



Permit Application Packet for Small Wireless Facilities

Please complete this packet & submit via e-mail to utilitypermits@wilmette.com with all the supporting documentation required herein. See page 2 for information on how to remit the application fee(s).

APPLICANT INFORMATION			
Applicant Name:			Date:
Applicant is a: <input type="checkbox"/> Carrier/Wireless Provider <input type="checkbox"/> Representative <input type="checkbox"/> Other:			
Company Name:			
Address:		City:	State: ZIP Code:
Phone:		Email:	
<i>Applicant 24-Hr Emergency Contact:</i>	<i>Name:</i>		<i>Mobile:</i>
	<i>Email:</i>		

PROPOSED SITE LOCATION			
Address:		City:	State: ZIP Code:
Job Number / Work Order Number:			
Closest Intersection (direction and distance from):			

EXISTING POLE / STRUCTURE INFORMATION			
New Pole / Structure Construction? Yes <input type="checkbox"/> No <input type="checkbox"/>		On the Public ROW: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pole/Structure ID Number:		Height of Pole/Structure (feet):	Pole Color:
Existing Attachment(s) on Pole/Structure? (e.g. banners, light fixtures): Yes <input type="checkbox"/> No <input type="checkbox"/>			
Existing Structure Owner:			
Name of Structure Owner Representative:			
Address:		City:	State: ZIP Code:
Phone:		Email:	
Permission has been granted by property owner? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>Structure Owner 24-Hr Emergency Contact:</i>	<i>Name:</i>		<i>Mobile:</i>
	<i>Email:</i>		

INSTALLATION CONTRACTOR INFORMATION			
Name:		Company Name:	
Address:		City:	State: ZIP Code:
Phone:		Email:	
<i>Installation Contractor 24-Hr Emergency Contact:</i>	<i>Name:</i>		<i>Mobile:</i>
	<i>Email:</i>		



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APPLICATION REQUIREMENTS

The following documents must be attached or included for the Application to be complete:

- Application fee(s):
 - \$650 for an application to collocate a single small wireless facility on an existing utility pole or wireless support structure and \$350 for each additional small wireless facility addressed in a consolidated application to collocate more than one small wireless facility on existing utility poles or wireless support structures
 - payment may be made *in person* the Village of Wilmette Village Hall (1200 Wilmette Ave), or
 - payment can be made *online* after the submission of this application and all required documents are received via e-mail to utilitypermits@wilmette.com; the applicant will receive a link with instructions on how to submit payment online with their respective Wilmette application number
- Site specific structural integrity, AND for a municipal utility pole Make-ready analysis prepared by a structural engineer
- The location where each proposed small wireless facility or utility pole would be installed
- Photographs of the proposed site location and its immediate surroundings
- Specifications and drawings prepared by a structural engineer for each proposed small wireless facility
- The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility
- A proposed schedule for the installation and completion of each small wireless facility, if approved
- Proof of permission granted by property owner, if existing pole not owner by the City
 - In the event that the proposed small wireless facility is to be attached to an existing pole owned by an entity other than the Village, the wireless provider shall provide legally competent evidence of the consent of the owner of such pole to the proposed collocation

ATTESTATION, ACKNOWLEDGEMENT & SIGNATURE

I attest to the best of my knowledge and believe that the information stated in this application and in all supporting plans and documents is true and accurate. To the best of my knowledge, I certify that the proposed collocation complies with the terms of 16-17.3(c) Collocation Requirements of the Wilmette Village Code.

Signature of Applicant:

Date:

Printed Name of Applicant:

Title:

** FOR ADMINISTRATIVE USE ONLY **

Date application was submitted:

Application is: Complete Incomplete

If incomplete, date the Applicant was notified:

Date:

Missing documents or information: