



**City of Oakwood**  
**SMALL CELL WIRELESS PERMIT APPLICATION**

**DIRECTIONS:** The Applicant shall supply all information required by Chapter 955 of the city of Oakwood Codified Ordinances. Construction Permits must be conspicuously displayed at the work site and be available for inspection by authorized city personnel.

**1. INSTALLATION TYPES**

**Small Cell Facilities** (check at least one):

- New Installation/Collocation
- Replacement/Modification
- Removal

Quantity of Small Cell Facilities \_\_\_\_\_

**Wireless Support Structures** (check at least one):

- New Installation/Collocation
- Replacement/Modification
- Removal

Quantity of Wireless Support Structures \_\_\_\_\_

If Collocation, name of the existing Wireless Support Structure owner \_\_\_\_\_

**2. APPLICANT INFORMATION**

**(a) Operator/Utility Provider**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

**(b) Permit Agent, if different than Operator**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Is applicant the Operator of the proposed Small Cell Facility and/or Wireless Support Structure? **Yes**  **No**

If “No”, is applicant serving as an agent for the Operator? **Yes**  **No**

If “Yes”, applicant must provide written documentation of the agent designation signed by the Operator.

**3. INSTALLATION LOCATION(S)**

**(a) Small Cell Facilities** site coordinates & approximate street address (Latitude/Longitude):

\_\_\_\_\_

\_\_\_\_\_

**(b) Wireless Support Structures** site coordinates & approximate street address, if different than **3(a)** (Latitude/Longitude):

\_\_\_\_\_

\_\_\_\_\_

**4. ANTICIPATED CONSTRUCTION SCHEDULE**

**(a)** Upon approval, construction start date: \_\_\_\_\_ **(b)** Completion date: \_\_\_\_\_

**5. STATE & FEDERAL LAWS**

Does the Applicant certify that the proposed Small Cell Facility and/or new Wireless Support Structure fully comply with all state and federal regulations? Yes  No

**6. SUBMITTALS**

**(a) New Installation / Collocation / Modification / and Replacement.**

Applicant must submit the following, consistent with Chapter 955:

- 1) Aerial map and street view image of installation location.
- 2) Site plans and structural calculations.
- 3) Traffic control plan.
- 4) Photo simulations of finished installation.
- 5) Equipment specifications.
- 6) Electrical service drawings.
- 7) Landscape plan for ground-mounted equipment, if applicable.
- 8) RF compliance audit affidavit.
- 9) Evidence of owner’s authorization to collocate on the existing structure, if applicable.
- 10) Electric Permit must be obtained from the city of Kettering Planning & Development Department. Or N/A .
- 11) **NOTE:** If proposed project involves cutting or excavation in city right-of-way, a separate ROW permit is required.

**(b) Removal**

Applicant must submit the following, consistent with Chapter 955:

- 1) Aerial map and street view image of removal site.
- 2) Description of facilities being removed.
- 3) Description of the steps for removal and restoration of the right-of-way.

**7. APPLICATION FEE**

Applicant must submit a processing fee of **\$100** for each Small Cell Facility and Wireless Support Structure included in this application. Make check payable to city of Oakwood.

**8. CONSTRUCTION BOND**

Applicant must deposit with the Director of Public Works an irrevocable, unconditional letter of credit and/or surety bond in an amount determined by the Director of Public Works to be appropriate, based upon fair and reasonable criteria.

**9. REMOVAL BOND**

Per §951.121.2, if not already posted, the Operator must post a surety bond or irrevocable, unconditional letter of credit with the Director of Public Works in an amount equal to or greater than Fifty Thousand Dollars (\$50,000.00).

**The Applicant, for itself and on behalf of its Operator, if any, and its heirs, successors, administrators and assigns, warrants that the information provided in this application is true and agrees that the Permit, if granted, may be revoked in accordance with Chapter 955 of the city of Oakwood Codified Ordinances or other applicable law. Applicant also hereby agrees to comply with all ordinances of the city of Oakwood, whether now in force or hereafter enacted or amended; and that Applicant and its agents or contractors will employ protective measures and devices that, consistent with the Ohio Manual of Uniform Traffic Control Devices, will prevent injury or damage to persons or property and to minimize disruptions to the efficient movement of pedestrian and vehicular traffic. Applicant, for itself and on behalf of its heirs, successors, administrators, and assigns agrees to protect, defend, indemnify, and hold the City, its elected officials, officers, employees, volunteers, and agents free and harmless from and against any and all losses, penalties, damages, costs, or liabilities of every kind and character arising out of or in connection with any negligent acts or omissions of Applicant and its employees, officers, agents, successors, or independent contractors. Applicant agrees to pay all damages, costs, and expenses of the City, its elected officials, officers, employees, and agents in defending any action arising out of the aforementioned acts or omissions.**

The undersigned hereby accepts the requirements provided in the preceding paragraph on behalf of the applicant and furthermore swears, affirms, and acknowledges that the all information provided in this application, including attachments, is true and accurate as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title of Person Signing Above: \_\_\_\_\_