

Submit all permit applications and additional materials to COEDryUtilityPermits@cityofelgin.org

CITY OF ELGIN SMALL WIRELESS FACILITIES PERMIT APPLICATION			
APPLICANT INFORMATION			
Applicant Name:			Date:
Applicant is a: <input type="checkbox"/> Carrier/Wireless Provider <input type="checkbox"/> Representative <input type="checkbox"/> Other:			
Company Name:			
Address:			
City:	State:	ZIP Code:	
Phone:		Email:	
PROPOSED SITE LOCATION			
Property Address:			
City:	State:	ZIP Code:	
Closest Intersection (Distance and Direction from):			
EXISTING POLE/STRUCTURE INFORMATION			
New Pole/Structure Construction? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Pole/Structure ID Number:	Height of Pole/Structure (feet):	Pole Color:	
Existing Attachment(s) on Pole/Structure? (e.g., banners, light fixtures) Yes <input type="checkbox"/> No <input type="checkbox"/>			
Existing Structure Owner:			
Name of Structure Owner Representative:			
Address:			
City:	State:	ZIP Code:	
Phone:	E-mail:	Fax:	
PROPERTY OWNER INFORMATION			
In the event that the proposed small wireless facility is to be attached to an existing pole owned by an entity other than the City, the wireless provider shall provide legally competent evidence of the consent of the owner of such pole to the proposed collocation. Permission has been granted by property owner? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name:			
Address:			
City:	State:	ZIP Code:	
Phone:		Email:	

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APPLICATION REQUIREMENTS

The following documents must be attached or included for the Application to be complete:

- Application fee(s)
- Site specific structural integrity, AND for a municipal utility pole Make-ready analysis prepared by a structural engineer
- The location where each proposed small wireless facility or utility poly would be installed
- Photographs of the proposed site location and its immediate surroundings
- Specifications and drawings prepared by a structural engineer for each proposed small wireless facility
- The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility
- A proposed schedule for the installation and completion of each small wireless facility, if approved
- Proof of permission granted by property owner, if exiting pole not owner by the City
- Compliance Letter
- Electrical Contractor License

ATTESTATION, ACKNOWLEDGEMENT & SIGNATURE

I attest to the best of my knowledge and belief, that the information stated in this application and in all supporting plans and documents is true and accurate. To the best of my knowledge, I certify that the proposed collocation complies with the terms of the “Collocation Requirements and Conditions” Section of the City of Elgin’s Small Wireless Facility Deployment Ordinance.

Signature of Applicant:	Date:
Printed Name of Applicant:	Title:

****FOR ADMINISTRATIVE USE ONLY****

Date Application was submitted:
Application is: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
If incomplete, date the Applicant was notified:
Missing documents or information:

MUNICIPAL OFFICIALS SHOULD REVIEW THIS DOCUMENT WITH RETAINED LEGAL COUNSEL OR OTHER QUALIFIED ATTORNEY.