

WIRELESS COMMUNICATION ELIGIBLE FACILITY REQUEST

Administrative Review

An eligible facilities request includes any request for modification of an existing tower or base station that **does not substantially change** the physical dimensions of such tower or base station, involving:

- Collocation of new transmission equipment; or
- Removal of transmission equipment; or
- Replacement of transmission equipment.

Substantial change means a modification that substantially changes the physical dimensions of an eligible support structure provided that such modification meets any of the following criteria:

Determination Criteria

Yes/No	Criteria
	Does the modification increase the height of the tower by more than the greater of: (a) 10%; or (b) the height of an additional antenna array plus separation of up to 20 feet from the top of the nearest existing antenna?
	Does the modification add an appurtenance to the body of the tower that would protrude from the edge of the tower by 20 feet or more than the width of the tower structure at the level of the appurtenance, whichever is greater?
	Does the modification involve the installation of more than the standard number of new equipment cabinets for the technology involved or add more than four new equipment cabinets?
	Does the modification entail any excavation or deployment outside the current site by more than 30 feet in any direction, not including any access or utility easements?
	Does the modification defeat the concealment elements of the eligible support structure?
	Does the modification violate conditions associated with the siting approval for the tower or base station other than as specified in 47 C.F.R. § 1.6100(c)(7)(i) – (iv)?

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Application Requirements:

Applicant's Name and Organization:
Site Address:
Phone
Email:
Name of Property Owner:
Address of Property Owner
Previous Case Number (If available):

Required Submittal Documents shall include the following:

1. Site Plan showing all locations of buildings on site and the location of the proposed antenna(s) and equipment shelter.
2. Letter stating how your project meets the substantial changes determination criteria under 6409.
3. Elevations of buildings, existing monopole (if applicable, etc. that will support the antenna).
4. Elevations of any proposed structure for equipment changes (cloud these) including color, material, architecture, etc.
5. Enhanced photograph or 3D perspective, to scale, showing the exact location of the proposed antenna(s) and any proposed equipment shelter.
6. Original telecom approval and zoning letter.
7. **Existing Site** - Letter from the tower owner stating approvals for the antenna & equipment shelter locations, construction, and architecture.