



City of Canby
 Planning Department
 222 NE 2nd Avenue
 PO Box 930
 Canby, OR 97013
 (503) 266-7001

LAND USE APPLICATION

Telecommunications Deployment Permit 'Eligible Facilities' Request

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Pole Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ❶ All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers

 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

TELECOMMUNICATIONS 'ELIGIBLE FACILITIES' PERMIT–INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email to PlanningApps@canby.com. Required application submittals include the following:

Applicant City
Check Check

- One (1) paper copy or one (1) electronic copy of this application packet.** The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – cash or check only. Refer to the city's Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
- One (1) paper copy or one (1) electronic copy of a written narrative statement describing the proposed deployment and detailing how it conforms with the Eligible Facilities standards which were clarified under Section 6409(a) 'Spectrum Act'. Eligible facilities requests are those that do not constitute a substantial change in the physical dimensions of an existing tower, structure or base station.

For each item below, provide a response addressing the criteria along with accompanying diagrams, drawings and other objective information to demonstrate that the proposal meets the standards of an 'eligible facility'. Incomplete information will be treated as an incomplete application and will not be given approval until the applicant provides the required information.

- Provide a response and accompanying documentation that demonstrates consistency with the following statement:

For towers other than towers in the public rights-of-way, it does not increase the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for other eligible support structures, it does not increase the height of the structure by more than 10% or more than ten feet, whichever is greater.

Changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act.

- Provide a response and accompanying documentation that demonstrates consistency with the following statement:

For towers other than towers in the public rights-of-way, it does not involve adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it does not involve adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet.

- Provide a response and accompanying documentation that demonstrates consistency with the following statement:

For any eligible support structure, it does not involve the installation of more than the standard number of new equipment cabinets for the technology involved, and does not exceed four cabinets. For towers in the public rights-of-way and base stations, it does not involve the installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or does not involve the installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure.

- Provide a response and accompanying documentation that demonstrates consistency with the following statement:

It does not entail any excavation or deployment outside of the current site.

- Provide a response and accompanying documentation that demonstrates consistency with the following statement:

It does not defeat, obscure, reduce or otherwise modify the concealment elements of the existing support structure, tower or building and all existing equipment and ancillary components.

- Aerial vicinity map detailing the propagation area for the proposed telecommunication equipment as well as existing propagations of facilities owned or leased by the applicant.

- A scaled site plan, prepared by a professional engineer or surveyor licensed in the State of Oregon showing at a minimum:

1. Proposed tower, pole or structure to which the small cell equipment will be attached; including: lease area (if applicable).
2. Location of supporting ancillary equipment, including: power supply, cooling equipment, cable, etc.
3. Street names and addresses.
4. Right-of-way lines, property lines, proposed utilities (above and below grade), curb, sidewalks, driveways, streets, paths, structures, street lights, traffic signals. All conflicts with existing infrastructure shall be indicated on the plan with a description on how the anticipated conflict will be remediated.
5. If equipment is placed below grade, the nearest location to access the equipment placed below grade.
6. Adjoining tax lot boundaries and numbers.
7. Date, north arrow, and scale of drawing.
8. Name and address of the contractor, engineer, architect, or other individual(s) who prepared the site plan.
9. Property lines (legal lot of record boundaries).
10. Location, width, and names of all existing or planned streets, other public ways.

11. Callouts to identify dimensions and distances between structures/poles and other significant features, including property lines, yards and setbacks, building/pole area, building/pole height, lot area, impervious surface area, lot densities and parking areas.
12. Location of vision clearance areas at all proposed driveways and streets.
13. Finished grading contour lines of site and abutting public ways.
14. Location of all existing structures, and whether or not they are to be retained with the proposed development.

Undergrounding Plan. (If applicable).

1. Location of nearest access point for undergrounding or vaulting ancillary telecommunications equipment.
2. Description of the type of equipment to be undergrounded.

Structural analysis, prepared and stamped by a professional engineer licensed in the State of Oregon. The analysis shall include evaluation of the existing and/or proposed wireless support structure and demonstrate how the foundation is structurally adequate to safely support the proposed telecommunications facilities. The analysis shall also demonstrate consistency with NESC for structural stability to determine whether the structure can carry the proposed telecommunications facility and comply with applicable NESC and structural safety code.

1. Engineered details of proposed telecommunications facilities, including elevations/profiles, plans and sections, clearly indicating the following:
2. Height, width, depth, and volume (in cubic feet) of all proposed antenna and exposed elements and/or proposed antenna enclosures.
3. Height, width, depth, and volume (in cubic feet) of proposed wireless equipment associated with the facility including electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services as applicable.
4. Method of installation/connection.
5. Color specifications for proposed wireless support structures and associated exposed equipment, cabinets, and concealment elements.
6. Electrical plans and wiring diagrams.
7. Footing and foundation drawings and structural analysis, sealed and signed by a professional engineer licensed in the State of Oregon.

Permission to use utility pole or alternative antenna structure: The operator of a wireless telecommunication facility shall submit to the City a copy of the written approval from the owner of an existing utility pole, monopole, or an alternative antenna structure, to mount the wireless telecommunication facility on that specific pole, tower, or structure, prior to issuance of the City permit. This permission shall be provided in a form that clearly indicates authorized permission, such as a provided:

Lease or franchise agreement, memorandum of understanding, signed authorization form or other format deemed acceptable to the City Engineer / Planning Director or their designee.

- Manufacturer's specification sheets for proposed telecommunications facility equipment, including wireless support structures, equipment cabinets, shrouds or concealment devices, antennas, meters, radios, switches, telecommunications demarcation boxes, and grounding equipment.
- Certification by an Oregon-registered professional engineer that the new or modified telecommunication facility complies with the non-ionizing electromagnetic radiation (NIER) emission standards as set forth by the Federal Communications Commission (FCC).
- A signed statement of the equipment owner's removal responsibilities should the equipment no longer be used and abandoned. The statement shall indicate that after 365 days of continuous non-use, the equipment is subject to removal by the City of Canby or the utility provider.
- Documentation showing that the applicant has an FCC license for the geographic region and for the service proposed by the collocation if applicable.
- A statement with accompanying diagrams and plans that describes visual shrouding and concealment design techniques for antennas and ancillary equipment.
- If a small cell installation. A detailed narrative with accompanying objective information describing how the proposed collocation meets the definition of Small Wireless Facilities established with FCC 18-133, listed below.
 1. Are mounted on structures 50 feet or less in height including their antennas as defined in CFR § 1.1320(d)ii; or
 2. Are mounted on structures no more than 10 percent taller than other adjacent structures; or
 3. Do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater.
 4. Contain antenna(s) associated with the deployment, excluding associated antenna equipment (as defined in the definition of "antenna" in § 1.1320(d)), which are no more than three (3) cubic feet in volume.
 5. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume.
 6. Do not require antenna structure registration.
 7. Do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in § 1.1307(b).

TELECOMMUNICATIONS 'ELIGIBLE FACILITIES' PERMIT PROCESS

1. At the time an application is submitted to the City, payment of all required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.
2. Staff will review the application, making sure that it is complete and all fees are paid. Copies of the application materials may be routed to various City/State/County departments, as appropriate, for their comments.
3. Clackamas County reviews all building permits (structural, mechanical, electrical and plumbing). The City of Canby reviews all site plans for building permits. Clackamas County will not release building permits prior to Canby's approval. To expedite the process of all Telecommunications Eligible Facilities Permits, applicants are encouraged to contact Clackamas County Building regarding submittal requirements and to submit plans to Clackamas County prior to or concurrently with any site plan review.

Clackamas County Building Department

Email - <https://www.clackamas.us/building>

Phone -503.742.4240

Office Address – 150 Beaver Creek Road, Oregon City, OR 97045