

Small Cell Wireless Permit

Date: _____ Case#: _____

Project Name: _____



Department of Planning and Community Development
PO BOX 1600 Ashland, Virginia 23005

Phone: (804) 798-1073
Fax: (804) 798-4892

www.ashlandva.gov

Applicant

Name: _____ Phone: _____

Company: _____ Email: _____

Address: _____

Wireless Service Provider: _____

Number of small cell facility locations included in this application: _____.

****Note:** If more than one, attach a separate sheet showing the information for each location**

Existing Structure Owner/Information

Name: _____ Phone: _____

Company: _____ Email: _____

Address: _____

Structure Type: Utility Pole Telecommunications Pole Other _____

GPIN: _____ (specify)

Structure/Pole ID#: _____ GIS Coordinates: _____

Structure Height: _____ Antenna Size(s): FT. _____ IN. _____

Structure/Pole is on: private property right of way

Signature Required:

Applicant

X. _____ Date: _____

If a legal representative signs for a property owner, please attach an executed power of attorney.

Owner of Existing Structure if Co-Locating of the small cell facility on the structure.

X. _____ Date: _____

If a legal representative signs for the structure owner, please attach an executed power of attorney.

Fee

TO BE COMPLETED BY STAFF ONLY

\$100 each for up to five + \$50 for each additional (Maximum of 35 per application)

Amount Paid: _____ Date: _____ X. _____

Zoning Administrator Approval X. _____

Public Works Approval X. _____

Assistant Town Manager Approval X. _____

Prior to submitting any Small Cell Wireless Permit application, the applicant is **strongly encouraged** to meet with staff for a **pre-application meeting** by calling **(804) 798-1073**.

1. Application is submitted to Town and reviewed for completion.
2. Small Cell Wireless application distributed for review to Town officials.
3. Comment letters generated by officials of the Town of Ashland.
4. If approved, contact Town to coordinate pre-construction meeting and release permit.

TOWN SMALL CELL WIRELESS CHECKLIST		
Applicant Initials	Required information	Staff
1. GENERAL		
	Applicant Name, address, email, phone listed	
	Wireless Service Provider listed	
	Number of Small Cell Facility locations listed	
	Name address, phone and email of the owners of record	
	Structure Type, ID#, GIS Coordinates, height specified	
	Antenna Size in feet and inches specified	
	Signature of Applicant	
	Executed power of attorney for applicant if applicable	
	Signature of Owner of existing structure if applicable	
	Executed power of attorney for owner if applicable	
	Fee paid	
2. Compliance		
	Each antenna is located inside an enclosure of no more than six (6) cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all its exposed elements could fit within an imaginary enclosure of no more than six (6) cubic feet.	
	All other wireless equipment associated with the facility has a cumulative volume of no more than twenty-eight (28) cubic feet of such higher limit as is established by the Federal Communication Commission.	
	If applicable, permission from the owner of the structure to co-locate equipment on that structure has been granted	
	Upon review, the application form may require certification by the applicant that the small cell facility will not materially interfere with or degrade any existing public safety communications system.	

