



CITY OF GULFPORT
Urban Development - Planning Division
1410 24th Avenue
Gulfport, MS 39501
(228) 868-5710

**APPLICATION FOR
PLANNING COMMISSION APPROVAL
SMALL CELL TECHNOLOGY FACILITIES
WITH NEW SUPPORT STRUCTURES**

Property Information

TAX PARCEL # - -

(If necessary, use separate sheet of paper for additional parcels or coordinates)

Latitude:
Longitude:

Address of Property Involved: _____

General Location: _____

GENERAL DESCRIPTION OF REQUEST:

OWNERSHIP AND CERTIFICATION:

I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the herein described request.

OWNER

AGENT

Printed Name of Owner

Printed Name of Agent

Mailing Address

Mailing Address

City State Zip code

City State Zip code

Home Phone Work/Cell Phone

Home Phone Work/Cell Phone

Email

Email

Signature of Owner

Signature of Agent

If the property or properties listed above have more than one owner, please check this box. In the case of multiple owners, reverse side must be completed. Each additional owner will need to complete and sign the reverse side of this application. We can only accept applications with original signatures.

SECTIONS A. THROUGH G. MUST BE SUBMITTED FOR A COMPLETE APPLICATION.

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.

NAME OF OWNER (PRINT) _____

ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

NAME OF OWNER (PRINT) _____

ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

NAME OF OWNER (PRINT)

ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

PHONE # (H) _____ (W) _____

TAX PARCEL NUMBER(S) OWNED _____

SIGNATURE: _____

(Use additional forms as needed)

IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES

PERSON/AGENT FOR YOU: _____

IMPORTANT NOTICE

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Planning Commission will not consider a request until all information is submitted and accurate.
2. Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. The application is not considered complete until all required information from the applicant is available for review by the staff and coordinating agencies.
3. Please see reverse of this sheet to determine the deadline dates for filing your application.

SUBMISSION REQUIREMENTS

- A. **Page one of this application**, completed and signed;
- B. A general **description of the equipment**, the technology (including, for example, spectrum usage and transmitter power) and the services to be provided by the proposed Facilities;
- C. A **notarized statement** that the proposed DAS and/or Small Cell Technology Facility (and associated Accessory Equipment) **shall comply with all applicable codes and regulations**;
- D. **Site plan**. Please note that approval of your request, in part, is based on your site plan;
 - The geographic coordinates of all antennas and other proposed Facilities of the Applicant included in the Application;
 - The property lines and dimensions have been provided on the drawing;
 - All buildings, structures, Facilities, antennas, support structures, enclosures and accessory equipment located on the property have been identified;

- All dimensions of buildings, structures, Facilities, antennas, support structures, enclosures and accessory equipment have been noted on the site plan;
- All distances from the property lines to all the buildings, structures, Facilities, antennas, support structures, enclosures and accessory equipment have been identified and noted on the site plan. If in rights-of-way, distance to property lines and edge of pavement of paved roads;
- Street names have been provided which abut the property;
- Traffic flow, parking and driveways have been identified;
- Required buffer strips have been identified;
- Other pertinent information as needed to pictorially demonstrate the proposed development/use;

E. **Color Elevations**. Please note that approval of your request, in part, is based on the following:

- Color and material of Facility, antennas, support structure, enclosures and accessory equipment;
- Overall height of every building, structure, Facilities, antennas, support structures, enclosures and accessory equipment, measured from closest adjacent grade;
- Height of Facilities, measured from closest adjacent grade;
- Detailed elevation on all sides;
- Photo-simulated post-construction renderings depicting the proposed Facilities and equipment, including any and all Accessory Equipment, equipment cabinets, ancillary structures, coloration, and landscaping;

F. Provide a list of all adjacent structures and buildings and their overall height above closest adjacent grade;

G. Photos of the area in which the Facilities are proposed for placement, including surrounding buildings, properties and uses;

- H. Map(s) designating with specificity the location(s) of the requested Facilities and all other existing or proposed locations of the application by the Applicant within 1,000 feet. If none are located within 1,000 feet, provided notarized letter that there are no small cell technology Facilities and support structures located within 1,000 feet;
- I. The Applicant must have provided the City written evidence that no reasonable collocation opportunity exists. This documentation shall include, but not be limited to, affidavits, correspondence, or other written information that demonstrates that the Applicant has taken commercially reasonable actions to achieve collocation in the requested location or area, that the Applicant has pursued but been denied access to all potential collocation sites in the subject area (and the reasons for any such denial(s)), and otherwise show that the Applicant is unable to collocate on an existing Support Structure, including for technical and other valid reasons;
- J. Proof of ownership (Copy of deed or affidavit);
- K. If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.);
- L. If the Facilities will be located within the Rights-of-Way on a Support Structure that is owned by any entity other than the City or the Applicant and which was located or situated there with authority from the City, a copy of any license, lease, agreement, letter or other documentation evidencing that the owner of that Support Structure authorizes the Facilities to be attached thereto or agrees in principle to authorize that attachment;
- M. **Notarized statement** from the applicant that the proposed installation will **not cause harm** to the public or pose any undue risk to public safety and provide supporting documentation (e.g., through a means of industry certified reports for EME exposure limits or disruption of visual site triangles related to traffic, etc.);
- N. If the proposed installation will disturb conditions on the Rights-of-Way, provide a notarized statement attesting whether the applicant has the ability and financial resources to restore the subject area to its preexisting condition following installation. The statement should also mention the Rights-of-Way shall be restored to its pre-existing condition by Applicant/Permittee following any installation or construction;
- O. The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. If you would like to have additional persons or property owners notified, please provide a list of **additional persons to be notified**;
- P. Provide a **written statement** addressing the following issues by explaining how the site plan is appropriate with regard to why the proposal is in harmony with the orderly and appropriate development of the district in which the use is located.

City of Gulfport

Zoning Board of Adjustment & Appeals

Planning Commission

2021 Meeting Dates & Application Deadlines

Zoning Board and Planning Commission meetings are on Thursdays in the Council Chambers at Gulfport City Hall located at 2309 15th Street.

Zoning Board meetings begin at 3:00 p.m. Planning Commission meetings begin at 4:30 p.m.

You will be notified by letter of the time and location that your request will be considered.

Applicant or certified Agent is required to attend this meeting in order for the request to be heard.

Application Deadline	Zoning Board	Planning Commission
December 8, 2020	January 21	January 28
January 5	February 18	February 25
February 2	March 18	March 25
March 2	April 15	April 22
April 6	May 20	May 27
May 4	June 17	June 24
June 1	July 15	July 22
July 6	August 19	August 26
August 3	September 16	September 23
September 7	October 21	October 28
October 5	November 18	November 18
November 2	December 16	December 16

Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. Meeting dates listed do not guarantee your application hearing date. The application is not considered complete until all required information is available for review from the applicant and coordinating agencies. Dates, time, and location are subject to change without notice.