



## SECTION 25.0 WIRELESS COMMUNICATION FACILITY COLLOCATION

### Section 25.01 Purpose

This section describes the process for collocating on an existing [wireless communications facility \(WCF\)](#) as allowed in the [Unified Land Development Code \(LDC\)](#).

### Section 25.02 Application Process

- A. The Applicant shall be required to complete a [wireless communication facility collocation application](#), on a form provided by the City, and submit a complete package to the Building Department. Three (3) complete application packages are required at the time of application submittal.
- B. Applicants will be notified within twenty (20) business days of submission if the application is complete. Incomplete applications will be placed on hold until all required documents have been submitted.
- C. The review process will begin upon satisfying completeness review. If any application is deemed inaccurate, or otherwise not compliant with current codes, statutes, and ordinances, the Applicant will have ten (10) business days to address the discrepancy, or the application is denied.

For information regarding wireless communication facility permits, contact the Information Technology Department at (386) 986-4732.



**WIRELESS COMMUNICATION FACILITY COLLOCATION**

CD Plus Application #: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
 Application submittal date: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_  
 Print Employee name accepting request: \_\_\_\_\_

Applicant's name:		
Phone:	Fax:	E-mail:
Property owner:		
Applicant's contact:		
Address:		
Phone:	Fax:	E-mail:
Lessor/Licensor:		
Address:		
Phone:	Fax:	E-mail:

Commercial Wireless Provider:		
New structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Water Tower: Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace existing structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		Stealth attached facility: Yes <input type="checkbox"/> No <input type="checkbox"/>
New stealth antenna support structure: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Site Address:		
Latitude (NAD83):	Longitude (NAD83):	Ground elevation (AMSL) (ft):
RAD Center (ft):	Total height of tower (ft):	Height of base (ft):
Height of antenna support structure (ft):		Height of lightning rod (ft):
TAX parcel identification number:		Present zoning of property:
Land use and description of property:		
FCC antenna structure registration number (ASR) (if applicable):		



## WIRELESS COMMUNICATION FACILITY COLLOCATION APPLICATION SUBMITTAL CHECKLIST

= Mandatory     = As applicable     = sub items

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each symbol below to indicate that the item has been addressed. As indicated in the above key legend, an item with a square indicates the item is mandatory, while the triangle indicates it may or may not be applicable. If applicable, then the item is mandatory.

The documents listed below are required, at a minimum, to process a request to collocate on a wireless communication facility (refer to [Section 4.20](#) in the [Unified Land Development Code \(LDC\)](#). This checklist **must** be completed by the Applicant **and** included in the application submittal package in order for the application to be accepted. In addition, supplemental information may be requested for the purpose of clarity or confirmation. The application package shall be submitted to the Building Department.

- A. Completed [wireless communication facility collocation application](#) form filed by property owner or property owner's representative (refer to [subsection 2.05.04.A](#) of the [LDC](#).
  - 1. Application notarized
  
- B. For an owner's representative, submit [letter of authorization](#).
  
- C. Provide copy of proof of land ownership (deed or certificate by lawyer, abstract company, or Title Company) that verifies the owner of record.
  
- D. Complete plans of the proposed facility addressing the development standards as outlined in [Section 4.20](#) of the [LDC](#), including a structural certification by a Florida professional engineer that the facility will comply with applicable federal, state, and local codes and regulations to include, but not limited to, EIA/TIA 222-G (as amended).
  
- E. A statement from a qualified individual that the Applicant will comply with all Federal Communications Commission (FCC) rules regarding human exposure to radio-frequency (RF) energy. Must include:
  - 1. Individual's qualifications
  
- F. A statement that the Applicant will comply with applicable FCC rules regarding radio-frequency interference.
  
- G. Photo-simulated images of the structure's post-construction appearance to include, at a minimum, the vantage point of any adjacent roadways, existing or proposed structures, as well as samples of exterior building materials. If there is no change, it should be stated.
  
- H. Optional exhibits, such as photographs, letters of support from neighboring property owners, or other information intended to support the Applicant's position, may be submitted.



Required documents for building permits:

- A.** Building Permit Application – must include Property Appraiser’s identification number.
- B.** Two (2) sets of signed and sealed construction drawings from a licensed Florida Architect or Engineer.
- C.** Site plan stamped approved as part of the original Site Plan Development Order.
- D.** Construction Lien Law affidavit.
- E.** Recorded warranty deed.
- F.** Authorization from the City’s Information Technology (IT) Department - Site Plan Development Order issued from the City’s Community Development Department.

**Note:** All contractors listed on the permit, including electrical, mechanical, and plumbing, must be licensed and hold a City of Palm Coast Business Tax Receipt.



Property Owner Letter of Authorization  
\*\*\*\*\*IF APPLICANT IS NOT THE PROPERTY OWNER\*\*\*\*\*

Dear Planning Manager,

I / We,

\_\_\_\_\_

\_\_\_\_\_ (All property owners)

being the current property owner(s) of the property legally described as Parcel Number(s)

\_\_\_\_\_

and also described as Subdivision \_\_\_\_\_,

Section \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_, OR

\_\_\_\_\_

Street Address or Physical Location:

\_\_\_\_\_

Do hereby designate and authorize

\_\_\_\_\_ (name of agent / applicant)

representing \_\_\_\_\_ (Individual or Corporate Name)

to sign on my/our behalf, as my/our agent to submit an application for a

\_\_\_\_\_ (type of application)

for the property described above.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

NOTARY: This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_ by \_\_\_\_\_ who is/are personally known to me, or

who has/have produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public, State of Florida



**AFFIDAVIT OF CORPORATE IDENTITY / AUTHORITY**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

COMES NOW, \_\_\_\_\_, being first duly sworn, who deposes and says:

(1) That he/she is the \_\_\_\_\_, an officer of \_\_\_\_\_ corporation existing under the laws of the State of \_\_\_\_\_.

(2) That he/she is authorized to execute the following deeds or instruments on behalf of the above named corporation: \_\_\_\_\_ relating to the following described real property:

(3) That this affidavit is made to induce the City of Palm Coast to accept the above described property.

**Signature of owner OR person authorized to represent this application**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print name

**NOTARY:** This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public, State of Florida