

**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**SMALL CELL FACILITY APPLICATION**

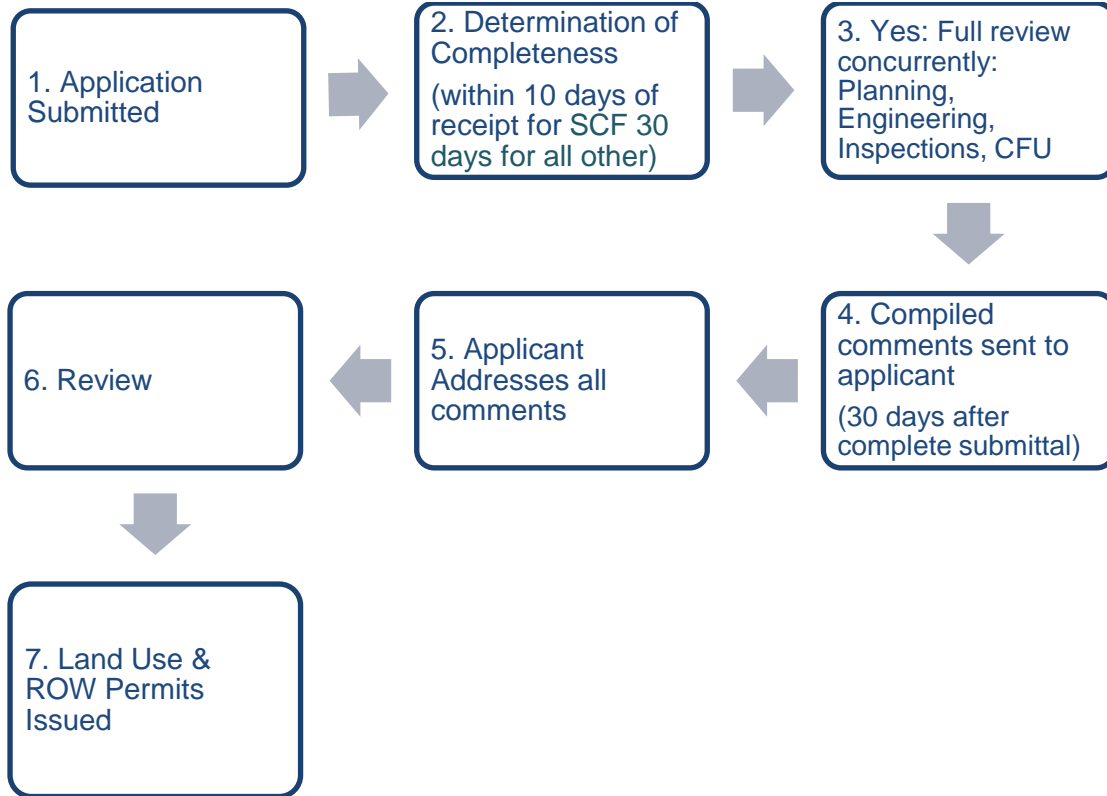
City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613

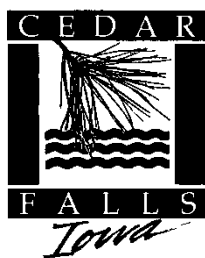
**General Information:** Small Cell Facilities must meet the City's adopted Small Cell Design Ordinance (see [https://library.municode.com/ia/cedar\\_falls/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH22T\\_E\\_ARTIISMWIFA](https://library.municode.com/ia/cedar_falls/codes/code_of_ordinances?nodeId=COOR_CH22T_E_ARTIISMWIFA).) Applications will follow the process outlined below. The process may take between sixty (60) and ninety (90) days, depending upon whether the applications are for collocations on existing structures or the installation of new support structures, the number of applications received and complexity of the proposal(s). Review timelines begin upon receiving a complete application. For qualifying Small Cell Facilities, the City will notify the applicant if the application(s) are incomplete within ten (10) days of receipt, which shall reset the application review period. For other applications, the City will notify the applicant if the application(s) are incomplete within thirty (30) days of receipt, which shall toll the review period pending the applicants response. It is recommended that the applicant or a representative have a pre-application meeting or conference call with staff. To set up a meeting or discuss questions, please call (319) 273-8600.

This application covers the Land Use and Excavation (Right of Way) permit aspects only. A Building permit may be required depending upon the scope, such as if electrical or foundation work is included. If so, then a complete building permit application must be concurrently submitted (including permit fees). All permits must be obtained prior to beginning any work. Permits are reviewed at a minimum by the Planning, Engineering and Inspections divisions of the City. This permit and review does not include approval to access the poles that are CFU-owned which may include streetlights, utility poles, decorative poles and more. The approval of the Small Cell Facility Application does not confer any right to install wireless communications facilities upon CFU, City, or privately-owned poles or structures. All such access must be pursuant to a pole attachment or other agreement with the owner of the structure. For questions or information, contact Cedar Falls Planning & Community Services division (319) 273-8600.

**Application Fee & Submittal Instructions:** Submit four (4) paper copies and an electronic copy of the completed application, fee, and all required supplemental information to the Planning and Community Services Division. Electronic documents may be e-mailed to [planning@cedarfalls.com](mailto:planning@cedarfalls.com).

**Process Outline:**





**DEPARTMENT OF COMMUNITY DEVELOPMENT  
SMALL CELL FACILITY APPLICATION**

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613

**APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**OWNER INFORMATION**

Facility Owner: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_

**OWNER'S REPRESENTATIVE/PRIMARY CONTACT PERSON**

Name of Owner's Representative: \_\_\_\_\_

Title of Owner's Representative: \_\_\_\_\_

Mailing Address (if different than owner): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_

**LOCATION**

Location of proposed facility description: \_\_\_\_\_

Address of closest private property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**A COMPLETE SUBMITTAL INCLUDES PAPER AND ELECTRONIC COPIES OF:**

*Quality and completeness of information impacts review timelines. Attention to details and showing how the facility will be operational from Day 1 is important. A facility proposed without all components and connections to be used upon construction completion will not be permitted.*

- Completed Application form
- Nonrefundable fee:  \$500 for up to 5 small cell facilities with an application  
 \$50 for each additional facility requested within an application (6 and more)
- Location maps: a) vicinity map, b) detailed/scalable precise location of proposed facility
- Written description of proposed facility and all components
  - What is the Preferable Location where this is located [see Sec. 22-24 (b)]
    - Industrial area, not adjacent to park, residential, or architectural review district
    - Highway ROW, not adjacent to park, residential, or architectural review district
    - Retail & Commercial area, not adjacent to park, residential or architectural review district
  - Is collocation proposed?
    - Yes (Explain how it will not interfere with the existing uses of the pole.)
    - No (Applicant shall provide an explanation regarding the reason for choosing the proposed location and the reason the applicant did not choose collocation. The explanation shall include a sworn statement from an individual who has responsibility over placement of the tower attesting that collocation within the area determined by the applicant to meet the applicant's radio frequency engineering requirements for the placement of a site would not result in the same mobile service functionality, coverage, and capacity, is technically infeasible, or is economically burdensome to the applicant.)
  - Type of wireless support structure proposed, list below follows the Order of Preference in Sec. 22-24(e)
    - Non-decorative municipal service poles
    - Wood street light (to be replaced with a metal pole)
    - New pole
    - Decorative municipal service pole
    - Other. (Describe what it is and provide an explanation of why)
  - Spacing criteria (1 per block or if locating on either side of the street then 1 per 250'. Provide dimensioned information in the site plan showing how this is met.)
  - Noise level of equipment and comparison to ambient noise.

- Site plan (to scale) demonstrating the facility is located such that it follows Sec. 22-30(a) Placement criteria such as:
  - visibility triangle
  - minimal obstruction
  - no impediment to pedestrian or vehicle use of ROW (sidewalk space is observed)
  - minimal impact on public safety in the ROW
  - spacing criteria
  - alignment is consistent with nearby poles (not signs) that may be in ROW
- Illustration or rendering (to scale) of the proposed facility, with labels, showing all visible above grade components such as: wiring/cable runs, electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, or any other items.
  - Concealment of cables, antenna and hardware must be achieved. Underground service lines are used.
  - Height above ground is labeled and meets Sec. 22-31(d) (8' minimum, 16' if projecting toward the street, addition to existing pole up to additional 5', new poles 35' maximum).
  - Protrusions are dimensioned and meet Sec. 22-31(e)(1) (antenna: 24" maximum, no other protrusions from the outer circumference shall exceed 6 feet and meet ADA requirements).
  - All equipment enclosures/cabinets are shown and dimensioned, meeting Sec. 22-31(f), (g), and (h) (for example, they are as small as possible and/or limited to sizing outlined in the Sec. 22-31(h)(4): see above and telephone/fiber optic cabinet limited to 12' protrusion).
  - Electric meter location shown and dimensioned.
  - Ground equipment shown, labeled, and sized to meet Sec.22-31(g).
  - Materials and installation measures meet Sec. 22-31(g) (for example, metal pole is hot-dip galvanized steel, pole finishes meet nearby poles and are ATSM compliant, conduit matches color and is smallest diameter necessary, no spooling/coiling of materials/equipment, etc.)
  - Aesthetic improvements implemented: For example: are concealment approaches used such as collocation on a new street light, planters, flags, banners or landscaping proposed? If so, address how maintenance of these improvements will be completed and right of way planting ordinance is met.
  - All signage is shown in the plan and meets Sec. 22-24(e)(5) (limited to 4"x6", no logos, decals, etc. located such that it is not distracting to ROW user, provides current emergency contact information).
- Load analysis provided for installations proposed on any existing utility poles, light poles, decorative poles or similar items and/or structures.
- Footing and foundation plans (preliminary information, building permit application will constitute official review and approval of this – signed and sealed plans required for building permit)
- Architectural Review District. If facility is proposed in said District, additional criteria apply. Refer to the Sec. 22-31 and provide written, site plan, and illustrative information to adequately address.
- Description of current and proposed easements, including legal descriptions, for facilities proposed on private property in conjunction with each facility
- Tree impacts
  - No  Yes. (Include written description of impact and extent of tree trimming anticipated. City Arborist must review the plan. Applicant must notify nearby private property owners of the actions that will occur and when.)

**ACKNOWLEDGEMENTS & AGREEMENT**

I have reviewed and understand the Chapter 22; Article II: Small Wireless Facilities found at [https://library.municode.com/ia/cedar\\_falls/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH22T E\\_ARTIISMWIFA](https://library.municode.com/ia/cedar_falls/codes/code_of_ordinances?nodeId=COOR_CH22T E_ARTIISMWIFA)

I agree that if installation of the facility does not conform to the information provided in this application and is subsequently approved by the City, that the City can take action at the facility owner/representative's expense, to remove unauthorized items after 60 days' notice to the facility owner/representative.

I agree that Land Use Permits and Right-of-Way Permits granted under these applications does not convey the right to attach facilities to utility poles or other structures owned by CFU, the City or private entities.

The facility will be regularly monitored and inspected by the owner or their representative. Monitoring is anticipated \_\_\_\_\_ (*insert: weekly, monthly, quarterly, or other description*). Owner or its representative will promptly abate any nuisance related items included but not limited to graffiti, trimming landscaping, replacing landscaping, etc.. Upon notification from the City or CFU, such maintenance items must be completed within 14 calendar days. I agree if they are not completed, then City or CFU are authorized to complete the abatement and charge the owner.

I agree to the annual Right-of-Way usage fee of \$100 per small cell facility, payable to the City of Cedar Falls January 1<sup>st</sup> of each year and include any notice of change in facility owner/representative contact information. Such Right-of-Way fee shall be in addition to any pole attachment fees required under applicable pole attachment fees with CFU, the City, or private utilities. Any unpaid additional fees that may be incurred such as nuisance abatement described in this section are payable no later than January 1<sup>st</sup> of each year. I further agree that if all payment is not received by January 31<sup>st</sup>, the City will consider the facility abandoned and will take action to remove the facility. In doing so, all visible wiring may be cut and removed.

To the best of my knowledge the foregoing and attached statements are true and correct, in addition the owner and/or contractor agree to comply with all requirements of code of ordinances of the City and/or CFU engineering standards. The work will be done under those provisions.

The following signatories are fully authorized to agree to the foregoing and make application for a Small Cell Facility permit.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Owner's Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Applicant's Signature (if different)

*Please note that this application does not include a building permit. Please see next page and submit the building permit to the building department. The building permit fee will be paid at the time of permit issuance.*