



ADMINISTRATIVE ACTION REQUEST SUPPLEMENT O

ADMINISTRATIVE APPLICATION FOR WIRELESS COMMUNICATION FACILITIES

Community Development | 9220 Bonita Beach Road, Suite 111 | Bonita Springs, FL 34135 | Fax: +1 239 444 6140 | Phone: +1 239 444 6150

Project Name: _____

Request: _____

Pre-Application Conference: Date: _____

1. **Name of Applicant:** _____
Address: _____
City, State, Zip: _____
Phone Number: _____ E-mail: _____

2. **Relationship of Applicant to owner (check one) and provide the Authorization Affidavit form:**

(click [here](#) to download)

- Applicant is the sole owner of the property.
- Applicant has been authorized by the owner(s) to represent them for this action.

3. **Authorized Agent: (If different than applicant) Name of the person who is to receive all City-initiated correspondence regarding this application.**

a. **Agent's Name:** _____
Company Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____ E-mail: _____

b. **Additional Agent(s):** Provide the names of other agents that the City may contact concerning this application. (click [here](#) to download)

4. **Property owner(s): If multiple owners (corporation, partnership, trust, association), provide a list with owner interest.**

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____ E-mail: _____

5. **Disclosure of Interest**

- Attach Disclosure of Interest form. (click [here](#) to download)

6. **STRAP Number(s)**

7. **Street Address of Property:** _____

8. **Legal Description (must submit one):**

- Legal description (metes and bounds) and sealed survey of the parcel.
- OR**
- Legal description (NO metes and bounds) if the property is located within a subdivision platted per F.S. Chapter 177, and is recorded in the Official Records of Lee County under Instruments or Plat Books.

9. Use(s) of Property

a. Current uses of property are: _____

10. Future Land Use Designation: _____

11. Current Zoning of Property: _____

12. Property Dimensions:

- a. Width (average if irregular parcel): _____ Feet
- b. Depth (average if irregular parcel): _____ Feet
- c. Total area: _____ Acres or square feet

13. Narrative: A written narrative must be submitted stating the nature of the request (Attach extra sheets if additional space is needed).

Can the applicant use existing wireless communications facility sites either with or without repeaters in the geographic search area? Yes No

Will the applicant agree to rent or lease available space on the antenna-supporting structure, under the terms of the fair-market lease, without discrimination to other wireless communications service providers?
 Yes No

14. Wireless Communications Facility Shared Use Plan Agreement: A Shared Use Plan or a copy of an executed Shared Use Plan for an existing facility must be submitted. See Supplement A for recommended form. (Not required for a broadcast facility until a request is made to collocate.)

15. Copy of License: A license (and for broadcast structures, a construction permit) issued by the FCC to transmit radio signals in Lee County. The FCC License Number must be clearly shown.

16. Demonstration of Suitability: New antenna-supporting structures must demonstrate there are no existing suitable structures available or higher priority land use districts in the geographic search area. As part of that demonstration, the application must include a graphical representation of the geographic search area. (Not required for collocated antennas.)

17. Height Statement/Balloon Test: A statement confirming the overall height of the facility and all other facilities on the subject property, in terms of grade and sea-level. A balloon test must be submitted prior to any application for an antenna supporting structure being deemed sufficient. The test is to be performed in accordance with the regulations outlined in LDC 4-1220(d).

18. Port Authority Letter: A letter demonstrating consent from the Executive Director of Lee County Port Authority if the wireless communications facility is to be located within the County airspace notification limits of Lee County Land Development Code Section 34-1008. (Not required for surface mounted or collocated antennas.)

19. Lee County Mosquito Control District Letter: A letter confirming review and recommendation from the Lee County Mosquito Control District for any wireless communications facility exceeding 35 feet. (Not required for surface mounted or collocated antennas.)

20. Lee County Sheriff's Department Letter: A letter confirming review and recommendation from the Lee County Sheriff's Department for any wireless communication facility exceeding 35 feet. (Not required for surface mounted or collocated antennas.)

21. **Lee County Director Of Public Safety Letter:** A letter confirming review and recommendation from the Lee County Director of Public Safety for any wireless communications facility exceeding 35 feet. (Not required for surface mounted or collocated antennas.)
22. **Letters of No Objection from Affected Easement Holders:** A letter conveying consent from the easement holder(s) on the subject property that would be affected by the construction and operation of a wireless communication facility.
23. **Letters of Coordination:** As defined in LDC 4-1220 and exemplified in LDC 4-1217a)(3)(e)(5)
24. **FAA Compliance Letter:** A letter demonstrating evidence of compliance with applicable Federal Aviation Administration requirements under 14 C.F.R. s. 77, as amended, and evidence of proper Federal Communications Commission licensure, or other evidence of Federal Communications Commission authorized spectrum use. (Not required for surface mounted or collocated antennas.)
25. **Photo Simulations:** Photo-simulated post-construction renderings of the proposed wireless communications facility, equipment enclosures, and ancillary appurtenances as they would look after construction from areas where the proposed wireless communications facility will be visible according to the balloon test and sight lines. (Not required for collocation when the applicant is not requesting a waiver of any other provision; e.g., landscaping.)
26. **Location Map and Owner's List:** A list and map identifying all existing wireless communications facilities to which the proposed facility will be a handoff candidate, including latitude, longitude, and power levels of each.
27. **Detailed Site Plan:** Site plan(s) (signed and sealed by a professional engineer) for each wireless communications facility site indicating property lines and setbacks from property lines, for all buildings, equipment, and structures (including pads and guy anchors). Site plan(s) must also show existing and proposed parking, buffering, screening, fencing, and signs. The site plan must be drawn to a scale not to exceed 1"=20'.
28. **Accessory Structure Drawings:** Floor plans, elevations, and cross-sections at a scale no smaller than 1/4"=1' (1:48) of any proposed accessory structure.
29. **Elevation Drawings:** To scale elevation drawings (1"=20') indicating the roof, facades, doors, and other exterior appearance and materials of the proposed wireless communications facility (signed and sealed by a professional engineer). Manufacturer's specifications and drawings will be accepted for collocations.

SUBMITTAL REQUIREMENT CHECKLIST

*Clearly label your attachments as noted in **BOLD** below.*

<input type="checkbox"/>	Completed application for [Wireless Communication Facility]
<input type="checkbox"/>	Filing Fee
<input type="checkbox"/>	Authorized Agent Affidavit Form (if applicable)
<input type="checkbox"/>	Multiple Owners List (if applicable)
<input type="checkbox"/>	Legal description (must submit one)
<input type="checkbox"/>	Legal description (metes and bounds) and sealed sketch of legal description
	OR
<input type="checkbox"/>	Legal description (NO metes and bounds) if the property is located within a subdivision platted per F.S. Chapter 177, and is recorded in the Official Records of Lee County under Instruments or Plat Books.
<input type="checkbox"/>	Meeting Summary (if applicable)
<input type="checkbox"/>	Narrative
<input type="checkbox"/>	Shared Use Plan Agreement (See Supplement A for recommended form)
<input type="checkbox"/>	FCC License
<input type="checkbox"/>	Demonstration of Suitability (if applicable)
<input type="checkbox"/>	Height Statement/Balloon Test
<input type="checkbox"/>	Lee County Port Authority Letter (if applicable).
<input type="checkbox"/>	Lee County Mosquito Control District Letter (if applicable)
<input type="checkbox"/>	Lee County Sheriff's Department Letter (if applicable)
<input type="checkbox"/>	Lee County Director of Public Safety Letter (if applicable)
<input type="checkbox"/>	Letters of No Objection from Affected Easement Holders
<input type="checkbox"/>	Letter(s) of Coordination
<input type="checkbox"/>	FAA Compliance Letter
<input type="checkbox"/>	Photo Simulations (if applicable)
<input type="checkbox"/>	Location Map and Owner's List
<input type="checkbox"/>	Site Plan (24"x36" size)
<input type="checkbox"/>	Accessory Structure Drawings (24"x36" size)
<input type="checkbox"/>	Elevation Drawings (24"x36" size)

Note: All information submitted with the application becomes a part of the public record and will be a permanent part of the file. Department staff will review this application for compliance with requirements of the City of Bonita Springs Land Development Code. The applicant will be notified of any deficiencies.

Acceptance of an administrative application in no way guarantees its approval. If the Director determines that the request is beyond the scope of Land Development Code Section 4-1221 and that a public hearing is necessary, then all fees paid toward the administrative application may be applied toward an application for public hearing.

The Director's decision on an administrative request is final and cannot be appealed. In the event the Director denies the request, the applicant's only recourse is to apply for a public hearing. No fees paid for the administrative application will be refunded or applied towards the public hearing.

If it is determined that inaccurate or misleading information was provided to the City or the decision does not comply with the Land Development Code when rendered, then, at any time, the Director may issue a modified decision that complies with the Code or revoke the decision. If the approval is revoked, the applicant may acquire the necessary approvals by filing an application for public hearing in accordance with Chapter 4.

SUPPLEMENT A WIRELESS COMMUNICATIONS FACILITY SHARED USE PLAN AGREEMENT

ANTENNA-SUPPORTING STRUCTURE REF. #:	OWNER:
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1. As part of Applicant's application for a wireless communications facility, Applicant agrees to provide the following technical information.
 - a. **ANTENNA-SUPPORTING STRUCTURE DATA**
 - 1) An Antenna Supporting Structure Data Sheet (sample attached) for each antenna-supporting structure owned by the owner of the antenna-supporting structure which is the subject of the application.
 - b. **WIRELESS COMMUNICATIONS FACILITIES DATA**
 - 1) A Wireless Communications Facility Data Sheet (sample attached) for each wireless communications facility owned by every party to the applicant's documentation of authority and acceptance of responsibility for compliance.
 - 2) The name, address, phone number, and contact person for the owners of all wireless communications facilities located on the subject property.

2. Applicant agrees to provide correct, updated technical information to the City via amended Antenna-Supporting Structure and Wireless Communications Facility Data Sheets whenever any of the information provide on those Data Sheets changes.

3. The undersigned has (have) full power and authority to execute this Shared Use Plan Agreement (Agreement) as, or on behalf of, the owners of the antenna-supporting structure located on the property legally described in the data sheet pursuant to the City of Bonita Springs Land Development Code Section 4-1220. Furthermore, it is agreed that this Agreement is, and will remain, binding on any and all successors or assigns of the antenna supporting structure owner(s). It is also agreed if ownership of the subject antenna-supporting structure and/or wireless communications facilities are transferred, then all subsequent successors, owners, or assigns will sign and date this Agreement as an addendum hereto. It is further agreed that no antenna, transmission line, or other wireless communications facility will be added to the antenna-supporting structure except in accordance with this Agreement and the City's land development regulations. It is lastly agreed that the antenna-supporting structure owner(s) will promptly reply to all inquiries from others regarding possible use of the subject tower for antenna collocation, will negotiate in good faith to accommodate the needs of the inquiring person, and will otherwise comply with all provisions of this Agreement so as to collocate antennas where such requests are reasonably and technically feasible.

DATED this _____ day of _____, 20_____.

Under penalty of perjury, all of the undersigned declare that they have read the foregoing Shared Use Plan Agreement and that the facts stated in it are true, and they acknowledge executing the Agreement for the purposes stated therein.

Signed: _____
Printed Name: _____

Signed: _____
Printed Name: _____

Signed: _____
Printed Name: _____

Signed: _____
Printed Name: _____

