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| Application Number _____<br>Date Verified as Complete _____<br>Town Approval by _____<br><i>For office use only</i> |
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**TOWN OF MATTHEWS APPLICATION FOR WIRELESS FACILITIES**

Date Filed: \_\_\_\_\_

A separate application is required for each site.

- \$100 per location first 5 locations
- \$50 per location up to 25 locations (Maximum \$1,500 Total)

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

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

- Public Right-of-Way NCDOT
- Private Parcel
- Public Right-of-Way Town of Matthews
- Other (explain) \_\_\_\_\_

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

Tax Parcel ID: \_\_\_\_\_

Equipment and Pole Location: \_\_\_\_\_

Height of Pole: \_\_\_\_\_ Height of Antenna: \_\_\_\_\_

- New Pole (Activation Date: \_\_\_\_\_)
- Existing Pole (Activation Date: \_\_\_\_\_)

If existing, pole Owners Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

Carrier/Provider: \_\_\_\_\_

Carrier/Provider Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I/We agree to:

\_\_\_\_\_ calendar days for Town to verify completeness of application.

If deficiencies, \_\_\_\_\_ calendar days following resubmission for Town to verify completeness of application.

\_\_\_\_\_ calendar days for Town to review completed application. (If no decision is provided within 45 days, or time frame listed here, the application is considered approved as last submitted.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submission of this application does not constitute verification of application completeness.

This application does not supersede any permits from Matthews Public Works and/or NCDOT to work within any public street right-of-way. No onsite work as a result of any building permits issued by Mecklenburg County may be stated until this application is approved by the Town of Matthews.

**TOWN OF MATTHEWS APPLICATION FOR WIRELESS FACILITIES  
SUBMISSION REQUIREMENTS**

The following information is required to be submitted with the Application before it will be considered complete:

**UNIFORM APPLICATION REQUIREMENTS**

Applications for the construction of Small Cell Sites, DAS, or a change of addition of equipment and/or antennas for wireless communication services must submit the following information:

**For all sites:**

- Tax and zoning map with the site identified.
- Site development plan attached (three (3) 11"x17" plans and digital)
- A written description and map showing the coverage area of the Provider's existing facilities in the general and site-specific areas that are the subject of the Application.
- A statement of the telecommunications objectives for the proposed location: 1) whether the proposed facility is necessary to prevent or fill a gap or capacity shortfall in the Applicant or Provider's service area; 2) how it is the least obtrusive means of doing so and if not why; 3) and what are any alternative sites and identify their aesthetic impacts while providing comparable service.
- A statement by an authorized representative that the Applicant and/or Provider (as applicable) holds all applicable licenses or other approvals required by the Federal Communications Commission or any other state or federal agency with authority to regulate telecommunications facilities that are required in order for the Applicant to construct the proposed facility.
- A statement by an authorized representative that the Applicant or Provider is in compliance with all conditions required for such license and approvals.
- Full written description of the wireless facilities shape, height, location, and other dimensions proposed to be installed.
- Site development plans, signed and sealed by a professional engineer registered in North Carolina, showing the proposed location of the wireless facilities and existing structures within five hundred (500) feet of the proposed site.
- A vertical profile and/or photo simulation of the wireless facilities, indicating the height of the facility and antennas as well as placement of corresponding equipment enclosures.
- Photographs of view shed from each proposed facility location, taken in at least four (4) directions.
- Description of whether other overhead utilities exist within five hundred (500) feet of the proposed wireless facility location.
- The applicant certifies that there will be no danger of collapse, explosion, or underground damage in the course of the project.
- If encroachment onto private property is necessary for construction, staging, vehicle/equipment storage, etc. activities, then the permittee is directed to contact and obtain permission from said property owner for such encroachment.

**For right-of-way locations:**

- An easement agreement must be submitted to the Public Works Director and the Planning Director in accordance with the Matthews Utility in Public Right-Of-Way Policy.
- Written approval from the property owner of any pole or structure stating the Applicant has permission to construct or attach antennas and/or equipment to their pole or structure.
- The Applicant must adhere to the Town of Matthews Public Right-of-Way Policy regarding traffic controls for construction/maintenance. Regulations when working within the rights-of-way will be strictly enforced. Failure to comply with such regulations shall constitute a misdemeanor violation.

**For non-public right-of-way parcels:**

- Written approval from the property owner stating the Applicant has permission to construct a facility on their property or attach antennas and/or equipment to their pole or other structure.