

The logo for the City of Post Falls features a stylized blue and black wave graphic above the text "CITY OF POST FALLS".

CITY OF POST FALLS 60-DAY SHOT-CLOCK APPLICATION

Community Development – Planning Division

408 N. Spokane St. Post Falls, ID 83854

208.773.8708 Fax: 208.773.2505

Eligible Facilities Request - Wireless Facility Modification Process

Applications for Eligible Facilities Requests - Wireless Facility Modifications per Section 6409(a) of the Spectrum Act are subject to a 60-day “shot clock,” or review timeframe. Due to the short timeframe for these application types, the City of Post Falls requires that your complete application include all items necessary for permitting of the structure, including Planning Division review, Building Division review, and any right-of-way use permits that may be necessary for your particular application. Application submittal will be to the Planning Division. Any application submitted without all of the necessary components will be deemed incomplete and will not be accepted for substantive review. A list of missing items will be provided.

The Planning Division is committed to providing excellent customer service and as such has provided application checklists for Eligible Facilities Requests - Wireless Facility Modification zoning applications and for Building Division review. Please carefully review these checklists to ensure a complete submittal.

Should you have any questions about this process or the required application materials, please contact the Planning Division at (208) 773-8708.

To determine whether your modification will require a Right-of-Way Permit, please contact the Planning Division at (208) 773-8708.



60-DAY SHOT-CLOCK APPLICATION

Community Development – Planning Division
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208.773.8708 Fax: 208.773.2505

Eligible Facilities Request - Wireless Facility Modification Application

This application is for wireless facility modifications eligible under Section 6409(a) of the Spectrum Act. Staff review of this application may result in a determination that the proposal is not an Eligible Facilities Request and, in that event, the application will be denied and a new Application must be submitted.

PART I: APPLICATION SUMMARY

Name of project site, if any:	
Site Address:	
Located in Right-of-Way: Yes ___ No ___	Site Acreage:
Zoning:	Assessor's Parcel #:
Valuation:	
Applicant:	
Mailing Address:	
Phone #:	Email:
Contractor:	
Address:	
Phone #:	Email:
Contractor's License No.:	
Registrant (Engineer):	
Address:	
Phone #:	Email:

Registrant License No.:	
Property Owner:	
Mailing Address:	
Phone #:	Email:
Wireless Carrier:	
Contact Person:	
Mailing Address:	
Phone #:	Email:
Agent:	
Mailing Address:	
Phone #:	Email:

PART II: MODIFICATION DETAILS

Your responses to the following questions will help to ensure that the correct process is used in reviewing your modification request.

<p>Proposed Action: Check the applicable option(s). <input type="checkbox"/> Replace transmission equipment <input type="checkbox"/> Remove transmission equipment <input type="checkbox"/> Collocate transmission equipment Other: _____</p>	<p>Project Description: Be as specific as possible. Attach extra sheets if necessary.</p>
<p>Does this request include the modification of an existing wireless tower or base station? Yes___ No___</p>	<p>Will you be switching out the support structure? Yes___ No___</p>
<p>Will this facility require structural hardening? Yes___ No___</p>	<p>Does this modification require deployment or excavation beyond the established site boundaries: Yes___ No___</p>
<p>Has the facility (including the tower, base station or associated equipment) been modified since original approval? Yes___ No___ If yes, provide a brief description of the modifications (attach extra sheets if necessary):</p>	
<p>Does the request increase the height of the tower or support structure from the original zoning approval or from any prior modification? Yes, by _____ ft. and _____% No___</p>	<p>Does the request add an appurtenance to the tower or support structure which will protrude from the edge of the originally approved tower or structure or from any prior modification? Yes, by _____ ft. No___</p>
<p>Does your request include the installation of new equipment cabinets? Yes If yes, how many? _____ No___ Will any of the existing cabinets increase more than 10% in height or volume? Yes___ No___</p>	

<p>Is the facility considered a concealed or camouflaged facility? Yes__ No__</p> <p>If yes, please describe how the current proposal maintains the facility's concealment or camouflage elements:</p>	
<p>Will the modification comply with the conditions of approval of the Special Use Permit or zoning clearance for the facility? Yes__ No__</p>	<p>Will there be any modifications to a backup generator, battery backup system, fire suppression equipment, or fuel storage tank associated with the project? Yes__ No__</p>
<p>Existing structure and antenna colors:</p> <p>Will new antennas be painted to match the existing structure? Yes__ No__ If no, please explain:</p>	<p>Will the antennas be screened? Yes__ No__</p> <p>If yes, please describe the screening to be provided:</p>
<p>Will the antennas be flush-mounted to the structure on which they are located? Yes__No__ If no, please explain:</p>	
<p>Application is hereby made to the Planning Division with the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.</p>	<p>Application Fee:</p>
<p>Applicant's signature:</p>	<p>Date:</p>

PART III: REVIEW PROCESS

Below are the steps you are required to take for review of your Section 6409(a) Eligible Facilities Request - Wireless Facility Modification Application. Note that steps taken by staff, such as routing of your application to other departments, are not shown here.

The following steps are required of you. The applicant must:

- Ensure that your modification complies with Section 6409(a) requirements prior to submitting your application.
- Submit a complete application (see checklist) and fees
- Provide revised documents as required by staff

The applicable review timeframe is 60 calendar days. The timeframe may be tolled by mutual agreement or when the City determines that an application is incomplete. To toll the timeframe for incompleteness, the City must notify the applicant in writing within 30 days, delineating all missing documents or information. The timeframe begins running again when the applicant makes a supplemental submission. Following the supplemental submission, the City will notify the applicant within 10 days if the supplemental submission did not provide the information identified in the original notice of incompleteness. The timeframe may be tolled in the same manner for subsequent submittals.

The City of Post Falls will provide you with clarification of its interpretation of statutes, ordinances, codes or authorized policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact the Planning Division at (208) 773-8708.

Building Division Submittal Checklist for Eligible Facilities Requests - Wireless Facility Modifications

The following items are required, and submittals must be complete before accepted for review.

For current codes and amendments please visit our website at: www.postfallsidaho.org.

- ❑ **Completed City of Post Falls Permit Application**
 - ❑ Permit application can be found online
 - ❑ Property owner's email address is required
 - ❑ Sign and date the application
 - ❑ Plan fee must be paid at time of submittal
- ❑ **Complete Planning submittal** is required at the time of building plan submittal. See the Planning Submittal Checklist for Eligible Facilities Requests - Wireless Facility Modifications.
- ❑ **3 Copies of Drawings** (minimum 11 x 17, no reduced 24 x 36 sheets accepted)
 - ❑ Cover sheet with index
 - ❑ Site Plan
 - Show location of all modifications

- ❑ Elevation of modifications
- ❑ Foundation Plan, if required
 - Structural details for the cell tower modification attachments
- ❑ Electrical Plan
- ❑ **2 Copies of Structural Calculations**
 - ❑ All modifications to communication towers, poles, and collocation structures must be structurally engineered by an Idaho registered engineer to show they meet the requirements of the building code.
 - ❑ A report from an Idaho registered engineer describing the capacity of the tower, including the number and type of antennas that it can accommodate.

The following items are required with the SECOND resubmittal and must be complete before accepted for review. All plan review comments must be addressed.

- ❑ **Planning Resubmittal**, addressing all first review comments (if required)
- ❑ **Copy of Contractor's Bond Certificate if over \$50,000 construction cost**
- ❑ **Completed Contractor Form**
 - ❑ Provide contractor/subcontractor's license number
 - ❑ Any business doing work in the City of Post Falls requires a business license. Please contact the City Clerk's office at (208)-773-3511 for further assistance.

Note:

- **A pre-application meeting is highly recommended before the formal application(s) can be submitted. The pre-application conference can be found on our city website: www.postfallsidaho.org or you can contact Community Development 208-773-8708.**
- If the building owner does not own the property, a letter from the property owner giving permission to build is required.
- If special inspections are required, the special inspection registrant must be on the City of Post Falls' approved list located on the City's website. Contact the City to add a registrant.
- A Pre-Construction meeting may be required as the first inspection depending on the scope of modifications.

City of Post Falls
 Planning Division
 408 N. Spokane Street
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Submittal Checklist for Eligible Facilities Requests - Wireless Facility Modifications

File No. _____

I certify that the Eligible Facilities Request - Wireless Facility Modification packet submitted is complete and accurate, and that all required supporting information as specified in the submittal checklist is provided. Further, I understand that this application is being accepted provisionally and that if the submittal is inaccurate or determined incomplete, the application will be rejected by the City. Further processing of the packet will not continue until the submittal is determined complete by the City.

Applicant or Agent Signature

Date

DELIVERABLES – To be submitted to the Building Division	
<input type="checkbox"/>	Complete Building Division application packet, including application, plans, and fees (see Building Division Submittal Checklist for complete list)
<input type="checkbox"/>	Completed Eligible Facilities Request - zoning checklist (this form)
<input type="checkbox"/>	Completed Eligible Facilities Request- zoning application
<input type="checkbox"/>	Per Building Safety Journal 7/2008 to establish valuation.
<input type="checkbox"/>	Letter of Authorization from the Wireless Carrier allowing the applicant to submit on their behalf
<input type="checkbox"/>	Letter of Authorization from the Property Owner and Support Structure Owner approving the modifications on their property/structure
<input type="checkbox"/>	An attestation that the proposed facility modification is subject to review under Section 6409(a) of the Spectrum Act
<input type="checkbox"/>	A signed statement from a qualified person, together with his/her qualifications, that provides expected radio frequency emissions levels from the antenna array(s) and certifies that these emissions comply with FCC standards not only at ground level below the Wireless Communication Facility, but also wherever terrain or placement of buildings would cause exposure. The statement shall also certify that both individually and cumulatively, and with any other existing facilities located on or immediately adjacent to the proposed facility, that the proposal complies with FCC standards.

<input type="checkbox"/>	Site plan, elevations, antenna details, and equipment layout (2 copies)
<input type="checkbox"/>	Set of plans and conditions of approval from the original permit and any entitlements (including Special Use Permit or other zoning approval) applicable to the property or support structure
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will result in a height increase: Dimensioned plans or drawings showing the height of the support structure as originally approved and constructed, or as of the most recently approved modification
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification is on a concealed or camouflaged facility: A statement describing the existing concealment or camouflage elements and demonstrating that the proposed modification will not defeat the concealment or camouflage
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will alter exterior dimensions or appearance of the support structure: Color photo simulations with a minimum size of 8.5"x11". The photo simulations shall include "before" and "after" renderings of the site, its surroundings, and the proposed facility and antennas at maximum height, and any structures, vegetation, or topography that will screen the proposed facility from multiple public viewpoints. Public viewpoints selected for the simulations should be located approximately a half-mile, 1 mile, and 2 miles from the proposed facility, with an accompanying map showing where each photo was taken. If the modification is on a building, all elements of the proposed project must additionally be shown in one or more close-in photo simulations.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will protrude from the edge of a structure: Dimensioned plans or drawings showing the edge of the eligible support structure and extent of protrusion
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will include excavation or deployment beyond the current site: A legal description and a scaled drawing showing the site boundaries, the existing tower or base station, and the proposed location, elevation, and dimensions of the new or replacement equipment.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If structural hardening is proposed: A technical report by an Idaho registered engineer demonstrating that the hardening conforms to code requirements.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification is to a tower: A stamped report by an Idaho registered engineer demonstrating that the tower with the modifications will comply with applicable structural, electrical, and safety codes, including wind speed, and describing the general structural capacity of the tower with the modifications.
<input type="checkbox"/>	If the modification is to a base station: A stamped report by an Idaho registered engineer demonstrating that the base station with the modifications will

OR <input type="checkbox"/> N/A	comply with applicable structural, electrical, and safety codes.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification requires alteration to the support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings are also required, showing the items listed in Site Plan Requirements below.
<input type="checkbox"/>	All plans, including elevations, on CD in pdf, jpeg, or tiff format, labeled and dated
<input type="checkbox"/>	Reductions of all plans, including color elevations or renderings (1 copy) 11" x 17"

SITE PLAN REQUIREMENTS	
<input type="checkbox"/>	Title block at bottom right corner, including: <ul style="list-style-type: none"> • Label the plan as "Site Plan" • Name and address of development • A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference • The new project number, in bold print larger than the cross-reference numbers
<input type="checkbox"/>	Sheet numbers in bottom right corner (example: "Sheet 1 of 5")
<input type="checkbox"/>	Name, address, and phone number of developer and owner
<input type="checkbox"/>	Name, address, phone number, and professional seal of architect/engineer or firm preparing the plans.
<input type="checkbox"/>	Related case numbers for the site such as special use permit, etc.
<input type="checkbox"/>	Date of drawing and/or last revision
<input type="checkbox"/>	Scaled (3" = 1 mile) location map showing: <ul style="list-style-type: none"> • The subject property identified and centered within a one square mile area • Identify major streets and City limits within the square mile area
<input type="checkbox"/>	
<input type="checkbox"/>	Gross and net area of the site

<input type="checkbox"/>	Scale: 1.0 acre or less 1" = 10' 1.01 - 5.0 acres 1" = 20'
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legend, describing all symbols and line work used
<input type="checkbox"/>	Zoning district(s) for project area and adjacent parcels
<input type="checkbox"/>	All ground labeled, i.e., asphalt, concrete, etc.
<input type="checkbox"/>	Any proposed modifications to the eligible support structure
<i>Provide location, identification, and dimensions of the following site elements:</i>	
<input type="checkbox"/>	Existing eligible support structure, transmission equipment, and equipment cabinets
<input type="checkbox"/>	Proposed transmission equipment to be collocated or to replace existing transmission equipment
<input type="checkbox"/>	Any new equipment cabinets and their intended uses.
<input type="checkbox"/>	Landscape, parking areas and Shade Calcs
<input type="checkbox"/>	Fences, walls, and screening, indicating height, length, color, and materials, and any other existing structures on the site
<input type="checkbox"/>	Any areas where excavation is proposed, showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the excavated area.
<input type="checkbox"/>	Landscape areas, including proposed plantings and irrigation systems (<i>these items may need to be shown on a separate sheet for legibility</i>)
<input type="checkbox"/>	Existing and proposed ingress/egress points and intersections, including width

ELEVATION REQUIREMENTS

<input type="checkbox"/>	Scale – minimum of 1/8" or as approved by staff
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	Detailed elevations for the transmission equipment and support structure impacted by the modification, with orientation labeled
<input type="checkbox"/>	Dimensions of the support structure, including overall height and width
<input type="checkbox"/>	Location, dimensions, materials, and colors (including reflectivity) of principal support structure or building elements – antennas, camouflage elements, walls, windows, doors, etc.
<input type="checkbox"/>	Color renderings or similar illustrations, with orientation labeled