

## Communication Pole Site-Specific Application Requirements

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Last Revised: 6/9/2017

Pursuant Chapter 19, Article III, entitled "Communications and Data Transfer" a Lease Agreement with the City of Aurora is required to authorize any antennas or other communication facilities mounted on new, existing or modified poles. In addition to any information required for applications pursuant to the zoning ordinance or building code, applicants for said Site Specific Applications may be required to submit all, or a portion of, the following information depending upon the requested use and site:

- (1) \$200.00 Application Fee and CPOL "Communications Pole" Permit Application per pole. The permit application should include the following information:
  - a. Property address and/or subdivision and lot number, county, township, section number, block, and lot.
  - b. Owner and operator of the communications facility which is the subject of the application. The name, address, telephone number and email address of the owner and lessee of the parcel of land (unless within City of Aurora right-of-way or on city property).
  - c. All Contractors and subcontractors.
  - d. Licensed Architect/Structural Engineer.
  - e. Civil Engineer/Professional Engineer
  - f. Electrical service size
  - g. Total cost of construction
- (2) If the applicant is not the owner of the parcel of land, the written consent of the owner shall be required including an affidavit by the owner agreeing to the terms relating to removal of the facility, as described in section 19-73.
- (3) A scaled site plan including but not limited to:
  - a. Indication of the type of facility proposed, its height, and location (submitted in survey grade GIS coordinates).
  - b. Legal description of the parent tract and leased parcel, unless within right-of-way whereby this is not required.
  - c. Adjacent roadways, proposed means of access, all existing and proposed utilities, fiber locations, structures and parking.
  - d. Adjacent land uses and zoning, on-site land uses and zoning if not within right-of-way, comprehensive plan classification of the site/roadway and depict all structures within the applicable separation distances set forth in subsection 19-68(o) and 19-68(p)
  - e. The separation distance between the proposed pole and any existing pole or structure including those listed distances set forth in subsection 19-68(o) and 19-68(p), the minimum clear sight distance from adjacent intersections, setback from property lines, back of curb, and any residential use and/or district.
  - f. An elevation plan drawn to scale in blueprint form of the proposed facility and any other proposed structures. Drawings should include height of any facilities from grade, and verification of minimum vertical and horizontal clearance.
  - g. Other information deemed necessary to assess compliance with this article which may include:
    - i. A landscape plan showing specific landscape materials.

- ii. Method of fencing, finished color and, if applicable, the method of camouflage or concealment and illumination.
  - iii. Traffic Control Plan pursuant to IDOT standards
  - iv. If work in the right of way is required as part of the installation of the communication facility the procedures and documentation for a Utility Permit Application for work within COA ROW based on Ord. 07-126 would apply. [Click Here](#) for those requirements.
- (4) Inventory of existing or proposed sites owned and/or operated by the applicant within the jurisdiction of the city or within one (1) mile of the border thereof OR a letter stating the applicant does not have any existing or proposed sites owned and/or operated by the applicant within the jurisdiction of the city or within one (1) mile of the border thereof. *Said Inventory shall be a listing all existing or proposed communications facilities, towers, poles, and antennas. The inventory shall including specific information about the location, height and design of each communications facility, tower, poles, and antenna. Proposed sites shall include those which applications or petitions for approval have been filed or those which have been approved but have not yet been installed.*
- (5) Franchise Permits. Applicant shall submit a letter certifying which permits from other franchises are required by law for the construction and/or operation of the facility, a copy of all said permits shall be submitted prior to the Site-Specific Permit being issued.
- (6) Affidavit for co-location on a new pole. For a new pole at a Site-Specific Location a notarized statement by the applicant stating that space on the proposed new pole will be made available to future users for co-location. If communication facility will not accommodate co-location of additional antennas for future users, the applicant shall submit an affidavit as to why.
- (7) An affidavit from a third party professional including:
  - a. A written statement addressing compliance with subsections 19-68(f)—(n), and all applicable federal, state or local laws.
  - b. A written statement addressing the current radio frequency coverage prediction in the area served both prior to and after construction of the proposed communications facility and technical performance goals for the desired signal strength.
  - c. A written statement addressing the use of drive test results to confirm or refute the areas shown on coverage maps used in planning the system used by the communications provider.
  - d. A written statement addressing the suitability or unsuitability of the use of existing towers, other structures or alternative technology not requiring the use of towers or structures to provide the services to be provided through the use of the proposed new communication facility, including information regarding the number of calls dropped and failed hand-offs between existing call sights within two (2) miles of the city.
  - e. A written statement from an engineer(s) that the construction and placement of the communications facility, pole, or antenna will not interfere with public safety communications and the usual and customary transmission or reception of radio, television or other communications services enjoyed by adjacent residential and nonresidential properties.
- (8) Letter identifying if a backhaul network is being utilized for the communications facility. If so, the letter should identify the method of providing backhaul (wired or wireless), and the entities providing the backhaul network, updated on at least an annual basis.
- (9) Color photo simulations showing the proposed site of the communications facility, pole, or antenna with a photo-realistic representation of the proposed facility as it would appear viewed from the road, closest residential property, or other adjacent land use.
- (10) Pole Mount Certification, and equipment and pole manufacturer's specifications and cut sheets. Including a notarized statement by a licensed structural engineer attesting to the structural integrity of the communications facility for its proposed use.