



DEPARTMENT OF PLANNING AND ZONING
ADMINISTRATIVE REVIEW AND APPROVAL

Small Cell Facilities for Wireless Communications Application

Nearest Parcel Address _____

Date Received: _____
ADM Permit # _____

Date Deemed Complete: _____

Part I. Identification of Applicant

Applicant Name: _____ Applicant Contact Person Name: _____

Applicant Address: _____

City

State

ZIP Code

Applicant E-mail: _____ Phone: _____

For City Staff Use Only

Board of Architectural Review (BAR) Disposition: Approved Denied Not Applicable

BAR Staff *Date*

Emergency Communications (DEC) Disposition: Approved Denied Not Applicable

City Radio Communications Manager *Date*

General Services Disposition: Approved Denied Not Applicable

General Services Staff *Date*

Recreation, Parks and Cultural Activities (RPCA) Disposition: Approved Denied Not Applicable

RPCA Staff *Date*

Planning and Zoning (P&Z) Disposition: Approved Denied Not Applicable

Director, Planning & Zoning *Date*

Transportation & Environmental Services (TES) Disposition: Approved Denied Not Applicable

TES Staff *Date*

Part II. Site Location and Number of Small Cell Facilities

| | Property Location (Address and Tax Map Number) | Geographical Coordinates: (latitude and longitude) | Enclosure (cubic feet) | Antenna (cubic feet) | Other Equipment (cubic feet) |
|---|--|---|---------------------------|-------------------------|------------------------------------|
| 1 | | | | | |

* Please complete supplemental information in Part III for each small cell facilities included in this application.

** If there are more than five facilities on this application, please attach a separate sheet showing the above information.

Please attach plans for this small cell facility (see submittal requirements below):

Please provide evidence on the plans that this application is for a small cell facility by attaching plan drawings showing the measurements of all elements proposed to be installed. Every element of the proposed installation shall be shown on the plans with exact measurements. Applicants must submit a total of three (3) sets of plans no smaller than 11" x 17" and no larger than 24"x 36". The plans shall show that both of the criteria stated below are met.

- (i) each antenna is located inside an enclosure of no more than six cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than six cubic feet and
- (ii) all other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet, or such higher limit as is established by the Federal Communications Commission. The following types of associated equipment are not included in the calculation of equipment volume: electric meter, concealment, telecommunications demarcation boxes, back-up power systems, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

All plan sets should be to scale and should include:

- Plan detailing location of all existing and proposed equipment with dimensioned drawings of every proposed element including wiring and hardware along with all existing equipment, structures, and fixtures on the structure's roof.
- Dimensioned drawings of all elements to be installed showing cubic area and outside dimensions both in aggregate and as individual units.
- Elevation drawings of each building or structure façade showing all existing and proposed equipment with details showing all visible exterior elements of the structure (for example windows, architectural trim, doors, etc. for buildings or hardware and equipment for utility poles).

Recommended Supplemental Information:

- Equipment materials and screening options (e.g. color samples of all surface materials of equipment and screening details).
- Photos of existing site conditions taken from all four directions.
- Photo simulations of proposed site conditions taken from the same four directions as the existing conditions photos and clearly showing the appearance anticipated from the installation.

Signature of Applicant / Agent

Date

Signature of Owner / Agent

Date

Part III. Small Cell Facilities for Wireless Communications Application Questionnaire

1. Is the proposed small cell facility installation a new installation or replacement?

- Replacement.
- New Installation.

2. Is the small cell facility and associated supporting structures within a historic preservation district (Old and Historic Alexandria or Parker Gray)?

- Yes. *If "Yes", a final decision from an application for a Certificate of Appropriateness shall have been obtained from the appropriate Board of Architectural Review (BAR) and proof of this decision shall be provided.*
- No.

3. Is the proposed small cell facility installation on an existing wireless facility or antenna structure?

- Yes.
- No.

4. Is the small cell facility located on private or public property?

- Privately owned property.
- Public property.

5. What type of support structure is at the site that will be used for installation?

- Flagpole.
- Water Tower.
- Utility Pole.
- Building.

If "Building", please specify location on which the small cell facility will be mounted (e.g. rooftop or building façade):

Other (please specify): _____

6. Is the support structure in the public right-of-way?

- Yes. *If "Yes", please answer question 7.*
- No. *If "No", please skip question 7 and go to question 8.*

7. If the Application is for the attachment of a small cell facility on third party owned poles in the public right-of-way, please provide the following information:

- a. The number of small cell facilities included on this Application.
- b. The location of the proposed poles on a detailed map, and total number of third-party owned poles on which you have obtained permission to install the equipment. For each pole, please identify the owner of the pole.
- c. Documents showing that you have permission from the owner of the pole to install your equipment as identified in 7(b) above.
- d. Engineering drawings, photographs and a written description of the small cell facility equipment that you are installing on third-party owned poles in the City of Alexandria.

8. How is the small cell facility and associated equipment mounted on the support structure?

9. How is the small cell facility and associated equipment concealed from public view?

Part III. Small Cell Facilities for Wireless Communications Application Questionnaire (continued)

10. What is the height of the support structure measured from grade? _____

11. What is the height of the small cell facility? _____

12. What is the combined height of the support structure plus the small cell facility installation measured from grade? _____

Recommended Rooftop Equipment Guidelines

Recommended Guidelines

Rooftop equipment cabinets should be located within the building penthouse or other enclosed structure. If adequate space does not exist to place the equipment in this manner, equipment may be located on the roof or ground, if appropriate and screened from each direction.

Equipment should be clustered where possible and located near the penthouse or other existing rooftop structures. Equipment should also be located in the least visible location possible.

Rooftop equipment screening should be constructed of a material similar to that of the building and should be painted to match the building or roof color.

Telecommunications antennas should be flush mounted and painted to match the existing building or roof color. The City strongly discourages sled-mounted antennas. Antennas should not extend beyond either the building parapet if attached to the building or the top of the penthouse wall if attached to the penthouse.

License Agreement Approval

The City requires a license agreement with all applicants who install facilities in the public rights-of-way.

Permit Approval

Upon administrative approval of the equipment by the Department of Planning and Zoning, the applicant may be required to file a building permit with the Department of Building and Fire Code Administration prior to the installation of any equipment. The applicant should contact that department at 703-746-4200 to determine whether a building permit is required. **One stamped copy of the administratively approved plans must accompany the building permit application.**

