

# INCORPORATED VILLAGE OF GREAT NECK ESTATES

Atwater Plaza  
4 Gateway Drive  
Great Neck, NY 11021  
516-482-8283 fax: 516-482-5572

## SMALL CELL WIRELESS FACILITY PERMIT APPLICATION

**Application Fee (non-refundable)**

New or Replacement Pole \$1,000 \_\_\_\_\_  
Existing Support Structure \$500 \_\_\_\_\_

**Professional Consultant's Deposit** \$1,500 \_\_\_\_\_

**Annual Renewal Fee** \$270 \_\_\_\_\_

**Proposed wireless facility information:**

1. Street Address \_\_\_\_\_
2. Description (*check one*)  
\_\_\_\_\_ New Small Cell \_\_\_\_\_ Modification to Existing Tower or Structure
3. Section, Block & Lot Number for each proposed Small Wireless Facility: \_\_\_\_\_  
\_\_\_\_\_
4. Pole Information for each facility (check one)  
\_\_\_\_\_ New Pole Location  
\_\_\_\_\_ Replacement of Existing Pole  
\_\_\_\_\_ Attachment to New or Existing Pole \_\_\_\_\_ Side Mount \_\_\_\_\_ Top Mount
5. Height of Pole \_\_\_\_\_ Pole Type/Color \_\_\_\_\_
6. Owner of Existing Pole \_\_\_\_\_  
(*Name of Pole Owner*)
7. Accessory Equipment Proposed (check all that apply)  
\_\_\_\_\_ Vault  
\_\_\_\_\_ Cabinet  
\_\_\_\_\_ Pole Mounted

**SMALL CELL WIRELESS FACILITY PERMIT APPLICATION (continued)**

- 8. Location of accessory equipment \_\_\_\_\_  
\_\_\_\_\_
- 9. Dimensions of accessory equipment \_\_\_\_\_  
\_\_\_\_\_
- 10. If in public right-of-way, owner of ROW \_\_\_\_\_
- 11. Complete and provide a proposed construction schedule with this application.
- 12. Is this an "Eligible Facility" as per 47 U.S.C. ? Yes \_\_\_\_\_ No \_\_\_\_\_
- 13. Is this subject to Administrative Review \_\_\_\_\_ Discretionary Review \_\_\_\_\_
- 14. Is it "shot clock" applicable ? Yes \_\_\_\_\_ No \_\_\_\_\_

**Applicant – Wireless Facility Owner Information**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Insurer Name \_\_\_\_\_ Policy # \_\_\_\_\_

Insurer Address \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

**Installation Contractor Information**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Insurer Name \_\_\_\_\_ Policy # \_\_\_\_\_

Insurer Address \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

## Small Cell Wireless Facility Application Checklist

(all sections of the application must be completed for application to be deemed complete)

1. \_\_\_\_ If applicant claims to be a public utility, proof of public utility status must be provided
2. \_\_\_\_ Completed permit application and corresponding fee(s)
3. \_\_\_\_ Include Insurance Certificate
4. \_\_\_\_ Engineer's Report that the Small Wireless Facility is in compliance with and meets with the parameters of the Federal Communications Commission regulations and the Village regulations for Small Wireless Facilities ("Small Cell Compliant Certificate")
5. \_\_\_\_ Certification by licensed New York P.E. that the Small Wireless Facility does not infringe on ADA compliant pedestrian use, impede/infringe with traffic safety, is more than 18" from back of curb, and does not obscure/interfere with driver's line of sight.
6. \_\_\_\_ Written consent from pole owner authorizing use of pole.
7. \_\_\_\_ Photo rendering shall be provided of the proposed antenna, all accessory equipment and the supporting structure that depicts aesthetic features including, but not limited to the use of colors, concealment, screening & buffering.
8. \_\_\_\_ Engineer sealed plan of all wireless facilities, existing and proposed, within 1,000 feet of each proposed facility, include latitude/longitude, address and description of each wireless facility.
9. \_\_\_\_ Scales site plan, equipment specifications, and drawings prepared by a licensed NYS Structural Engineer for each proposed wireless facility. Site plan to show at minimum: existing conditions, proposed small cell facility, and services for power and data that may be owned by others.
10. \_\_\_\_ Specification and drawings prepared by a licensed NYS Structural Engineer for each small cell facility. Site specific integrity for collocation on existing poles and a make-ready analysis prepared by a Structural Engineer.
11. \_\_\_\_ The equipment type, model numbers and photographs for the wireless facility antenna and other equipment associated with the small wireless facility.
12. \_\_\_\_ Information as to whether location of the proposed facility on existing poles or structures is feasible and/or whether a proposed new tower in the right-of-way is more compliant with aesthetic requirements.
13. \_\_\_\_ For work in public right-of-way, submit traffic control plan for affected streets/sidewalks.
14. \_\_\_\_ A plan for the removal of the wireless facility when it becomes functionally obsolete or is no longer in use.
15. \_\_\_\_ Applicant acknowledges that upon notification by the Village of Great Neck Estates that a pole will need to be removed/relocated, it will be the applicant's responsibility within 60 days of the notification to remove/relocate the wireless facility (s).
16. \_\_\_\_ Provide proof of electrical inspection(s) after installation.
17. \_\_\_\_ Performance Bond
18. \_\_\_\_ Maintenance Bond

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**Office Use Only**

Date of Completed Application \_\_\_\_\_

Received by \_\_\_\_\_

Application Fee Amount Received \_\_\_\_\_

Annual Fee Amount Received \_\_\_\_\_