



**CITY OF PANAMA CITY BEACH**  
**Building and Planning Department**  
**116 S. Arnold Road, Panama City Beach, FL 32413**

**SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS - LDC Section 10.02.01**

**SMALL WIRELESS FACILITY OR SMALL WIRELESS POLE IN A PUBLIC RIGHT-OF-WAY**

**Applicant Information**

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Acting Agent: \_\_\_\_\_  
Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner with regard to the application and associated procedures. Attached to the application.

Provide a survey, legal description, or GPS information showing the exact location proposed for the footprint of Facility or Pole and all existing improvements located in the general vicinity.

The procedure for review of application is found in Sections 10.05.07 and 10.05.10 of the LDC.

**Location Information**

Name of Right-Of-Way where project is proposed: \_\_\_\_\_

Entity of Jurisdiction over the ROW (FDOT, City, etc.): \_\_\_\_\_

Is the area subject to a Homeowner's Association, Yes or No? \_\_\_\_\_

If replacing a structure or collocating onto an existing structure, please complete the following:

Name of Structure Owner(s): \_\_\_\_\_

Contact Person for Structure Owner (If different from Owner): \_\_\_\_\_

Address for Structure Owner: \_\_\_\_\_

Telephone Contact Information: \_\_\_\_\_ Email: \_\_\_\_\_

**Background**

This application applies only to projects located in public rights-of-way within the City of Panama City Beach

and only to projects meeting the definition of Small Wireless Facility or Small Wireless Pole (see below). New Small Wireless Poles and new Wireless Support Structures require a light pole design. The Panama City Beach Land Development Code provides the full requirements. Except for collocations, other types of telecommunications facilities will be considered Telecommunications Towers. The requirements for Telecommunications Towers are more stringent and are provided by the Panama City Beach Land Development Code, which is available at <http://www.pcbgov.com>.

“Small Wireless Facility” means equipment generally used for wireless communications that (1) is located in a public right-of-way and (2) meets the definition of “small wireless facility” under Florida Statute 337.401. The term Small Wireless Facility does not include the term Wireless Support Structure, as defined by Florida Statute 337.401, or the pole, structure, or improvement on which an Antennae and associated wireless equipment are mounted, supported, or Collocated. Florida Statute 337.401 requires that:

- a. Each antenna associated with the facility is located inside an enclosure of no more than 6 cubic feet in volume or, in the case of antennas that have exposed elements, each antenna and all of its exposed elements could fit within an enclosure of no more than 6 cubic feet in volume; and
- b. All other wireless equipment associated with the facility is cumulatively no more than 28 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, ground-based enclosures, grounding equipment, power transfer switches, cutoff switches, vertical cable runs for the connection of power and other services, and utility poles or other support structures.

“Small Wireless Pole” means (1) a Wireless Support Structure as defined by Florida Statute 373.401 that is located in a public right-of-way or (2) a utility pole in the public rights-of-way that was designed and constructed to support the Collocation of Small Wireless Facilities within nine months following the approval of an application to construct. A structure not originally intended to support a Small Wireless Facility or Antennae, but on which a Small Wireless Facility or Antennae is later collocated is not a Small Wireless Pole.

### **Minimum Submittal Requirements**

1. A complete copy of this APPLICATION FOR SMALL WIRELESS FACILITY OR SMALL WIRELESS POLE IN A PUBLIC RIGHT-OF WAY form.
2. Location map(s) showing the exact location proposed for installation, including distances from the nearest curb or pavement and a labeled aerial photograph.
3. All information required pursuant to or necessary to establish compliance with Section 10.05.07-10.05.10.
4. Evidence of proper Federal Communications Commission licensure.
5. A statement of intent that collocators will be permitted in cases where devices are required or proposed to accommodate more than one (1) provider. The positions of anticipated collocator Antennas on the mount and the space provided for collocator equipment shelters shall be shown on all Site Plans and elevations.
6. Certification as to compliance with or exemption from, any Federal or State regulations applicable to site.
7. Certification that the proposed mount complies with regulations administered by the FAA, FCC and any State reviewing authority or that the mount is exempt from those regulations.
8. Evidence of compliance with the insurance requirements provide by Section 19-155 of the Panama City Beach Code of Ordinances.
9. Identification of all existing Users (including the applicant) on the support structure to be placed or replaced. This listing shall include existing Antennas, types of support structure and mounting positions for each such User and shall identify the FCC radio service for each such facility. The applicant shall also identify the proposed location for each such Antenna as well as any additional facilities which such User intends to place upon the proposed replacement structure.
10. The applicant shall identify all prospective Users of the support structure, not identified above, for

which it has either entered into negotiations or agreed to provide space on the support structure. The applicant shall identify: (i.) the proposed mounting location for each Antenna to be utilized by each such prospective User; and (ii.) the capacity for which the applicant has been requested to reserve future loading capacity.

11. The applicant shall identify all additional capacity which will be available for future Collocation Use at the proposed structure beyond the Collocation users identified in section 10.02.07 (B)-(J).
12. A full set of engineering drawings, which drawings shall be stamped by a registered Florida engineer, specifying the dimensions of all structural members and mounting facilities to be incorporated into the support structure for all loading identified in sections 10.02.07 (H)-(K) and shall expressly identify each such Antenna as having been incorporated into the support structure design. These drawings shall also include the foundation design for the proposed structure. In addition, the registered Florida engineer shall certify compliance with both the then-current EIA/TIA 222 standard as well as the applicable provisions of the Standard Building Code, which include a 120-mph wind load, as defined by the American Society of Civil Engineers, Publication No. 7 of 1993 (ASCEE7-93) and the 1997 Standard Building Code or its then current replacement. Where conflicting standards are set forth in those documents, the more stringent standard shall be utilized in the design. The drawings must show all ground mounted or ground based equipment that would be installed with or due to the Small Wireless Facility or Small Wireless Pole, regardless of ownership or responsibility for such equipment. The drawings must also show all sidewalks, bike paths, or multi-use trails in the general vicinity of the project.
13. If the proposed location is located in State owned right-of-way under the jurisdiction or control of the Florida Department of Transportation (“FDOT”), you are also required to meet the standards of the FDOT and obtain any approval or permit required by the FDOT. The permit you receive from the City will specifically condition the commencement of construction on you obtaining all required FDOT approvals.

**Project Category**

Which of the following best describes the proposed project? (check the box and answer questions applicable to your selection)

- a new utility pole or other structure that includes a Small Wireless Facility
- a new utility pole that will include a Small Wireless Pole in the near future  
When will a Small Wireless Facility be installed on the new structure? \_\_\_\_\_
- a replacement of an existing utility pole or other structure, including installation of a new Small Wireless Facility  
What will be the height increase to the existing structure? \_\_\_\_\_  
Who owns the existing structure? \_\_\_\_\_  
If you are not the owner, you must provide written consent from the owner with your application.
- the addition of a Small Wireless Facility to an existing structure  
What type of structure is it? \_\_\_\_\_  
How high will the highest point of the new Small Wireless Facility be above the existing structure? \_\_\_\_\_  
Who owns the existing structure? \_\_\_\_\_  
If you or the City of Panama City Beach is not the owner, you must provide written proof of the owner’s consent to the Collocation.

**Additional Questions**

Distance to nearest Utility Pole or other Utility Facility that is over 15 feet in height from grade: \_\_\_\_\_

Address of nearest dwelling: \_\_\_\_\_  
And distance to that dwelling including attached garages, porches, and balconies: \_\_\_\_\_  
If nearest dwelling fronts on Front Beach Road or South Thomas Drive, then provide address and distance to nearest dwelling located on another street:

\_\_\_\_\_

Name of business with nearest pedestrian entrance: \_\_\_\_\_  
Distance from project to that pedestrian entrance: \_\_\_\_\_

Location of nearest existing or proposed Small Wireless Pole: \_\_\_\_\_  
And distance to that Small Wireless Pole: \_\_\_\_\_

Ground mounted equipment includes items like electric generators or meters, telecommunications demarcation boxes, ground-based enclosures, grounding equipment, power transfer switches, cutoff switches, vertical cable runs for the connection of power and other services, and guy wires or other secondary supports.

Does the proposed project include any ground mounted equipment that is not integrated into the utility pole or Wireless Support Structure (yes or no)? \_\_\_\_\_  
If so, what is the address of the nearest Dwelling? \_\_\_\_\_

What is the distance from ground mounted equipment to that Dwelling, including attached garages, porches, and balconies? \_\_\_\_\_  
If nearest dwelling is fronts on Front Beach Road or South Thomas Drive, then provide address and distance to nearest dwelling located on another street:

\_\_\_\_\_

**Certification of Legal Compliance**

I hereby swear that information contained herein is accurate, that the telecommunication equipment proposed by this application meets the definition and requirements for a “Small Wireless Facility” under Florida Statute 337.401, and that the proposed project complies with the 2010 edition of the Florida Department of Transportation Utility Accommodation Manual.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Print Name

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