



Please submit completed applications to:  
**CITY CLERK**  
45175 TEN MILE ROAD  
NOVI, MICHIGAN 48375  
248.347.0460

*Applications will only be received during normal business hours. If an application is submitted after normal business hours, it shall not be reviewed until the following business day.*

## SMALL CELL FACILITY APPLICATION

### WIRELESS PROVIDER APPLICANT INFORMATION

Date:

**Applicant is a:**     Wireless Infrastructure Provider                       Wireless Services Provider  
 *If a Wireless Infrastructure Provider, Applicant has identified and attached written authorization to perform the work on behalf of each Wireless Service Provider(s) that will use the requested facilities to provide services.*

**Applicant Name:**

**Company Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Phone:**

**Email:**

### CONTACT PERSON INFORMATION (This person will be contacted for all issues related to application)

**Name:**

**Address:**

**Email:**

**Day Phone:**

**Cell:**

### POLE/STRUCTURE OWNER INFORMATION

**Pole/Structure Owner:**

**Name of Structure Owner Representative:**

**Address:**

**City:**

**State:**

**ZIP Code:**

**Email:**

**Phone:**

**Cell:**

**PLEASE NOTE:** Applications with missing information WILL NOT initiate the permit application process. See Chapter 32.5, Article III of the City of Novi Code of Ordinances for regulations pertaining to Wireless Facilities in the Right-of-Way. See Section 4.86 of the City of Novi Zoning Ordinance for regulations pertaining to Wireless Facilities outside of the Right-of-Way.

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**PROPERTY OWNER INFORMATION**

If the proposed small wireless facility is to be attached to an existing pole or support structure owned by an entity other than the applicant, the applicant must provide evidence of the consent of the owner to the proposed attachment/collocation.

Permission has been granted by pole/structure/property owner?     Yes                       No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	Zip Code: _____
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Phone: _____	Email: _____
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**LOCATION INFORMATION**

The location proposed is:     Within a public right-of-way     Outside a public right-of-way

- GPS Coordinates:
- DD (Decimal Degrees): Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_
  - OR**
  - DMS (Degrees, Minutes, Seconds): Latitude: \_\_\_\_\_  
Longitude: \_\_\_\_\_

Quarter Section: \_\_\_\_\_

**TYPE OF WIRELESS FACILITY PROPOSED**

4G      5G      Other: \_\_\_\_\_

- Collocation of small wireless facility on an existing wireless support structure or utility pole.
- Collocation of a small wireless facility on a new or replacement wireless support structure or utility pole.
- Eligible facilities request.
- Collocation of wireless facilities other than small wireless facilities and eligible facilities requests.
- Replacement and new wireless support structures or utility poles not involving small wireless facilities or eligible facilities requests.
- No permit or fee is required because the application involves one or more of the following:
  - (1) Replacement of a small wireless facility with a small wireless facility that is not larger or heavier and complies with applicable codes.
  - (2) Routine maintenance of small wireless facilities, wireless support structures, or utility poles.
  - (3) The installation, placement, maintenance, operation, or replacement of a micro wireless facility that is suspended on cables strung between utility poles or wireless support structures in compliance with applicable codes.

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**APPLICATION REQUIREMENTS**

**Within Right-Of-Way**

The following information, as more specifically described in Chapter 32.5, Article III of the City of Novi Code of Ordinances, must be attached to this Application to be complete:

- Specifications and drawings for each proposed small wireless facility containing the information set forth in Code Sections 32.5-55(a)(1)-(6).
- The proposed pole/lighting style matches the existing pole/lighting style at the location of the proposal as set forth in Code Sections 32.5-57(15)-(23).
- Certified documentation that each proposed wireless structure or utility pole can structurally accommodate the proposed wireless facilities.
- Proof of permission granted by property owner and owner of the pole or structure.
- Manufacturer, model number and dimensions, including height, width, depth, weight, volume in cubic feet of all proposed wireless facilities individually and collectively, and total cubic feet of each antenna and total cubic feet all other wireless facilities.
- Written certification that the wireless facilities will be operational within one (1) year after permit issuance.
- Certificate of compliance with FCC rules for radio frequency emissions.
- Copies of all required permits from other governmental entities that have an ownership, control, or jurisdictional interest in the right-of-way.
- Documentation of the date when complete applications for construction code permits and any required applications for Zoning Ordinance permits or approvals were made.
- Contractor name(s), address(es), telephone number(s), and email

**Outside of Right-Of-Way**

The following information, as more specifically described in Section 4.86 of the City of Novi Zoning Ordinance, must be attached to this Application to be complete:

- A site plan in accordance with the requirements in Section 6.1 and containing all information required to demonstrate compliance with the approval standards in Section 4.86.1.B.
- Identification of the dates, nature and conditions of any prior zoning approvals or permits for the property.
- Certified documentation that each proposed wireless structure or utility pole can structurally accommodate the proposed wireless facilities.
- Certified documentation that the proposed height is the minimum necessary for the provision of personal wireless services by at least two (2) co-locating providers.
- Identification of all other structures and properties considered for the proposed use and a factual explanation of why they are not feasible in terms of availability, suitability, or otherwise.
- Identification of alternative locations, design, or features for the structure that are possible, whether those alternatives were considered, and if so, a factual explanation of why those alternatives are not proposed.
- If the application is for a new wireless communications support structure outside the I-1 and I-2 zoning districts or within three hundred (300) feet of a residential zoning district, identification and submission in written form of the evidence and arguments the Applicant will rely on in claiming that those restrictions prohibit or have the effect of prohibiting it from

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<p>address(es).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A proposed schedule for the installation and completion of each small wireless facility, if approved, and restoration of the public right-of-way.</li> <li><input type="checkbox"/> A traffic control plan.</li> <li><input type="checkbox"/> Photographs of existing and proposed conditions.</li> <li><input type="checkbox"/> Equipment sizes &amp; color.</li> <li><input type="checkbox"/> A video recording of the location showing the staging and work areas where construction machinery will be driven or positioned off the traveled roadway.</li> <li><input type="checkbox"/> Proof of insurance and bond.</li> <li><input type="checkbox"/> A written statement agreeing to the annual recurring fees recognized as presumptively valid under the Declaratory Ruling and Order in FCC 18-133, as required by Code Section 32.5-55(b)(16), Section 32.5-58(b), (c), Section 32.5-59(b), (c), Section 32.5-61(c), (d), or Section 32.5-62(c), (d).</li> <li><input type="checkbox"/> Payment of applicable fees.</li> </ul>	<p>providing personal wireless services and that its proposal is more consistent with the approval standards stated in Section 6.1.2, than alternate sites, locations, designs, placements and features.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disclosure and copies of all other required governmental permits/approvals, &amp; if not yet obtained, the status &amp; copies of the applications for those permits/approvals.</li> <li><input type="checkbox"/> A map or plan showing the locations and heights of existing wireless communications support structures in the City and adjoining communities, which identifies structures the applicant is using or has the right to use and the heights at which its antennas are or may be installed.</li> <li><input type="checkbox"/> Proof of permission granted by property owner and owner of the pole or structure.</li> <li><input type="checkbox"/> Manufacturer, model number and dimensions, including height, width, depth, weight, volume in cubic feet of all proposed wireless facilities individually and collectively, and total cubic feet of each antenna and total cubic feet all other wireless facilities.</li> <li><input type="checkbox"/> Written certification that the wireless facilities will be operational within one (1) year after permit issuance.</li> <li><input type="checkbox"/> Certificate of compliance with FCC rules for radio frequency emissions.</li> <li><input type="checkbox"/> Contractor name(s), address(es), telephone number(s), and email address(es).</li> <li><input type="checkbox"/> A proposed schedule for the installation and completion of each small wireless facility, if approved, and restoration of the public right-of-way.</li> <li><input type="checkbox"/> Photographs of existing and proposed conditions.</li> <li><input type="checkbox"/> Equipment sizes &amp; color.</li> <li><input type="checkbox"/> Proof of insurance and bond.</li> <li><input type="checkbox"/> Payment of applicable fees.</li> </ul>
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**DISCLOSURE**

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. I certify that the proposed application complies with the City of Novi Code of Ordinances, including but not limited to the City of Novi's Wireless Facilities in Right-of-Way Ordinance. The information submitted in this Application may be used by the City of Novi and/or any of its contractors or consultants. I certify that I am the owner of record of the pole or support structure on which the wireless facilities will be attached, or that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction.

**Signature of Applicant:**

**Signature of Property Owner:**

**OFFICE USE ONLY**

PERMIT NUMBER	_____
FEE PAID AMOUNT	_____
CHECK NUMBER	_____
ENGINEERING APPROVAL, AS NEEDED	_____
BUILDING OFFICIAL APPROVAL, AS NEEDED	_____
ZONING APPROVAL, AS NEEDED	_____
OTHER APPROVAL, AS NEEDED	_____

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