

CPOL – COMMUNICATIONS POLE (one permit application per pole please)
(Poles, Antennas and Towers on Private Property, City Property and in Public Rights of Way)

| | | |
|------------------------------|--|--|
| FOR OFFICIAL USE ONLY | TOTAL FEE |  |
| PERMIT APPLICATION NO | _____ | |
| 1 | BLDG _____ | |
| _____ | PLRV _____ | |
| _____ | C.O. _____ | |
| _____ | ARCH _____ | |
| SUBMITTED _____ | _____ | DIVISION OF BUILDING & PERMITS 65 WATER STREET AURORA, ILLINOIS 60505 |
| NOTIFIED _____ | _____ | |
| ZONING _____ | _____ | |
| _____ | _____ | |
| _____ | WEB www.aurora-il.org | |
| _____ | FAX (630) 256-3139 | |
| _____ | TELEPHONE (630) 256-3130 | |

LAND / PARCEL INFORMATION

PROPERTY ADDRESS _____

SUBDIVISION _____ **UNIT / PHASE #** _____ **LOT #** _____

| | | | | | |
|---------------|----------------------------------|---------------------------------|-----------------|----------|--|
| COUNTY | <input type="checkbox"/> KANE | <input type="checkbox"/> DuPAGE | TOWNSHIP | 11 12 04 | TOWNSHIP SECTION # _____ |
| (CHECK ONE) | <input type="checkbox"/> KENDALL | <input type="checkbox"/> WILL | (CIRCLE ONE) | 14 15 07 | If project involves new construction in DuPage County -- Impact Tax must be Paid |
| | | | | 03 01 | BLOCK # (if known) _____ LOT# (if known) _____ |

ON PRIVATE PROPERTY (cpol)

PROPERTY OWNER & CONTACT NAME _____

OWNER'S ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

COMMUNICATIONS LICENSEE

Contact Name _____

ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

ON CITY OF AURORA PROPERTY (cpap)

IN RIGHT OF WAY (rowp)

PROPERTY OWNER **CITY OF AURORA**

Contact Name Michael Pegues-Chief Technology Officer

ADDRESS _____

PHONE # () _____ **630-256-3460**

FAX # () _____ **630-256-3469**

E-MAIL _____ **MPEGUES@AURORA-IL.ORG**

COMMUNICATIONS LICENSEE

Contact Name _____

ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

ZONING INFORMATION

Zoning (CHECK ONE) R-1 R-2 R-3 PDD

Classification R-4 R-4A R-5 R-5A

B-1 B-2 B-3 B-B

SPECIAL USE
(CHECK IF APPLICABLE)

M-1 M-2

O ORI RD PDD

DC DF C.O.A. Required

FLOOD ZONE INFORMATION

IS YOUR PROPERTY IN A FLOOD PRONE AREA?

No Yes Verify with COA Engineering (630) 256-3200

COMMUNICATION POLE INFORMATION

IS PROPOSED POLE 50 FEET OR LESS? No Yes

If YES -- supply a copy of your master license agreement with this permit application.

GENERAL / PUBLIC WORKS (if ROW) CONTRACTOR

CITY OF AURORA
G.C. / P.W. REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

ELECTRICAL/ PUBLIC WORKS (if ROW) CONTRACTOR

CITY OF AURORA
ELEC./ P.W. REGISTRATION # _____ - _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
N/A PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

CERTIFICATION

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

CONTRACTOR _____ (PRINT)

CONTRACTOR _____ (SIGNATURE)

OR

OWNER _____ (PRINT)

OWNER _____

BUILDING AREA AND CONSTRUCTION COST

[FOR NEW AREA - PERMIT FEES ARE A FUNCTION OF SQUARE FOOTAGE]

SF BUILDING IF ANY PROVIDED _____ SF

ELECTRICAL WORK ? NO YES

ELECTRIC SERVICE SIZE _____ AMPS EXIST NEW

[FOR REMODEL - PERMIT FEES ARE A FUNCTION OF CONSTRUCTION \$]

TOTAL CONSTRUCTION COST \$ _____

DESIGN PROFESSIONALS IN RESPONSIBLE CHARGE -- PER IBC 107.3.4

LICENSED ARCHITECT / STRUCTURAL ENGINEER

ILLINOIS PROFESSIONAL (Check primary contact)
DESIGN FIRM REG. # _____

CIVIL ENGINEER / PROFESSIONAL ENGINEER

(Check if primary contact)

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

BUSINESS NAME _____
CONTACT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE () _____ - _____
FAX () _____ - _____
E-MAIL _____

I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE, COMPLY WITH ALL CODES.

ARCH or **STRUCT** or **(P.E.** for Mech. Elect. Plumb.)

(SIGNATURE) _____

APPLICATION REQUIREMENTS FOR COMMERCIAL POLE / ANTENNA

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply): The following items shall constitute a **complete building permit submittal**. Upon submittal acceptance, a permit application number shall be issued to the applicant all future contact with the Building and Permits Division will require this number. At time of submittal one project contact, shall be identified by the applicant (please check the appropriate party as the “primary contact” on the application form). All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual.

SUBMITTALS TO THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW. COLLATE YOUR SUBMITTAL INTO THREE SETS (B, C & D).

- A. Completed Permit application.
- B. Three (3) copies of architectural site plan or civil engineering drawings indicating: all lot lines, building setbacks, existing structures, parking layout, curb cuts, light pole details, grading plan, utility plans and all fire hydrants within 500’ of any property line. (For Zoning, Fire Prevention, and accessibility reviews). Include a Plat of survey and legal description on all parcels, which have not been issued street addresses.
- C. Provide two (2) loose copies of proposed structures on scaled and dimensioned proposed plat of survey, indicating all setbacks and easements. Also indicate proposed top of foundation elevation and elevations at all corners in foundation. If the addition is in a flood zone or any drainage-way, two Topographical surveys shall also be submitted.
- D. Provide three (3) sets of Illinois Licensed Architect or Illinois Licensed Structural Engineer signed and wet sealed construction documents. Provide two (2) sets Soil Testing Results. All seals shall be on the cover sheet with an index of the sheets the stamps apply to.
 1. Building Code Information on the cover sheet must contain the following:

| | | |
|--------------------------------|------------------------------------|--------------------------------------|
| a. Use Group (Single / Mixed). | c. Square footage (Act. / Allow.) | e. Design live and dead loads. |
| b. Construction type(s). | d. IBC Occupant Load calculations. | f. Illinois Plumbing Occ. Load calc. |
 2. Floor plans indicating the following: Layout of the entire floor plan, indicate all construction materials and all rated assemblies. Indicate all requirements for compliance with the Illinois Accessibility Code.
 3. Building sections and wall sections as required to describe the construction and all rated assemblies.
 4. Building Elevations, including all exterior openings, roof heights and footing depths.
 5. Structural plans and sections. All pre-Engineered building drawings are to be submitted at the time application.
 6. Complete Electrical plans with balanced panel schedules, load calculations, and one-line service diagrams indicating all components and sizes.

Procedures for Utility Permit Application for work within COA ROW -- Ord. 07-126 ENGINEERING

Note: steps in this guide are subject to the specific requirements of the ordinance and provide a general overview only of the application process.

- A. All contractors, subcontractors, utility companies doing work within the public Right-of-Way must be licensed for that work. Please contact the Engineering Division to determine the appropriate license. (630)-256-3200.
- B. Fill out the application and attach, at a minimum, all requested information per Ordinance 07-126, Sec. 42-303 subsection (d) “Minimum General Application Requirements”.
- C. The application and all required documentation is routed to the Engineering Division for review.
 1. Major items of review:
 - i. Professional certification of plans if required
 - ii. IDOT traffic control plan if required
 - iii. Verification of other required permits if required
 - iv. Verification of contractors required Public Works licensing
 - v. Drawing plans/specs, with exist utilities (field verified) within 30 feet of proposed work, review
 - vi. Verification of minimum Vert. and Horiz. Clearances (5’ ea)
 - vii. City Fiber conflict notice
 - viii. Landscaping fees paid if required
- D. Approvals are governed by the Ordinance, Sec. 42-305 “Effect of Permit”.
- E. 24/7 Status inquiry may be accomplished via City of Aurora main web pages utilizing the “click2gov” link. Use the permit number to review permit status and comments associated with the review. All other questions may be directed to the Engineering Division at (630)-256-3200 – RE: “Right-of-Way Permits”.

Communication Pole Site-Specific Application Requirements

Last Revised: 5/26/2017

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 location, type and height of the proposed facility.
 - b. Legal description of the parent tract and leased parcel, or if within right-of-way the latitude and longitude of the facility location.
 - 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.
- (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.

[Click Here](#) for COA Right of Way requirements.