



**WIRELESS FACILITY APPLICATION**  
*Revised 11/18/19*

**INTRODUCTION**

All wireless facility infrastructure(s) shall be subject to completion of a wireless facility application. Applicants seeking to install a wireless communication facility (WCF) or a modified WCF must complete this application and submit all documentation requested. WCFs apply to all facilities for the provision of wireless services including antennas, poles, towers, cables, and wires. Wireless Facilities are regulated by [Land Development Code \(LDC\) Section 28.19](#). Other applicable County regulations may apply (ex: Roadway & Drainage Standards, etc.).

**FEES**

Application Fees		
\$3,733	Telecommunications and Wireless Facility Review	
\$1,073	Conditional Use Application Fee (if applicable)	
	\$0.50/per	Mailout Fee
	TBD	Advertising Fee
Engineering Fees – <a href="#">Linked here on Page 3</a>		
DRC Fees – <a href="#">Comprehensive Breakdown linked here</a>		

Fees are due upon application submittal by cash, check, or credit card. Make checks payable to "Nassau County BOCC". Credit card payments are subject to a surcharge fee. Fees are non-refundable. Additionally, applications/fees may be required by other departments as part of the development process.

Wireless Facility Consultant Fee	
Per LDC Section 28.19(F), the County reserves the right to conduct a supplemental third-party review on all wireless facility applications. Should there be no need for a structural analysis report, this fee may be waived at the discretion of the County's Wireless Facility Consultant based on the type of application. If the Wireless Facility Consultant Fee is waived or amended, then the applicant shall supply written verification from the Wireless Facility Consultant that the fee has been waived at time of application submittal.	
\$5,000	Review analysis; no attendance at related public hearings
\$6,500	New structure review to include attendance at a site visit and a Public Hearing

**Application Process for Wireless Communication Facilities proposed within a County Right-of-Way:**

1. Wireless Facility Application, Registration, and Equipment Information [Approval](#)
2. Right-of-Way Permit Application submitted to Engineering Services, **separate fee**

**Application Process for Wireless Communication Facilities proposed on Private Property:**

1. Development Review Committee (DRC) Pre-Application Meeting
2. Wireless Facility Application and Supporting Documentation Submittal
3. Conditional Use and Variance Board: Conditional Use [Approval](#) (if applicable)  
In addition to all other application requirements, applications for variances and waivers shall include the following additional information.
  - a. A detailed explanation, with supporting engineering or other data, as to why a waiver from the requirements of the County's Code of Ordinances is required in order to allow the registrant/applicant to have nondiscriminatory and competitively neutral use of County rights-of-way;
  - b. Availability of co-location opportunities;
  - c. Size and height of proposed facilities;
  - d. Location and separation distances of the proposed facilities;
  - e. Location of the nearest residential units or residentially zoned properties;
  - f. Adjacent and nearby topography, tree coverage, and foliage;
  - g. Design of the proposed facilities with particular reference to elimination of visual impacts of such facility; and
  - h. Any other factors the County determines to be relevant.
4. Conditional Use and Variance Board, Variance [Approval](#) (if applicable), **separate fee**
5. DRC Preliminary Binding Site Plan (PBSP) [Approval](#), **separate fee**
6. DRC Site Engineering Plan [Approval](#), **separate fee**

**KEY CONTACTS**

PEO will guide your application from start to finish, engaging other County departments as needed.





<b>WIRELESS COMMUNICATION FACILITY APPLICATION</b>					
<b>INSTALLATION ON</b>		Private Property		Right-of-Way*	
<b>TYPE OF APPLICATION</b>		New Tower		New Antenna	Co-Location DAS -Distributed Antenna System
	<b>Macrocell Facility</b>	<b>Small Wireless Facility</b>			
<b>TYPE OF FACILITY</b>			Collocation on existing towers and/or base stations		
			New concealed base station		
			New non-concealed base station		
			New concealed dual-purpose tower or utility pole		
			New non-concealed tower or utility pole		
			Non-commercial, amateur radio station antennas and towers over 65'		
			Temporary Wireless Facility, aka Cell on Wheels (COW)		
<b>PROPOSED HEIGHT</b>			<b>PROPOSED SETBACKS</b>		
LDC Section 28.19(C) defines Substantial Change pursuant to 47 USC § 1455. For collocation on any existing tower or base station outside the County ROW, additions or modifications may not exceed the definition of substantial change. Does the proposed collocation exceed the criteria under the definition of substantial change?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Is the proposed site identified in the County's Wireless Master Plan?</b>					
The Master Plan is available at: <a href="http://www.nassaucountyfl.com/837/Telecommunications-Master-Plan">http://www.nassaucountyfl.com/837/Telecommunications-Master-Plan</a>					
<p>Applicant affirms and certifies that Applicant understands and will comply with the provisions and regulations of the Nassau County Code of Ordinances. Applicant further certifies that the statements, documents, plans, and information submitted with and in support of this application are true to the best of Applicant's knowledge and belief. Further Applicant understands that the application, attachments and fees become part of the official records of the County are not returnable. Applicant also recognizes that if one or more deficiencies exist in the application, Applicant will be notified of the deficient items. Applicant understands that misrepresentation of information contained within this application may be cause to void any approvals associated with this application.</p>					
<b>SIGNATURE OF APPLICANT:</b>				<b>DATE:</b>	



**EQUIPMENT INFORMATION**

**FCC Antenna Structure Registration Number (ASR) (if applicable):** \_\_\_\_\_

**Commercial Wireless Provider:** \_\_\_\_\_

**Equipment to be Installed:**

- New Tower
- Structure Mounted
- Co-Location
- Replace Existing Tower
- Replace/Upgrade Existing Antennas
- Stealth ATTACHED Antenna
- New Stealth Antenna Support Structure
- New Equipment Cabinets
- Replace Equipment Cabinets
- Base Station
- DAS or Small Cell

YES	NO

**Equipment Specifications (including number and dimensions of all equipment, and weight for antenna):**

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**Describe Existing Equipment on Site:**

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**Identify Prior Approval for Existing Equipment:**

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**IF COLLOCATION: Attach evidence of authorization from tower/structure owner to collocate**



**COMMUNICATIONS SERVICES FACILITY PROVIDER REGISTRATION FORM**

Registration required. Each communications services facility provider that desires to place, erect, construct, install, locate, maintain, repair, extend, expand, remove, or relocate any communications services facilities in, under, over or across any public right-of-way in the County shall be considered to be using the public rights-of-way and shall be required to register with the County in accordance with the terms of this section. Registration does not establish a right to place or maintain, or priority for the placement of, a communications facility in the rights-of-way.

REGISTRATION INFORMATION FOR RIGHT-OF-WAY PLACEMENT					
<b>Company Name</b>					
<b>Business Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Primary Contact Name</b>					
<b>Phone</b>		<b>Email</b>			
<b>Emergency Contact</b>					
<b>Phone</b>		<b>Email</b>			
<b>Number of the Registrant's current certificate of authorization issued by the Florida Public Service Commission, the FCC, or the Department of State:</b>					
<b>Does the registrant pay communication services taxes to the County?</b>				<b>Yes</b>	<b>No</b>
<b>Is the registrant a pass-through provider?</b>				<b>Yes</b>	<b>No</b>
<b>Registrant's Federal Employer Identification Number:</b>					
<b>Additional Requirements</b>					
<ul style="list-style-type: none"> <li>• Proof of insurance or self-insuring status adequate to defend and cover claims.</li> <li>• Registrants shall update the registration information within 90 days after any changes in information.</li> <li>• Registrations shall be renewed every 5 years.</li> </ul>					
<p><b>I certify that all the above information is true and correct. I hereby agree to operate in accordance with all the laws of the State of Florida and the Laws and Ordinances of Nassau County. I acknowledge that this registration expires on</b></p> <p>_____.</p>					
<p><b>Registrant Signature:</b> _____ <b>Date:</b> _____</p>					



## ADDITIONAL SUBMITTAL REQUIREMENTS FOR APPLICATIONS FOR CONDITIONAL USE PERMITS

### 1. VISUAL IMPACT ANALYSIS AND PHOTO SIMULATION:

The applicant must demonstrate that a proposed new tower does not create a significant adverse visual aesthetic impact on the surrounding landscape, adjacent properties, and lines of sight. The application shall include a visual impact analysis, including simulated photographic evidence of the proposed tower and antenna appearance from any and all residential areas within 1,500 feet and other area vantage points approved by the Planning Department, including the facility types the applicant has considered. Such simulations shall demonstrate the potential visual impact on the area, including but not limited to:

- Overall height
- Configuration
- Physical location
- Mass and scale
- Materials and color
- Illumination
- Architectural design

### 2. BALLOON TEST:

A balloon test shall be required subsequent to the receipt of the photo simulations in order to demonstrate the proposed height of the tower. The applicant shall arrange to raise a colored balloon, in sharp contrast to sky blue, and no less than three feet in diameter, at the maximum height of the proposed tower and within twenty-five (25) horizontal feet of the center of the proposed antenna support structure.

#### Balloon Test Notification Requirements

- The applicant shall inform the Planning and Economic Opportunity Department and abutting property owners in writing of the date and times, including alternative date and times, of the test at least 14 days in advance.
- A 3' by 5' sign with lettering no less than 3 inches high stating the purpose of the balloon test shall be placed at the closest major intersection of proposed site.
- The date, time and location, including alternative date, time, and location, of the balloon test shall be advertised in a locally distributed paper by the applicant at least seven (7) but no more than fourteen (14) days in advance of the test date.
- The balloon shall be flown for at least four (4) consecutive hours during daylight hours on the date chosen. The applicant shall record the weather, including wind speed during the balloon test.
- Re-advertisement will not be required if inclement weather occurs.

### 3. SEARCH RING MAP & STATEMENT:

- **Search Ring Map** – A map of the same search ring submitted and used by the applicant's site locator.
- **Search Ring Statement** – A statement that the submitted search ring is the same as utilized in the selection of the site.

### 4. RF PROPOGATION MAPS:

- A map indicating the applicant's existing RF signal propagation.
- A map indicating the applicant's proposed new RF signal propagation.



**5. DETERMINATION OF NEED and GEOGRAPHIC SEARCH:**

- A geographic search area of the area of the wireless provider committed to locate on the tower and that is justifying the placement of the tower.
- An inventory of all existing towers and all potential alternative structures in the geographic search area that are at least 80% of the height of the proposed tower or structure.
- A written explanation documenting why an existing tower cannot reasonably be used, instead of building a new tower.

**6. PRIORITY LEVEL JUSTIFICATION:**

The preferred siting of a wireless communication facility within the County will be in accordance with the siting preferences identified in Nassau County Land Development Code Section 28.19, Table 28.19(1): Wireless Facility Siting Preferences.

- For attached, collocated, or combined antenna: Where a lower ranked alternative is proposed, the applicant must file relevant justification, including, but not limited to, an affidavit by a licensed engineer with documented expertise in radio frequency propagation, demonstrating that despite diligent efforts to adhere to the established hierarchy within the geographic search area, higher ranked options are not technically feasible, practical or justified given the location of the proposed wireless communications facility.
- For mitigated or freestanding tower: Where a lower ranked alternative is proposed, the applicant must demonstrate higher ranked options are not technically feasible, practical, or justified given the location of properties within 300 feet of the proposed tower.



### OWNERS AUTHORIZATION FOR AGENT

**NOTE: This form is only required if you are having a third party (authorized agent) complete an application on your behalf.**

\_\_\_\_\_ is hereby authorize TO ACT ON BEHALF OF

\_\_\_\_\_, the owner(s) of those lands described within the attached application and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to Development Permit or other action pursuant to a(n):

- Appeal**
- Conditional Use**
- FLUM Amendment**
- Land Split**
- Plat**
- Preliminary Binding Site Plan**
- Rezoning**
- Site Engineering Plan**
- Variance**
- Wireless Facility Application**
- Other:** \_\_\_\_\_

BY: _____ <div style="text-align: center; margin-top: 5px;">Print Name</div> _____ <div style="text-align: center; margin-top: 5px;">Signature of Owner / Agent</div> _____ <div style="text-align: center; margin-top: 5px;">Telephone</div> _____ <div style="text-align: center; margin-top: 5px;">Date</div>	_____ <div style="text-align: center; margin-top: 5px;">Print Name</div> _____ <div style="text-align: center; margin-top: 5px;">Signature of Owner / Agent</div> _____ <div style="text-align: center; margin-top: 5px;">Telephone</div> _____ <div style="text-align: center; margin-top: 5px;">Date</div>
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NOTARY		
STATE OF FLORIDA ) ss COUNTY OF NASSAU		
The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___.		
_____ Notary Public: Signature	_____ Printed Name	_____ My Commission Expires
<input type="checkbox"/> Personally Known    OR <input type="checkbox"/> Produced Identification - Type of ID Produced: _____		