



City of Mobile · Planning & Zoning  
**Telecommunications  
 Facility Application**

**1. Application Type.**

- Class 1:** Eligible Facilities Request (UDC Article 4, Section 64-4-9.D.)
- Class 2:** Small Wireless Facilities (UDC Article 4, Section 64-4-9.E.)
- Class 3:** Colocation (UDC Article 4, Section 64-4-9.F.)
- Class 4:** Installations not eligible under other classes (UDC Article 4, Section 64-4-9.G.)

**2. Location Information.**

Property Address
Parcel or Key Numbers
GPS coordinates in decimal degrees
Property area and lease parcel area (where applicable) in acres and square feet
Present Zoning or Transect District

**3. Applicant/Owner Information.** Written Owner authorization and evidence of ownership though provision of a deed or tax assessment for property and structures must be provided.

	<b>Applicant</b> (person preparing the application)	<b>Structure Owner / Lessee</b>
<b>Name:</b>		
<b>Firm:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Address:</b>		

	<b>Property Owner</b>	<b>Design Professional</b>
<b>Name:</b>		
<b>Firm:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Address:</b>		

**4. Signatures.** By signing and submitting this Application, the Applicant affirms that:

- The Applicant's facility shall always without exception be maintained in a safe manner, and in compliance with all conditions of the special use permit, as well as all applicable and permissible local codes, ordinances, and regulations and all applicable city, state and federal laws, rules, and regulations, unless specifically granted relief by the Board of Adjustment in writing;
- The construction of the facility is legally permissible, and the Applicant is licensed to do business in the State of Alabama;
- That the person signing this Application has done so with full authority to act for and on behalf of the Applicant; and
- All statements and information provided in the Application, or any supplement or amendment thereto are true and correct.

_____	_____	_____
Owner Signature	Print Name	Date
_____	_____	_____
Applicant or Agent Signature (if applicable)	Print Name	Date

**5. Fees.**

- **Class 1 permits:** There are no fees for a Class 1 permit.
- **Class 2-4 permits:** If additional applications are required for the proposed installation, fees associated with those applications will be assessed as part of the associated submittal process. Additional applications may include:
  - Special Exception; and/or
  - Commercial Variance

**6. Checklists.**

Complete the applicable Class 1 through Class 4 checklist and submit along with any other required information and attachments required by UDC Article 4, Section 64-4-9. for each facility type.

# CLASS 1 CHECKLIST

(UDC Article 4, Section 64-4-9.D.)

## Eligible Facilities Request

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

64-4-9.D.1 The Applicant for a Class 1 permit must file an Application that includes documentation that the proposed modification qualifies as an Eligible Facilities Request. The Application must include the following:

- (a) The name, address, phone number and e-mail address of the Person preparing the Application;
  - (b) The name, address and phone number of the property Owner and the Applicant, including the legal name of the Applicant. If the Owner of the structure is different than the Applicant, the name and all necessary contact information shall be provided;
  - (c) An explanation of the reasons why the Application qualifies as an Eligible Facilities Request;
- 

(d) A description of the Existing Structure;

---

(e) An explanation, utilizing and addressing the criteria set forth in 47 C.F.R. § 1.6100(b)(7), of how the requested modification will not substantially change the physical dimensions of the Existing Structure, including certified drawings and an engineering statement demonstrating and certifying that the proposed facility qualifies as an Eligible Facilities Request under applicable FCC rules;

---

(f) Written commitment statements affirming that:

- (1) The Applicant's facility shall always without exception be maintained in a safe manner, and in compliance with all conditions of the special use permit, as well as all applicable and permissible local codes, ordinances and regulations and all applicable city, state and federal laws, rules and regulations, unless specifically granted relief by the Board of Adjustment in writing;
- (2) The construction of the facility is legally permissible, including, but not limited to the fact that the Applicant is licensed to do business in the State of Alabama.

(g) A certification that all statements and information provided in the Application or any supplement or amendment thereto are true and correct.

Build Mobile, PO Box 1827, Mobile, AL 36633

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm

See pages 1 and 2

See pages 1 and 2

# CLASS 2 CHECKLIST

(UDC Article 4, Section 64-4-9.E.)

## Small Wireless Facilities

- Installation on an existing support structure; or
- Installation on a new support structure.

---

64-4-9.E.7 Application Requirements. Applications for Class 2 Permits shall include the following. Any items that are deemed not applicable to the Application shall be identified in a Pre-Application meeting prior to submission of the Application.

- (a) The name, address, phone number and e-mail address of the Person preparing the Application.
- (b) The name, address and phone number of the property Owner and the Applicant, including the legal name of the Applicant. If the Owner of the structure is different than the Applicant, the name and all necessary contact information shall be provided.
- (c) The nearest postal address and tax map parcel number of the property.
- (d) The zoning district or designation in which the property is situated.
- (e) To clarify the location of the proposed facility, the Applicant shall submit the following:
  - (1) GPS coordinates (latitude and longitude) in decimal degrees for the proposed small wireless facility location.
  - (2) Street map identifying the specific location.  Attached
  - (3) Street view photographic images of the location.  Attached
- (f) Certified drawings and an engineering statement demonstrating and certifying that the proposed facility qualifies as a Small Wireless Facility under applicable FCC rules.  Attached
- (g) A general description of the proposed work and the purposes and intent of the proposed modifications or new facilities. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed. The description shall include the type of equipment, number of antennas, height to top of antenna(s), statement of compliance with FCC requirements and description and/or depiction of concealment and camouflage elements.

---

(h) Written commitment statements affirming that:

- (1) The Applicant's facility shall always without exception be maintained in a safe manner, and in compliance with all conditions of the special use permit, as well as all applicable and permissible local codes ordinances and regulations and all applicable City, state and federal laws, rules and regulations, unless specifically granted relief by the Board of Adjustment in writing;

Build Mobile, PO Box 1827, Mobile, AL 36633

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm

- (2) The construction of the facility is legally permissible, including, but not limited to the fact that the Applicant is licensed to do business in the State of Alabama; and
- (3) All statements and information provided in the Application or any supplement or amendment thereto are true and correct.

The following (i)-(w) are required attachments:

- (i) Certified detailed construction drawings, including, but not limited to, the following information located within one hundred (100) feet from the new structure: the size of the property footprint on which the structure to be built or attached to is located, stated both in square feet and Lot line dimensions, and a certified boundary survey completed by a professional land surveyor showing the location of all Lot lines and rights-of-way.
- (j) Location of the nearest residential structure and habitable structure.
- (k) The location, size and height of all existing and proposed structures on the property that are more than ten (10) feet in height and are not buildings.
- (l) A detailed description of the enclosures and cabinets on the property on which the structure is located that are related to the subject of the Application.
- (m) A site plan to-scale, showing the footprint of the support structure and the type, location and dimensions of access drives, landscaping, buffers, fencing, underground utilities of any kind and any easements.
- (n) Elevation drawings showing the profile or the vertical rendition of the facility and identifying all existing and proposed attachments and all related fixtures, structures, appurtenances and apparatus, including the height above the existing grade, materials, colors and lighting. Photo simulations may be required to be submitted with pictures of the proposed facility from key points surrounding the site.
- (o) Proposed electrical and grounding plans for the facility.
- (p) Cut sheets or specifications for all equipment to be installed and/or mounted on the structure.
- (q) Transmission and maximum effective radiated power of the antenna(s).
- (r) The azimuth, size, top of antenna height and location of all proposed and existing antennas on the support structure, including the height of the top of any equipment affixed to the top of the support structure.
- (s) A detailed description of the support structure and a structural analysis and report, including the calculations, certified by a professional engineer licensed in the state and proving the structure's capability to safely accommodate the facilities of the Applicant.
- (t) A copy of the FCC licenses applicable for all the frequency bands licensed to the carrier to provide service in the City.
- (u) For any Small Wireless Facility using a new structure: Provide a written certification that Applicant was unable to co-locate on an Existing Structure and the reason(s), such as lack of an Existing Structure, lack of an Existing Structure meeting the technical needs of the carrier; or not being able to secure an attachment agreement with the Owner.

Build Mobile, PO Box 1827, Mobile, AL 36633

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm

- (v) A copy of the Applicant's certificate of liability insurance.
- (w) For substantial modifications of Existing Structures whereby the height, profile or size of the facility is increased, or construction is needed outside the permitted compound or site, a detailed narrative explaining what changes are needed and why they are needed.

**Build Mobile, PO Box 1827, Mobile, AL 36633**

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm

# CLASS 3 CHECKLIST

(UDC Article 4, Section 64-4-9.F.)

## Collocation of a facility other than a Small Wireless Facility using an existing structure

---

64-4-9.F.6 Application Requirements. Applications for Class 3 Permits, shall include the all following. Any items that are deemed not applicable to the Application shall be identified in a pre-Application meeting prior to the submission of the Application.

See pages 1 and 2

- (a) The name, address, phone number and e-mail address of the Person preparing the Application.
  - (b) The name, address and phone number of the property Owner and the Applicant, including the legal name of the Applicant. If the Owner of the structure is different than the Applicant, the name and all necessary contact information shall be provided.
  - (c) The nearest postal address and tax map parcel number of the property.
  - (d) The zoning district or designation in which the property is situated.
  - (e) To clarify the location of the proposed facility, the Applicant shall submit the following:
    - (1) GPS coordinates (latitude and longitude) in decimal degrees for the proposed small wireless facility location.
    - (2) Street map identifying the specific location.  Attached
    - (3) Street view photographic images of the location.  Attached
  - (f) A general description of the proposed work and the purposes and intent of the proposed modifications or new facilities. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed. The description shall include the type of equipment, number of antennas, height to top of antenna(s), statement of compliance with FCC requirements and description and/or depiction of concealment and camouflage elements.
- 

See pages 1 and 2

- (g) Written commitment statements affirming that:
  - (1) The Applicant's facility shall always without exception be maintained in a safe manner, and in compliance with all conditions of the special use permit, as well as all applicable and permissible local codes, ordinances and regulations and all applicable City, state and federal laws, rules and regulations, unless specifically granted relief by the Board of Adjustment in writing;
  - (2) The construction of the facility is legally permissible, including, but not limited to the fact that the Applicant is licensed to do business in the State of Alabama.
  - (3) All statements and information in the Application and any supplements or amendments thereto are true and correct.

Build Mobile, PO Box 1827, Mobile, AL 36633

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm

The following (h)-(u) are required attachments:

- (h) Certified detailed construction drawings, including, but not limited to, the following information located within one hundred (100) feet from the new structure: the size of the property footprint on which the structure to be built or attached to is located, stated both in square feet and lot line dimensions, and a certified boundary survey completed by a professional land surveyor showing the location of all Lot lines and rights-of-way.
- (i) Location of the nearest residential structure and habitable structure.
- (j) The location, size and height of all existing and proposed structures on the property that are more than ten (10) feet in height and are not buildings.
- (k) A detailed description of the enclosures and cabinets on the property on which the structure is located that are related to the subject of the Application.
- (l) A site plan to-scale, showing the footprint of the support structure and the type, location and dimensions of access drives, landscaping, buffers, fencing, underground utilities of any kind and any easements.
- (m) Elevation drawings showing the profile or the vertical rendition of the facility and identifying all existing and proposed attachments and all related fixtures, structures, appurtenances and apparatus, including the height above the existing grade, materials, colors and lighting. Photo simulations may be required to be submitted with pictures of the proposed facility from key points surrounding the site.
- (n) Proposed electrical and grounding plans for the facility.
- (o) Cut sheets or specifications for all equipment to be installed and/or mounted on the structure.
- (p) Transmission and maximum effective radiated power of the antenna(s).
- (q) The azimuth, size, top of antenna height and location of all proposed and existing antennas on the support structure, including the height of the top of any equipment affixed to the top of the support structure.
- (r) A detailed description of the support structure and a structural analysis and report, including the calculations, certified by a professional engineer licensed in the state and proving the structure's capability to safely accommodate the facilities of the Applicant.
- (s) A copy of the FCC licenses applicable for all the frequency bands licensed to the carrier to provide service in the City.
- (t) A copy of the Applicant's certificate of liability insurance.
- (u) For substantial modifications of Existing Structures whereby the height, profile or size of the facility is increased, or construction is needed outside the permitted compound or site, a detailed narrative explaining what changes are needed and why they are needed.

**Build Mobile, PO Box 1827, Mobile, AL 36633**

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm



# CLASS 4 CHECKLIST

(UDC Article 4, Section 64-4-9.G.)

## Installations not eligible under Classes 1-3

- New Tower construction;
- Placement of Telecommunications Facilities on Antenna Support Structures;
- Existing Tower modification, demolition or reconstruction to accommodate collocation of additional Telecommunications Facilities; or
- Other

---

64-4-9.G.6 Application Requirements. Applications for Class 4 Permits, including Applications to develop a Tower shall include the following. Any items that are deemed not applicable to the Application shall be identified in a pre-application meeting prior to the submission of the Application.

- (a) The name, address, telephone number and email address of (i) the Applicant, (ii) the Person preparing the Application (if not the Applicant) and (iii) the Owner and lessee of the parcel of land upon which the Tower is situated (if not the Applicant). If the Applicant is not the Owner of the parcel of land upon which the Tower is situated, the written consent of the Owner shall be evidenced in the Application.
- (b) The legal description, parcel identification number, key number and address of the parcel of land upon which the Tower is situated.

The following (c) – (j) and (l)-(u) are required attachments:

- (c) The names, addresses and telephone numbers of all Owners of other Towers, Existing Structures, or other usable Antenna Support Structures within a one-half mile radius of the proposed new Tower site, including City-owned property.
- (d) Written documentation that the Applicant: (1) made diligent, but unsuccessful efforts prior to the submission of the Application to install or collocate the Applicant's Telecommunications Facilities on Towers, Existing Structures or other usable Antenna Support Structures owned by the City and other Persons located within a one-half mile radius of the proposed Tower site; or (2) written, technical certification from a Professional Engineer that the proposed Tower or Telecommunications Facilities cannot be installed or collocated on an Existing Structure, Tower or usable Antenna Support Structure located at the proposed site or within a one-half mile radius of the proposed site in order to meet the coverage requirements of the Applicant's wireless communications system.
- (e) Written, technical evidence from a Professional Engineer that the proposed structure meets the Structural Requirements of this Section.
- (f) Proposed electrical and grounding plans for the facility.

Build Mobile, PO Box 1827, Mobile, AL 36633

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm

See pages 1 and 2

- (g) Written, technical evidence from an engineer that the proposed site of the Tower or Telecommunications Facilities does not pose a risk of explosion, fire or other danger due to its proximity to volatile, flammable, explosive or hazardous materials such as LP gas, propane, gasoline, natural gas or corrosive or other dangerous chemicals within the site.
- (h) A detailed description of the support structure and a structural analysis and report, including the calculations, certified by a Professional Engineer licensed in the state and proving the structure's capability to safely accommodate the facilities of the Applicant.
- (i) A copy of the FCC licenses applicable for all the frequency bands licensed to the carrier to provide service in the City.
- (j) A copy of the Applicant's certificate of liability insurance.
- (k) Written commitment statements affirming that:
  - (1) The Applicant's facility shall always without exception be maintained in a safe manner, and in compliance with all conditions of the special use permit, as well as all applicable and permissible local codes, ordinances and regulations and all applicable city, state and federal laws, rules and regulations, unless specifically granted relief by the Board of Adjustment in writing;
  - (2) The construction of the facility is legally permissible, including, but not limited to the fact that the Applicant is licensed to do business in the State of Alabama.
  - (3) All statements and information in the application and any supplements or amendments thereto are true and correct.
- (l) Certified detailed construction drawings, including, but not limited to, the following information located within one hundred (100) feet from the new structure: the size of the property footprint on which the structure to be built or attached to is located, stated both in square feet and lot line dimensions, and a certified boundary survey completed by a professional land surveyor showing the location of all lot lines and rights-of-way.
- (m) Location of the nearest residential structure and habitable structure.
- (n) The location, size and height of all existing and proposed structures on the property that are more than ten (10) feet in height and are not buildings.
- (o) A detailed description of the enclosures and cabinets on the property on which the structure is located that are related to the subject of the Application.
- (p) A site plan to-scale, showing the footprint of the support structure and the type, location and dimensions of access drives, landscaping, buffers, fencing, underground utilities of any kind and any easements.
- (q) Elevation drawings showing the profile or the vertical rendition of the facility and identifying all existing and proposed attachments and all related fixtures, structures, appurtenances and apparatus, including the height above the existing grade, materials, colors and lighting. Photo simulations may be required to be submitted with pictures of the proposed facility from key points surrounding the site.
- (r) Cut sheets or specifications for all equipment to be installed and/or mounted on the structure.
- (s) A map of the City and the first half-mile of all bordering communities showing the location of the proposed Tower and surrounding antenna sites operated by the Applicant.

- (t) A certificate from a professional engineer documenting collocation capability of the Applicant's telecommunications Tower.
- (u) An accurate photo simulation depicting how the Tower would appear as proposed.
- (v) If the Applicant alleges that failure to approve the Application will result in unreasonable discrimination among providers of functionally equivalent services pursuant to 47 U.S.C. § 332(c)(7)(B)(i)(I) and/or that failure to approve the Application will prohibit or have the effect of prohibiting personal wireless services pursuant to 47 U.S.C. § 332(c)(7)(B)(i)(II), the Applicant must so state on the Application and provide documentation in support of this claim.

**Build Mobile, PO Box 1827, Mobile, AL 36633**

For more information: [buildmobile.org](http://buildmobile.org) | [planning@cityofmobile.org](mailto:planning@cityofmobile.org) | (251) 208-5895  
Visit our help window: Government Plaza Building, 205 Government St, 3<sup>rd</sup> Floor, South Tower  
Mo, Tu, Th, Fr: 8am-3pm; We: 8am-1pm