.			

9. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.			
10. Location, size, surfacing, landscaping and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided and handicapped accessible parking spaces. (Large Scale Developments only.)			
11. Location of buffer strips, fences or screen walls, where required (check the zoning ordinance).			
12. Location of existing and purposed sidewalks.			
13. Finished floor elevation of existing and purposed structures.			
14. Indicate location and type of garbage service (Large Scale Developments only.) Dimension turnaround area at dumpster location.			
15. A description of commonly held areas, if applicable.			
16. Draft of covenants, conditions and restrictions, if any.			
17. Draft POA agreements, if any.			
18. A written description of requested variances and waivers from any city requirements.			
19. Show required building setbacks for large scale developments. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.			
20. Preliminary drainage plan as required by the consulting engineer.			
Telecommunications Structure Specific Information			
1. Location, size and height of all existing and proposed structures.			
2. The type, locations and dimensions of all proposed and existing landscaping, and fencing.			
3. The number and azimuth, size and center line height location of all proposed and existing antennas on the supporting structure.			
4. The number and type of the antenna(s) proposed with a copy of the specification sheet.			
5. The make, model, type and manufacturer of the tower and design plan stating the tower's capacity to accommodate multiple users.			
6. A site plan describing the proposed tower and antenna(s) and all related fixtures, structures, appurtenances and apparatus, including height above preexisting grade, materials, color and lighting.			
7. The frequency, modulation and class of service of radio or other transmitting equipment.			
8. The actual intended transmission power stated as the maximum effective radiated power in watts.			

9. Verified documentation which proves that the wireless telecommunication facility with the proposed installation or modifications will be in full compliance with current RF emissions guidelines established by the FCC. If the new facility or proposed modifications are not categorically excluded (i.e., likely to cause exposure in excess of the FCC's guidelines), a complete RF emissions study is required to provide verification.			
10. A copy of the FCC license applicable for the intended use of the wireless telecommunications facilities if the applicant is not licensed by the FCC.			
11. A copy of the geotechnical sub-surface soils investigation, evaluation report and foundation recommendation for a proposed or existing tower site and if existing tower or water tank site, a copy of the installed foundation design.			
12. A copy of the City of Farmington business license.			

**All applicants submitting preliminary plats and Large Scale Developments before the Farmington Planning Commission shall provide written notice of the time and place of the regular or special meeting to the owners of all real property adjacent to the project. The notice shall include the name and address of the applicant, location of the project, and the time and place of the scheduled meeting. Notices shall be sent by certified mail, return receipt requested, to the last known address shown on the most recent tax records at the Washington County Tax Collector's Office. (A sample notification and affidavit is attached.) Applicants must submit a verified affidavit attesting to the delivery of the notice to all owners of real property adjacent to the project, a copy of the notice to each property owner, and copies of receipts evidencing pre-paid postage for each notice. The affidavit and supporting documents referred to above must be submitted seven (7) days prior to the regular or special meeting of the planning commission.*