

Small Wireless Facilities Checklist

Revised 11.9.2023

General Information

The process for applying for installation of a small wireless facility is based on requirements set forth in the City of Shreveport Unified Development Code. This application form addresses new, replacement, and/or modified small wireless facilities.

Please complete all sections of the application form or your submission **will not be accepted**.

Is this the CORRECT application form?

Please determine if this is the correct application form. A flowchart on the following page describes the small wireless facility process.

AN ILLUSTRATION DESCRIBING THE SMALL WIRELESS FACILITY APPLICATION PROCESS CAN BE FOUND ON THE FOLLOWING PAGE.

Have you contacted any utility companies about your proposed facility?

Some local utility companies may want to discuss your project and how it affects their level of service. Not coordinating your small wireless facility with a utility company prior to the submission of an application may cause your application to be deemed incomplete.

IF YOU ARE COLLOCATING ON A UTILITY POLE OWNED BY SWEPCO, A PRE-APPLICATION MEETING WITH SWEPCO IS RECOMMENDED PRIOR TO SUBMISSION OF AN APPLICATION.

1. Site Information

- a) Please enter physical location information for the property where the small wireless facility is proposed to be installed; including address, zoning district and geographical coordinates.
- b) Include the zoning for all adjacent properties, which can be found using the Shreveport-Caddo MPC Interactive Maps on the MPC website.

2. Site Owner

Please enter the contact information for the site identified in item 1.

3. Applicant Information

Please provide the contact information for the Applicant. This is the person/entity to whom all correspondence from the Shreveport-Caddo Metropolitan Planning Commission (MPC) will be directed. Also, include wireless provider's contact information, as well as the contact information of all consultants acting on behalf of the applicant.

4. Waiver

Please indicate if you are requesting a waiver from the requirements of this Application? If yes, please attach a written request as to why a waiver should be granted.

5. Collocation on Existing Structure vs. New Pole

In an effort to reduce visual clutter, applicants are required to practice collocation of small wireless facilities when practicable, and to the extent doing so will provide the best concealment and aesthetics possible.

Small wireless facilities located on new poles shall be located such that they do not interfere with public health or safety facilities.

- a) Confirm if there is an existing structure at the location for possible collocation.
- b) If the existing structure is on an existing third-party structure (for potential collocation), your application must include authorization from those entities.
- c) Provide structure type and height.

6. Project Description

- a) Provide a brief narrative description of the project.
- b) Indicate if the small wireless facility is new, a replacement, and/or a modification to an existing facility.

7. Equipment Measurements

Provide measurements and area calculations for the antenna being installed/replaced as well as measurements and area calculations for the associated equipment.

- a) **Antenna.** Located inside an enclosure of no more than three (3) cubic feet in volume.
- b) **Antenna Equipment.** Means equipment, switches, wiring, cabling, power sources, shelters or cabinets associated with an antenna, located at the same fixed location as the antenna, and, when collocated on a structure, is mounted or installed at the same time as such antenna. All equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, can be no more than twenty-eight cubic feet (28 ft³) in volume.

8. Engineering Certification

A Louisiana licensed engineer attesting to the truth and accuracy of the information and statements made in the application.

9. Attachments

Attach any required supporting documents identified on the application form.

10. Application Signature Required

A signature is required or the application will not be accepted.

11. Notarized Signature

The application must be notarized or it will not be accepted.

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Checklist				
Please submit all the following.			Applicant	Staff
<ul style="list-style-type: none"> Completed Application and Fees 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Up to ten (10) individual Applications may be combined into a single Batched Submittal. 			<input type="checkbox"/> N/A	<input type="checkbox"/>
Location Details:				
<ul style="list-style-type: none"> Aerial Map – to clarify location 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Street View Images – to clarify location 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> GPS Coordinates (latitude and longitude) in decimal degrees for the proposed small wireless facility location. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Show all Existing Surrounding Infrastructure (i.e., water, sewer, drainage, gas, etc., as applicable) 			<input type="checkbox"/>	<input type="checkbox"/>
Construction Details:				
<ul style="list-style-type: none"> Provide an 11" x 17" site plan with sufficient detail to show the proposed small wireless facility, the location of the proposed antennas in relation to adjacent properties and the zoning of all adjacent properties, all related equipment and its location, as well as all other information as required by Chapter 105 of the City of Shreveport, Louisiana, Code of Ordinances, as well as the City of Shreveport Unified Development Code (where applicable). 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide 11" x 17" drawings to scale showing the elevation profile of the structure indicating heights of proposed antennas, existing antennas (with carrier names and antenna type, if applicable), heights designated for future attachments (if any), and any equipment sheds or cabinets, cabling, etc., as required by Chapter 105 of the City of Shreveport, Louisiana, Code of Ordinances, as well as the City of Shreveport Unified Development Code (where applicable). 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide manufacturer's specification sheets on antennas, enclosures, and all other wireless equipment meeting all size limitations. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide foundation plan, certified by a licensed structural engineer. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A professional engineer must stamp all drawings submitted in the application. 			<input type="checkbox"/>	<input type="checkbox"/>
Exhibits:				
<ul style="list-style-type: none"> Provide written evidence of approval of the owner of any utility pole, building, structure and/or light pole to which a small wireless facility or any of its associated equipment is proposed to be attached. Note: The application may be accepted without this attached document but shall not be approved without the executed agreement authorizing said approval. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 300-foot Distance Analysis Exhibit – to verify no other poles with small wireless facilities in that area. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Confirmation of non-interference with City Safety Communication Networks. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide Certificate of Insurance including the City as an additional insured if the small wireless facility is to be installed on property owned by the City or in the City's public right-of-way. 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Pre-Approval Letter from SWEPCO / Third-Party (if proposed on SWEPCO / Third-Party pole). 			<input type="checkbox"/> N/A	<input type="checkbox"/>
<ul style="list-style-type: none"> State or Federal Right-of-Way permit (if on their ROW). 			<input type="checkbox"/> N/A	<input type="checkbox"/>

SMALL WIRELESS FACILITIES APPLICATION PROCESS

