



## TOWN OF JACKSON

### APPLICATION FORM INSTRUCTIONS FOR WIRELESS ENCROACHMENT PERMIT: FACILITIES IN PUBLIC RIGHT-OF-WAY

In addition to obtaining and maintaining any other permit or franchise required for placement and operation of the proposed facility in the rights-of-way, the Jackson Municipal Code (the "Code") requires an encroachment permit prior to the construction or modification or repair of a wireless telecommunication facility ("WF"). Entities that are required by the Code to obtain an encroachment permit must apply for one using the attached form, which must be complete when submitted. Failure to submit a complete form may result in the application being declared incomplete or rejected. The form must be submitted in hard copy, and in an electronic format that can be posted to the Town's website. The electronic copy must be of a quality so that all information is legible, and in a standard format readable without specialized software (e.g., .pdf).

Each application may be for up to ten (10) WFs, provided that the facilities are of similar Type, as that term is defined in the Town of Jackson Wireless Telecommunication Facility Design Standards.

When you are requested to provide the dimensions of a WF (or a supporting structure to which it will be attached), the dimensions should include all elements of a WF. For example, if the diameter of a supporting structure will change, that diameter should be identified. If the diameter will not change, but conduit will be added to or next to the supporting structure, it should be clear how far the conduit will extend from the structure, and whether it is flush-mounted or not.

If your response to a question includes attachments, label the attachments as exhibits that reference the Part and Question numbers. For example, for information requested in Part A, Question 5(a), label the documents: Exhibit A(5)(a).

It is up to you to determine what other authorizations and permits are required in addition to the encroachment permit. The Town is happy to meet with potential applicants to discuss the Town's permitting requirements, and to review designs prior to submission of an application. An appointment can be scheduled by calling the Town of Jackson Planning Department at (307) 733-0440.

If you are applying on behalf of another party, a signed Letter of Authorization is required and may be obtained by calling the Town of Jackson Planning Department at (307) 733-0440 or online at <https://www.jacksonwy.gov/325/Permits-Applications>.

**Town of Jackson**  
**APPLICATION FORM FOR WIRELESS ENCROACHMENT PERMIT:**  
**FACILITIES IN PUBLIC RIGHT-OF-WAY**



Please check the applicable box(es) and provide the information required below as an attachment to this Application, along with a written explanation identifying the facts relied upon to support the claimed treatment. Please note that the reference to the FCC shot clocks does not bind the Town to those clocks, but is included as a matter of convenience and is designed to reference the rules that were effective at the time this application was prepared. The Town will only be bound to comply with the shot clocks to the extent required by law. References to CFR provisions refer to those provisions or their successor provisions.

**PART A: BASIC INFORMATION FOR ALL APPLICANTS**

**1 Type of Application**

Please check the applicable box(es) and provide the information required below as an attachment to this Application, along with a written explanation identifying the facts relied upon to support the claimed treatment. Please note that the reference to the FCC shot clocks does not bind the Town to those clocks, but is included as a matter of convenience and is designed to reference the rules that were effective at the time this application was prepared. The Town will only be bound to comply with the shot clocks to the extent required by law. References to CFR provisions refer to those provisions or their successor provisions

a) Check all that apply:

This is a request for a "neutral host" facility (the facility is designed to be used by more than one provider of personal wireless facilities).

Applicant will own and control all parts of the WF, other than a support structure owned by a third party. (if a portion of the facility will be owned by a third party, is subject to an IRU, or will be operated or maintained by a third party, do not check this box)

b) Check only one. This application is:

Eligible Facilities Requests. Applicant asserts that the application qualifies as an "eligible facilities request" (EFR) (as defined in 47 CFR § 1.6100(b)(3), or any successor provision). Applicant shall submit the information required in the Application Requirements Part A, Part B. and Part C.1. ***The applicable FCC shot clock is sixty (60) days.***

Small Wireless Facility (Existing Structure). Applicant asserts that the application is being submitted for approval of a Collocation of a Small Wireless Facility, that is, the proposed facility both meets the definition of "small wireless facility" and is a "collocation" (both as defined by 47 C.F.R. § 1.6002). Replacements of existing structures are not "collocations." Applicant shall submit the information required in Part A, Part B and Part C.2, and C.4 as applicable. ***The applicable FCC shot clock is sixty (60) days.***

Small Wireless Facility (New Structure). Applicant asserts that the application is being submitted for approval to deploy a Small Wireless Facility (as defined by 47 C.F.R. § 1.6002(l)) involving placement of a new structure. Replacements of existing structures are considered new structures. Applicant shall submit the information required in Part A, Part B and the Application Requirements Part C.2 and if applicable, C.4. ***The applicable FCC shot clock is ninety (90) days.***

Other Wireless Facility State or Federal Law Requires Town to Allow in the ROW. Applicant asserts that the application is being submitted for approval of a type of WF that state or federal laws require the Town to allow in the Town's ROW. If you checked this box, please attach an explanation of the basis for your assertion, including citations to supporting law, and state what FCC shot clock you assert applies to this application, if any. Submit the information required in the Application Requirements Part A, B, Part C.2 and C.4 is applicable.

Permit Reissuance. Applicant asserts that the application is being submitted for the reissuance of a previously applied for and previously approved, and now expired, wireless encroachment permit. If you checked this box, please submit a copy of the original permit, any prior reissuances thereof, and the information required in the Application Requirements Section Part

**2 Contact Information** Applicant shall notify the Town of any changes to the information submitted within fifteen (15) calendar days following any such change.

a) Identity of Franchisee

Name:

Address:

Email:

Telephone:

b) Identity of Applicant

Name:

Address:

Email:

Telephone:

c) Identity of the person or persons that will respond to questions regarding this application. If a facility is a "neutral host" facility, a name must be provided of a person or persons who can attest to the answer to questions regarding the facilities and their operation.

Name:

Address:

Email:

Telephone:

- d) Identity of the any person who will own, control, operate or maintain any part of the proposed WF, other than a support structure owned by a third party.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

- e) Identity of a contact person available to respond 24/7 to emergencies, or requests to shut down facilities.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

- e) Identity of the contractor that will be performing the work.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **3 Purpose of Wireless Telecommunications Facility/Overview of Project**

- a) Please provide a brief description of the project for which the permit it sought.
- b) Attach a map showing the location of the proposed WF (the electronic version should link to a map that can be opened in Google Earth, or a similar, generally available program).
- c) Except for eligible facilities requests: if the application is part of the development of a wireless network, please describe that network, including the number of facilities and the manner in which they will be connected (and whether excavation will be required, and if so, where), and provide a map (see requirements for part 3(b)) showing the location of all facilities.
- d) Except for eligible facilities requests: Is the proposed wireless communications facility to be used for the provision of "personal wireless services," as defined by 47 U.S.C. Section 332(c)(7)(C)(i), on a sole or comingled basis?

No Specify the type(s) of wireless communications services to be provided using the proposed facility: \_\_\_\_\_

Yes Specify the type(s) of personal wireless services: \_\_\_\_\_

- e) Except for eligible facilities requests: Identify the purpose of the proposed WF, including, specifically, the service objectives, and the specific personal wireless service problems that would be addressed by the facility. A neutral host should provide information that demonstrates that the proposed WF is not being built speculatively.

### **4 Application Fees**

- a) Applicant shall pay all applicable fees in the amounts established by the current fee schedule. In the event applicant has pre-paid all or a portion of applicable fees, please include a copy of the receipt from that transaction.

b) **Applicant must sign the following:**

As required by the Town Code, applicant agrees to pay all costs reasonably incurred by the Town in reviewing the application, including costs incurred in retaining outside consultants, and understands that the validity of any permit depends upon payment of that fee.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

### **5 Franchises, Authorizations and Licenses**

To have a complete application, the applicant must have: (a) authorization to use the public rights-of-way; (b) licenses to provide proposed services; and (c) authorization to use the proposed structure.

- a) Does applicant have an existing franchise or other authorization to place WFs in the public rights-of-way?

No If no, the application will be considered incomplete unless applicant requests that authorization from the Town (see Part B).

Yes If yes, include a copy of the related documentation.

- b) Has applicant (or other person identified in this application) obtained all applicable licenses or other authorizations to provide the services proposed in connection with the application, whether required by the Federal Communications Commission or any other federal, state or local agency with authority over the proposed services?

No

Yes If yes, submit related documentation such as FCC licenses or authorizations and any other certificate, license or authorization.

- c) Is the proposed WF to be attached to a structure owned or controlled by a third party (not the owner of the proposed WF)?

No

Yes

- d) Do you have an agreement with that person to use the facility?

No If no, the application will be considered incomplete.

Yes If yes, provide a copy of the authorization or license to use the structure.

## 6 Radio Frequency

Provide a statement by a certified RF engineer demonstrating and certifying that the proposed facility will comply with FCC RF standards. The Town reserves the right to require, in its sole discretion, a study by a qualified RF engineer demonstrating and certifying that the proposed facility will comply with FCC RF standards. Any conditions on the certification (e.g., steps that should be taken to prevent exposures) must be identified. The study should be performed consistent with accepted practices, taking into account cumulative exposures from all relevant sources. The methodology and calculations used to determine exposures must be clear, and all sources considered in performing the calculation, the equipment and emissions levels must be identified. The study must clearly identify any area, in any plane, where the occupational or general public exposures limits will be exceeded.

## 7 Dates of Commencement and Completion

For each individual facility location provide a statement detailing 1) the date you will begin work in the right-of-way, 2) the date you will complete work in the right-of-way, and 3) the date of the final walkthrough.

## 8 Financial Assurance Requirement

Applicant shall provide financial assurance per WF applied for in this Application in accordance with the Town of Jackson Public Works Department standard financial assurance schedule. The financial assurance shall be returned after the Town has verified through a final site inspection that the WF was constructed in compliance with this Application and any associated approval.

## PART B: ADDITIONAL PERMITS

- 1 Based on the work proposed in connection with this project, identify any and all additional permits, approvals, or agreements ("Ancillary Permissions") that will be required for any work within the boundaries of the Town in order to deploy the WFs which you contend must be issued (absent agreement or exceptional circumstances) no later than by the same time the Town must take action on the wireless application. It is your responsibility to review Code and policies and other state or FCC regulations applicable to the deployment of the WF within the Town and identify every Ancillary Permission that will be sought in conjunction with that deployment. The failure to conduct the investigation and to accurately identify all Ancillary Permissions may be grounds for denying the application or for declaring it incomplete. For example, if the WF would be placed on a structure where historical review would be required at the state, federal or local level, the applications required for that review must be identified and submitted timely.
  - 2 With respect to Ancillary Permissions please check one of the following:

- 2 With respect to Ancillary Permissions please check one of the following:

I have not applied for, or obtained any Ancillary Permissions.

I have applied for or obtained Ancillary Permissions.

If you have already sought or obtained Ancillary Permissions, please identify the entity from whom you have sought/obtained approval, and provide a copy of the final permit, or the applicable code if the application is still pending.

- 3 If you have not already applied for every permit or authorization, or initiated every review required in connection with the deployment of the facility, please indicate by checkmark whether you agree with the following:

I agree that any permit, authorization or review for which I have not identified and applied need not be issued by the time the Town is required to act on this application, and any time limits for action on such permit, authorization or review will not commence until I file complete applications for the same.

If you do not check the box in response to item 3, this application will be incomplete unless you have filed complete applications for all permits, authorizations or reviews that may be required prior to deployment. This requirement is inserted strictly to ensure compliance with federal standards for action on permits and authorizations and reviews required in connection with an application. The Town recognizes that as normal practice the same may be applied for after placement review is completed, and the Town does not intend to require departure from that practice as long as review can be conducted consistent with FCC regulations.

**PART C: DETAILED APPLICATION REQUIREMENTS (RESPOND TO RELEVANT SECTIONS)**

- 1 ELIGIBLE FACILITIES REQUESTS:** For an application asserted to be an eligible facilities request, the application must provide the following:

  - a) Identify the existing facility that will be modified; the existing WF that is installed on that facility; and provide a complete copy of the documents authorizing placement of the existing facility that is to be modified, including the original and any modifications to the authorizations. In order to identify a facility, you must provide its GPS coordinates; the cross-streets and relative location of the facility in connection to the cross-streets; and the pole number or identifier, if any.
  - b) A description of all changes made to the existing facility that is to be modified (whether or not approved) including a description of the changes in height from January 22, 2012.
  - c) Provide proof that applicant is authorized to modify the existing facility, and provide any lease for use of the existing facility. Such submissions need not disclose financial terms.
  - d) If not clearly shown as part of the lease, or other authorization for the existing facility, identify and provide proof of the boundaries defining the site where the existing facility is placed.
  - e) Will the existing supporting structure be replaced as part of the work proposed?

Yes	No
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  - f) Provide a detailed description of the existing wireless facility, including the physical dimensions of each element of the existing facility; and describe all the modifications that will be made to the wireless facility, including but not limited to the modifications that will be made to the existing support structure (increases in height, additional guying or other strengthening), and identify the dimensions and all elements of the wireless facility after work proposed is completed.
  - g) In addition to Item b, identify what equipment, if any, will be added to the existing facility, and what will be removed, and the locations of equipment after the work proposed is completed.
  - h) In addition to item g, identify what ground cabinets, if any, will be added. If none, say so.

- i) In addition to item g, identify what excavation or ground disturbance will be required, if any, and clearly identify where the excavation will occur. If the work will affect any other structure, or vegetation, that effect must be clearly identified. If no excavation or ground disturbance, say so.
- j) Provide photographs showing the site proposed before the proposed installation, and photographic mock-ups and scale drawings showing the site after installation (multiple photographs should be submitted as required to show how the facility will look at the site from all angles).
- k) Provide site plans detailing proposed improvements in accordance with the attached Wireless Encroachment Permit Application Checklist. Drawings must depict improvements related to the applicable requirements including property boundaries, setbacks, topography, elevation sketch, and dimensions and other elements of proposed.
- l) Provide a report signed by a Wyoming licensed professional engineer:
  - (1) Certifying that the structure to which the WF is to be attached will be able to support the WF as proposed; and
  - (2) Specifying any specific steps that should be taken to either ensure that the WF and its supporting structure are in compliance with applicable codes (e.g. additional foundational work required, requirements for placement of equipment, etc.) or providing a list of the safety standards examined, along with a description of the methodology and assumptions used making the certification.
- m) Describe the concealment elements, if any, associated with the facilities as they will be modified, including but not limited to painting, and shielding as modified. The showing should be sufficient to demonstrate that the modifications will not defeat any existing concealment elements. If in an historic district please show compliance with requirements for that district. If there will be no concealment elements, so state.
- n) Identify all the conditions that were placed upon the base station or tower which is to be modified, or to which it was subject under the Town Code, and for each condition, demonstrate that the facility is in compliance with the conditions, and that the conditions will continue to be satisfied after modification. For example, applicant should submit studies as required to demonstrate that the modified facility will comply with applicable noise limits. For any condition where the WF is not now, or after modification will no longer be in compliance, provide a clear description of the variation from the underlying conditions, explain any steps proposed for compliance, and explain why applicant believes the facility is nonetheless an eligible facility. Check if included - see Exhibit \_\_\_\_
- o) Applicant certifies that, before commencing, during performance of and upon completion of, the work proposed, the permitted wireless facility will comply with all applicable laws, regulations, practices or other requirements under federal, state or local law, including but not limited to, building and electrical codes, and all required permits, authorizations will be received, and reviews completed.

Yes                    No

## 2 ALL OTHER Right-of-Way APPLICATIONS: For *all other types of applications*, the following must be provided:

- a) If you are proposing to install a WF on an existing support structure, or to replace an existing structure:
  - (1) State if the application is for a replacement facility or a supporting structure at a location where there is not an existing support structure.
  - (2) Identify the existing facility that will be utilized/replaced. In order to identify a facility, you must provide its GPS coordinates; the cross-streets and relative location of the facility in connection to the cross-streets; and the pole number or identifier, if any. For replacement structures, you must clearly identify where the replacement pole will be placed in relation to the existing pole.
  - (3) Identify the zoning classifications that apply on either side of the ROW where the WF will be installed, and any other special district that may overlay the zones.
  - (4) If an existing structure will be replaced, provide a detailed description of the differences in the physical dimensions between the existing and replacement structure (including both visible and below-ground elements), and explain why any differences in any physical dimension are required.
  - (5) If an existing structure will be utilized, provide measurements showing the dimensions of the existing support structure prior to and after the proposed work.
  - (6) If an existing structure will be utilized, provide measurements showing the dimensions of the existing/replacement supporting structure after installation of the WF.
  - (7) Provide measurements showing the dimensions and location of all elements of the proposed WF, other than the dimensions provided in response to question (a)(4)-(6); and the dimensions and locations of any WF that will be on or at the same location as the support structure after the proposed construction is completed. If no other facility, say so.
  - (8) Unless the structure is a replacement structure, a description of all changes made to the support structure that is to be used for the attachment, and all work that will be required to install the proposed WF (excavation, strengthening, addition of guy wires, etc.).
  - (9) For replacement structures, provide a plan and timetable for removal of the existing structure.
  - (10) Provide a copy of all approvals and/or permits for the existing facility that is to be used or replaced.
  - (11) A showing that the replacement or existing structure and WF associated with the same, will be in compliance with existing conditions, whether or not it is in compliance with conditions as of the date of application. There must be a plan submitted for correction of any non-compliant condition.
  - (12) If you have indicated that the WF proposed qualifies for treatment as a small wireless facility attachment to an existing support structure under FCC rules, identify the facts you rely upon for that contention.
- b) For WFs that involve placement of a new supporting structure:
  - (1) Identify the location of the proposed facility. In order to identify a facility, you must provide its GPS coordinates (latitude and longitude); the cross-streets and relative location of the facility in connection to the cross-streets.

(2) Identify the zoning classifications that apply on either side of the ROW where the WF will be installed, and any other special district that may overlay the zones.

(3) Provide measurements showing the dimensions and location of all elements of the proposed WF, including the supporting structure. This should include both the visible and underground elements of the proposed supporting structure (e.g. the size and depth of any required foundation).

(4) Are there aboveground utility poles within 1000 feet on the same side of the street where you proposed to place a new structure?

Yes Describe the height and diameter of those poles, and identify the distance to the poles within 1000 feet.

No

(5) Are there aboveground utility poles within 1000 feet on the opposite side of the street where you propose to place a new structure?

Yes Describe the height and diameter of those poles, and identify the distance to those structures from the proposed site.

No

(6) Are there any aboveground vertical structures which can support a WF within 1000 feet of the proposed structure?

Yes Describe those structures, and identify the distance to those structures from the proposed site.

No

(7) Explain why you are not using the facilities identified in items (b)(4)-(6) for placement of the proposed WF. The response should include details that will permit the Town to determine whether installation of a new structure is permitted.

(8) If you believe that the WF proposed qualifies for treatment as a small wireless facility attachment to a new support structure under FCC rules, please explain the basis for that assertion.

c) To the extent not provided in response to subsections (a) or (b), provide a detailed description of the proposed WF, including the physical dimensions of all each element of the existing facility; and describe all the modifications that will be made to any existing WF, including but not limited to the modifications that will be made to the existing support structure (increases in height, additional guying or other strengthening, etc.), and identify the dimensions and all elements of the wireless facility after work proposed is completed. If already provided, you may cross-reference the relevant portion of your answer.

d) In addition to item (c) above, identify what equipment, will be installed as part of the WF, and what will be removed (if anything), and the locations of equipment after work proposed is completed.

e) In addition to item (c), identify what ground cabinets, if any, will be added. State whether there are ground cabinets in the right of way within 1000 feet of the proposed installation, and identify their sizes. If none, say so.

f) In addition to item (c), identify what excavation or ground disturbance will be required, if any, and clearly identify where the excavation or ground disturbance will occur. If the work will affect any other structure, or vegetation, that effect must be clearly identified. If none, say so.

g) In addition to item (c), a description of the site and any deployment outside the site necessary to complete the proposed project.

h) Provide photographs showing the proposed site before the proposed installation, and photographic mock-ups showing the site after installation (multiple photographs should be submitted as required to show how the facility will look at the site from all angles), and provide a clear indication of the impact on adjoining properties and the corridor in which the WF will be placed. The photosimulations should include any landscaping that will be performed in connection with the project.

i) Provide site plans detailing the proposed WF consistent with the requirements of Wireless Facility Encroachment Permit Application Checklist for Drawing Submittal, attached hereto.

j) Provide a report signed by a Wyoming licensed professional engineer:

(1) Certifying that the structure to which the WF is to be attached will be able to support the WF as proposed; and

(2) Specifying any specific steps that should be taken to either ensure that the WF and its supporting structure are in compliance with applicable codes (e.g. foundational work required, requirements for placement of equipment, etc.); and

(3) Providing a list of the safety standards examined, along with a description of the methodology and assumptions used making the certification.

k) Provide a written description of the concealment elements applicant proposes to use to aesthetically blend the facility to the immediate surroundings and to minimize its visual impact. This should include, but not be limited to, a description of proposed concealment techniques, sizing and placement of elements of the WF (including undergrounding proposed), measures proposed to limit visibility of the WF from residential dwelling units, and the textures and colors to be used in the concealment process. If none, say so.

l) If the proposed facility is in an historic district, provide the information required by the applicable Land Development Regulations or Municipal Code section.

m) If any landscaped ground will be disturbed, or landscaping is proposed as a concealment element, provide a landscape plan for the site, at a scale of 1/8"=1' or larger and including the following:

(1) Existing trees with trunk diameter over six inches (6") at four feet (4') above grade and/or fifteen feet (15') in overall height within fifty feet (50') of the proposed WF; If no landscaping is proposed, say so.

(2) Species, diameter and condition of all such trees;

(3) Final disposition of all existing trees; and

(4) Species, location and sizes of trees and other vegetation proposed to be installed in conjunction with the project.

n) Demonstrate compliance with the Town's noise ordinance by providing, among other relevant information, a description of the facilities and/or equipment within the applicant's project that are expected to introduce or generate noise, as well as anticipated noise levels of said facilities and/or equipment at maximum output. For facilities that generate noise, please provide testing data showing the facility complies with the Wireless Telecommunication Facility Design Standards.

a) Justification for the WF:

- (1) Review the standards set forth in the Town of Jackson Wireless Telecommunication Facility Design Standards and the applicable sections of the Jackson Municipal Code, and for each standard explain why you believe the proposed facility satisfies the standard. If you do not believe it satisfies a standard, so state. You may cross-reference prior answers.
- (2) Show the search area for placement of the WF proposed, and explain why the particular location was chosen. If the search area is driven by the characteristics for particular frequency bands, identify those bands.
- (3) Provide a written assessment of alternative locations considered by the applicant and the reasons why said alternative locations were rejected as candidates.
- (4) Provide a map of all existing WFs in the Town used by the wireless service provider who will be utilizing the proposed WF that serve any portion of the Town and show the coverage those facilities provide within the Town by frequency band.
- (5) Provide a written report setting forth how and why the proposed WF will improve personal wireless services being provided by the wireless service provider. The answer may identify as an "improvement" any personal wireless service that the wireless service provider does not now provide, which it has a planned timetable to provide. The report shall identify areas where the wireless service provider has no coverage, a significant degradation in coverage, or "dead zones." The report shall include a capacity analysis, a propagation analysis, and/or a decibel level report to indicate the quality of service provided by the applicant both at present and after installation of the proposed wireless communication facility. In describing the improvements, applicant should identify the performance indicators that are used by the wireless provider to determine the adequacy of its services (whether for existing or planned personal wireless services), and show the projected improvement in those indicators if the proposed WF were approved. *Do not include performance indicators for services that are not personal wireless services.*
- (6) Describe any smaller form factors that applicant or the wireless provider has used in rights-of-way in the last twenty-four (24) months, or that it is planning to use to provide service for facilities that include one (1), two (2) and three (3) frequency bands. Explain why a smaller form factor is not proposed here. The explanation should include strand-mounted facilities.
- (7) If applicant or wireless provider has undergrounded any portion of the WF in other communities in the last twenty four (24) months, or is planning to underground in another community, explain why it is not proposing similar undergrounding here.
- p) Applicant certifies that, before commencing, during performance of and upon completion of, the work proposed, the permitted wireless facility will comply with all applicable laws, regulations, practices or other requirements under federal, state or local law, including but not limited to, building and electrical codes, and all required permits, authorizations will be received, and reviews completed.

Yes                    No

### 3 REISSUANCE OF PERMIT

If applicant requests a permit reissuance and no modifications are proposed to the facility that was the subject of the previous permit, provide the information required by this section.

- a) Identify the permit that is to be reissued.
- b) Provide a copy of the application and any approvals related to the WF, including approved modifications.
- c) If applicable and not already included in the materials provided in response to subsection (b) above, provide photographs of the WF in place. Provide photos from multiple angles, so that all elements of the WF are shown.
- d) If applicable and not already included in the materials provided in response to subsection (b) above, provide drawings of the WF, and identify all equipment (whether part of the WF or not) located on the support structure on which the WF is located. The drawings must show the dimensions of all elements of the WF, and without limitation include the dimensions of the supporting structure.
- e) Demonstrate that there is a continuing need for the facility, and that its visual impact may not be reduced by providing the information required under subsection 2(n).

### 4 CLAIM TOWN IS REQUIRED TO ISSUE PERMIT

- a) If it is contended that the Town is required by federal or state law to approve a proposed WF, other than an Eligible Facilities Request, applicant must submit the information it relies upon to support that claim, identifying: (i) the legal standard it claims applies; (ii) the showings it relies upon for its claim; (iii) alternative legal standards that may apply that it claims to meet; and (iv) the showings it relies upon for those claims. Applicants are cautioned that, should they choose not to submit with respect to items (iii) and (iv), and the Town believes that applicant misapplies or relies on the wrong legal standard, the waiver (and consequently the application) may be denied. In addition, the showing should be sufficient to show that the placement and size of each element of the WF must be approved by Town. For example, if applicant proposed a ground cabinet where one would not otherwise be permitted, but only shows that some type of WF is required at the site proposed, the placement of the ground cabinet may be denied.
- b) Any permit issued pursuant to this section will be subject to a contingency that, if any federal legal standard pursuant to which an application was granted changes or is invalidated, the permit will be terminate unless applicant shows that the proposed facility must be approved under applicable law.

### PART C: CERTIFICATION REQUIRED FOR ALL APPLICANTS

I (we) hereby certify under the potential denial of the encroachment permit and the revocation of any permit(s) granted based on this application that (1) after diligent investigation, the information provided pursuant to this Application Form is true, accurate, and complete to the best of my (our) knowledge and belief; and (2) upon completion of the work proposed, the permitted personal wireless services facility will comply with all applicable laws, regulations, practices or other requirements under federal, state, or local law, including, but not limited to, building and electrical codes and the Jackson Municipal Code, the FCC's radio frequency emissions standards, and the requirements of the Americans with Disabilities Act.

The Town may deny a permit, or revoke any permit issued, if the permit application contains false or misleading information.

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Applicant's Signature

Date

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Applicant's Printed Name

Applicant's Title

**WIRELESS FACILITY ENCROACHMENT PERMIT APPLICATION CHECKLIST FOR DRAWING SUBMITTAL.** *The following information is required prior to permit issuance.*

Item No.	APPLICANT	ALL Wireless Facility Applications shall include the following for existing and proposed conditions:	TOWN
<b>Title Blocks and Sheets</b>			
1		Applicant's name and contact info	
2		Owner's name and contact info	
3		North Arrow and Scale (as required by sheet)	
<b>Plan View Drawings</b>			
4		Site Plans at a scale of 1"=20' or larger	
5		Existing and proposed Wireless Facility location with dimensions	
6		Existing and proposed underground utilities	
7		Existing and proposed support structures	
8		Lot lines	
9		Streets (with street names)	
10		Sidewalks, driveways, ADA Facilities	
11		Easements	
12		Relevant Grading Information (Slopes, Contours, Spot Elevations, etc.) Existing and Proposed	
13		Trees	
14		Building accesses and ramps	
15		Signage	
<b>Profile / Elevation View Drawings</b>			
16		Scaled Drawings showing appropriate detail	
17		Existing and proposed Wireless Facility location with dimensions	
18		Existing and proposed underground utilities	
19		Existing and proposed support structures	
20		Lot lines	
21		Sidewalks, driveways, ADA Facilities	
22		Easements	
23		Trees	
24		Building access ramps	
25		Signage	
<b>Detail Drawings</b>			
26		All equipment that will be installed as part of the project	
27		Make, model, weight and physical dimensions	
28		Equipment to be removed	
<b>Landscaping Details</b>			
29		Separate drawing sheets showing existing and proposed landscaping	
30		Detail drawings showing what sort of vegetation/barriers will be removed/installed/replaced	