



Village of Glen Ellyn
 Community Development Department
 535 Duane Street
 Glen Ellyn, IL 60137
 Phone: 630-547-5250; Fax: 630-547-5370
 buildingpermits@glenellyn.org

TELECOMMUNICATION SITES

Permit Application

(TELE)

(stamp date received here)

Permit #: _____

Project Location/Address:	
Project Description:	
Project Cost:	
Project Type:	<p>SMALL WIRELESS COMMUNICATIONS FACILITIES:</p> <p><input type="checkbox"/> Small Wireless Facility – Single Site – Co-locate</p> <p><input type="checkbox"/> Small Wireless Facility – Additional - After 1ST Co-located Site</p> <p>Number of Sites Consolidated Under this Application for Permit _____ *</p> <p>*Full Listing of Sites Submitted Must be Attached to this Application for Permit</p> <p>OTHER WIRELESS COMMUNICATIONS FACILITIES:</p> <p>Project Type: <input type="checkbox"/> New <input type="checkbox"/> Co-locate <input type="checkbox"/> Modification <input type="checkbox"/> Replacement</p> <p>Antenna location: <input type="checkbox"/> Tower <input type="checkbox"/> Pole <input type="checkbox"/> Rooftop <input type="checkbox"/> _____</p> <p>Equipment location: <input type="checkbox"/> Ground <input type="checkbox"/> Roof <input type="checkbox"/> Utility Pole <input type="checkbox"/> Building/Structure Interior</p> <p>Antenna Structure Existing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Antenna Structure or Equipment in Public Right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Applicant/Permit holder:		Wireless Service Provider:
Company Contact Name:		
Contact Phone:		
Contact Email:		
Company Mailing Address: Address/City/State/Zip		
Plan Review Notification Name/Company:		
Plan Review Notification Address/City/State/Zip:		
Plan Review Notification Contact Phone:		
Plan Review Notification Contact Email:		

Legal Notices:

Indicate below the entity to whom any legal notice related to this application, or the associated scope of work once permitted, shall be delivered to.

Legal Notice Name/Title	
Legal Notice Department:	
Legal Notice Company:	
Legal Notice Address/City/State/Zip:	
Legal Notice Contact Phone:	
Legal Notice Contact Email:	

Submitted – Indicate Yes or N/A	Required for Small Wireless Sites	Required for Other Wireless Sites	REQUIRED SUBMITTAL ITEMS	
			Referenced Code	Description of Required Submittals
	Yes	Yes	8-6-4 (A) 1 (a)	Application for Building Permit
	Yes	Yes	8-6-4 (A) 1 (a)	Application for Work in Parkway or Public Right-of-way Permit
	Yes	Yes	8-6-4 (A) 1 (b)	Application for Tree Trimming Permit, if required
	Yes	Yes	4-1-11	List of contractors and subcontractors
	Yes	Yes	4-1-11 (C) 1	Copy of State or municipal issued professional license
	Yes	Yes	4-1-11 (C) 2	Contractors'/subcontractors' Certificate of Insurance
	Yes	Yes	8-6-4 (F)	Payment of fees and deposits
	Yes		8-6-4 (A) 1 (c)	Written authorization from utility pole owner to replace existing pole, if applicable
	Yes	Yes	8-6-4 (A) 1 (d)	New utility wires or cables required for the communications facility to function are indicated on the drawings
	Yes		8-6-4 (A) 1 (f)	Structural analysis of utility pole for modifications to communications facility prepared by an Illinois licensed structural engineer
	Yes	Yes	8-6-4 (C) 5a	Written traffic control plan demonstrating the protective measures and devices that will be employed consistent with the "Illinois Manual On Uniform Traffic Control Devices" to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic
	Yes	Yes	8-6-4 (C) 5b	Emergency contingency plan which shall specify the nature of potential emergencies, including, without limitation, construction and hazardous materials emergencies, and the intended response by the applicant. The intended response shall include notification to the Village and shall promote protection of the safety and convenience of the public. Compliance with ICC regulations for emergency contingency plans constitutes compliance with this section unless the Village finds that additional information or assurances are needed.
		Yes	8-6-4 (C) 6	Drawings for all projects other than small wireless facilities are signed and sealed by an Illinois licensed professional engineer or structural engineer
	Yes		8-6-4 (D) 6 (e)	Drawings for small wireless facilities are signed and sealed by an Illinois licensed structural engineer
	Yes	Yes	Licensing Acts	Professional Design Firm Registration number is included on the drawings
	Yes	Yes	8-6-4 (C) 7	Evidence of insurance as required by Section 8-6-8 of the Village Code
	Yes	Yes	8-6-4 (C) 8	Evidence of posting the security fund as required by Section 8-6-10 of the Village Code
	Yes	Yes	8-6-4 (C) 9	Any request for variance for one or more provisions of the Village Code, see Section 8-6-21
	Yes	Yes	8-6-4 (D) 1	Evidence that any "certificate of public convenience and necessity" or other regulatory authorization that the applicant is required by law to obtain, or that the applicant has elected to obtain, has been issued by the ICC or other jurisdictional authority
	Yes		8-6-4 (D) 6a	Indication of pole ownership
	Yes		8-6-4 (D) 6b	Letter of Authorization, if utility pole is not owned by the Village
	Yes		8-6-4 (D) 6c	Letter of Authorization from Commonwealth Edison approving location of the equipment and antennas with respect to location of existing power lines
	Yes	Yes	8-6-4 (D) 6d	List of other utility services to be installed or connected to which are required to support the facility
	Yes	Yes	8-6-4 (D) 6 (e) (1)	Geographic coordinates of the proposed facility
	Yes		8-6-4 (D) 6 (e) (2)	Ground elevation at base of utility pole
	Yes		8-6-4 (D) 6 (e) (3)	Site plan indicating all structures, surface features and trees within 100 feet of the utility pole location
			The following items shall be clearly indicated on the drawings:	
	Yes	Yes	8-6-4 (D) 6 (e) (4)	antenna plans, elevations, details and specifications
	Yes	Yes	8-6-4 (D) 6 (e) (4)	amplifiers
	Yes	Yes	8-6-4 (D) 6 (e) (4)	cables

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	Yes	Yes	8-6-4 (D) 6 (e) (4)	conduits
	Yes	Yes	8-6-4 (D) 6 (e) (4)	conduit and cable covers
	Yes	Yes	8-6-4 (D) 6 (e) (4)	electric distribution panel
	Yes	Yes	8-6-4 (D) 6 (e) (4)	electric meter
	Yes	Yes	8-6-4 (D) 6 (e) (4)	equipment cabinets
	Yes	Yes	8-6-4 (D) 6 (e) (4)	equipment shelters
	Yes	Yes	8-6-4 (D) 6 (e) (4)	radios
	Yes		8-6-4 (D) 6 (e) (5)	Elevation views of utility pole, all equipment and antennas
	Yes	Yes	8-6-4 (D) 6 (e) (6)	Proposed color of exposed surfaces of equipment, cable covers and antennas is indicated on the drawings
	Yes	Yes	8-6-4 (D) 6 (e) (7)	Grounding systems
	Yes	Yes	8-6-4 (D) 6 (e) (8)	Lightning protection design, if provided
	Yes		8-6-4 (D) 6 (e) (9)	Pole design and specification for replacement pole, if applicable
	Yes		8-6-4 (D) 6 (e) (10)	Utility pole extension system, if applicable
	Yes	Yes	8-6-4 (D) 6 (e) (11)	Point of utility demarcations
	Yes		8-6-4 (D) 6 (e) (12)	Proximity of other utilities supported by utility pole to proposed equipment and antennas
	Yes	Yes	8-6-4 (D) 6 (e) (13)	RF safety signage, elevation views and locations of placement
	Yes	Yes	8-6-4 (D) 6 (e) (14)	Single-line electric diagram
	Yes	Yes	8-6-4 (D) 6 (e) (15)	Structural supports for equipment and antennas
	Yes	Yes	8-6-4 (D) 6 (e) (16)	Utility connection requirements including point of connection to each
	Yes		8-6-4 (D) 6 (e) (17)	Vertical height above grade for pole, equipment and antennas
	Yes		8-6-4 (D) 6 (e) (18)	Vertical height from grade to top of existing or replacement utility pole
	Yes		8-6-4 (D) 6 (e) (19)	Vertical height from grade to underside of all equipment supported by utility pole
	Yes	Yes	8-6-4 (D) 6 (e) (20)	Tree protection measures in accordance with the Village’s Arboricultural Specifications Manual
	Yes	Yes	8-6-4 (D) 6 (e) (21)	Provisions for landscaping and site restoration
	Yes		8-6-4 (D) 6 (f)	Photograph of existing utility pole and surrounding site taken from the street and facing the nearest residential structures on same side of street as the utility pole
	Yes	Yes	8-6-4 (D) 6 (g)	Specifications of all equipment and antennas
	Yes		8-6-4 (D) 6 (h)	Structural analysis of existing or replacement pole, including analysis of pole and its embedment length under existing plus proposed loads; analysis to be signed and sealed by an Illinois licensed structural engineer
	Yes	Yes	8-6-4 (D) 6 (i)	Coverage gap maps indicating the location of all nearby communications facilities, areas of coverage and lack thereof, location of proposed site, location of alternative site(s), number of customers anticipated to be served by the proposed facility versus those served by adjacent facilities, and any other information deemed necessary to prove a need for a facility at the proposed location
		Yes	8-6-4 (D) 6 (j)	For modifications to existing communications facilities, proof that the proposed work does not substantially change the physical dimensions of the facility

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	Yes	Yes	8-6-4 (D) 6 (k)	Environmental assessment: An environmental assessment shall be submitted in accordance with 47 CFR § 1.1307 - ACTIONS THAT MAY HAVE A SIGNIFICANT ENVIRONMENTAL EFFECT, FOR WHICH ENVIRONMENTAL ASSESSMENTS (EAs) MUST BE PREPARED, for new communications facilities, and for existing communications facilities to which modifications to existing antennas or associated equipment is proposed
	Yes	Yes	8-6-4 (D) 6 (k)	Exception to submittal of an environmental assessment: In lieu of the submittal of an environmental assessment, a written certification signed by an officer or agent of the communications company shall be submitted with an itemized accounting with supporting documentation indicating why the proposed facility, modification, operations and transmitters is exempt from the submittal of an environmental assessment under 47 CFR 1.1307
	Yes	Yes	8-6-4 (D) 6 (l)	A written affidavit signed by a radio frequency engineer certifying the communications facility’s compliance with applicable Federal Communications Commission (FCC) rules and regulations relative to radio frequency emissions, as well as technical data such as the frequencies in use, power output levels and antenna specifications, reasonably necessary to evaluate compliance with maximum permissible exposure levels set by the FCC, as well as a monitoring plan for the applicant’s facility capable of tracking and recording the daily amounts or levels of radio frequency emissions produced by the equipment, in order to verify on an ongoing basis that the communications facility will not exceed applicable FCC rules and regulations.
	Yes	Yes	8-6-4 (D) 6 (m)	For ground-mounted facilities, a landscape plan prepared, signed and sealed by an Illinois licensed landscape architect shall be submitted. Such plan shall indicate screening of the proposed equipment around the perimeter of the site with approved deciduous and coniferous planting materials.

Certification

The property owner and the permit applicant (as owner’s agent) certify that the information provided on the permit application is true and correct, that all the required submittal items are attached to the application for permit, that they agree that the work will be completed in compliance with the Village Code, that errors or omissions discovered in the permit documents shall not be construed to approve any work in violation of the code, that the issuance of a building permit or approval of construction inspection shall not relieve the property owner or the owner’s agent(s) of their responsibility to design, engineer and construct the work in compliance with the Village Code, and that the inspections of each stage of the work as listed on the building permit placard will be requested and require Village approval prior to proceeding with the next stage of the work.

We also understand that within 30 calendar days of the newly installed or modified communications facility’s first receipt or transmission of communications signals, and on a quarterly basis thereafter, the licensee of the communications facility shall submit to the Village a certified written report from a consultant approved by the Village of Glen Ellyn, in accordance with Section 8-2-20 (E) of the Glen Ellyn Village Code, which indicates that the level of total electronic transmissions from the communications facility or facilities for which a building permit has been issued pursuant to this Application for Permit, does not exceed the maximum permitted electronic transmission exposure limit for general population/uncontrolled permitted by any federal or state regulatory agency at the time of issuance of the permit. We understand that failure to submit such report may result in the issuance of a citation or other enforcement action.

Further, we also understand that within 30 calendar days of the newly installed or modified communications facility’s first receipt or transmission of communications signals, the licensee of the communications facility shall submit to the Village a certified written report from a consultant approved by the Village of Glen Ellyn, in accordance with Section 8-2-20 (G) of the Glen Ellyn Village Code, which analyzes acoustic levels for the communications facility or facilities for which a building permit has been issued pursuant to this Application for Permit, and all associated equipment. We understand that failure to submit such report may result in the issuance of a citation or other enforcement action.

Property Owner Signature (Required)

Permit Applicant (Owner’s Agent) Signature

Print name

Print name

Date

Date

FOR OFFICE USE ONLY: Permit Number: _____ Issue Date: _____ Expiration: _____		
Approved By (Name/Signature): _____		Date: _____

PROJECT ADDRESS: _____

PERMIT #: _____

CONTRACTOR LISTING SHEET

All contractors are required to comply with license and insurance requirements under Village Code Section 4-1-11 and must be identified on this application at the time of submission. Contractors working at this project address in violation of this code section may be served with a Citation, or may be issued a Stop Work Order, or may cause the suspension or revocation of the Building Permit.

TYPE OF CONTRACTOR	COMPANY NAME / CONTACT NAME	ADDRESS, CITY, STATE, ZIP	CONTACT PHONE	CONTACT EMAIL
ARCHITECT				
GENERAL CONTRACTOR				
ELECTRICAL				
PLUMBING				
IRRIGATION				
ROOFING				
FIRE SPRINKLER				
FIRE ALARM				
ELEVATOR/LIFT				
DEMOLITION				
MECHANICAL				
OTHER:				