

REQUIRED MATERIALS FOR SMALL CELL FACILITIES & WIRELESS SUPPORT STRUCTURES

The following materials shall be submitted and reviewed by the Johnson County Planning & Zoning Department PRIOR to the approval of a residential building permit. If any of the materials are absent, the building permit **WILL NOT BE ISSUED** until all the required materials are submitted. **IT CAN TAKE UP TO 7-10 BUSINESS DAYS FOR REVIEW DEPENDING ON THE WORKLOAD OF THE DEPARTMENT.**

- A completed, signed, & dated **Application Form**: also available on the Johnson County Planning & Zoning website
- An **approved right-of-way permit** from the Johnson County Highway Department (can be submitted after application but before final permit approval)
- A **map** identifying all wireless support structures, utility poles, electrical transmission towers, and structures with a height of fifty (50) feet or greater within a one-half (1/2) mile radius of the proposed new wireless support structure.
- **Affidavit of Need** for new wireless support structure and supporting documentation. (see attached)
- **Two** copies of the **site plan** to **SCALE** showing: (see attached example)
 - ➡ All Property lines & streets
 - ➡ The location and size of all existing and proposed structures
 - ➡ Distance to nearest wireless support structure, utility pole, and intersection
 - ➡ The distance from each structure to the property lines
 - ➡ The location of all existing and proposed driveways
 - ➡ The location of all drainage, utility, and road easements located on the property
 - ➡ Drainage and spot elevations
 - ➡ An arrow indicating North
- **Two** copies of the **construction plans** certified by a qualified and licensed professional engineer.

The set of construction plans shall include the wireless support structure and all equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment sufficient to determine compliance with the Johnson County Zoning Ordinance and any other applicable standards.
- **Certification from a qualified and licensed professional engineer** that the project conforms to all regulations of the Building Code of the State of Indiana, the Federal Communications Commission, Uniform Building Code, Electronics Industry Association, National Electrical Code, and Occupational Safety and Health Administration.
- **Storm Water Permit:** (If applicable)
 - ➡ Completed, and signed Storm Water Application (will determine in office if applicable)
 - ➡ **2 copies** Storm Water Pollution Prevention Plan (SWPPP) (see example in packet)
(site plan with location of structure and all required erosion information added)



Johnson County Department of Planning & Zoning
Small Cell Facilities & Wireless Support Structures Permit Application

LOCATION OF WORK:

Latitude & Longitude: _____

Address: _____

City/Zip: _____

Township: _____

Subdivision: _____

CONTRACTOR: (only fill this section out,
if you are a listed contractor) (if you are the homeowner
pulling permit, just write HOMEOWNER)

Name: _____

Address: _____

City/State/Zip: _____

Telephone #1: _____

Telephone #2: _____

Email: _____

How would you like to be notified when the permit
is ready?(please circle one) Phone or Email

CONSTRUCTION DETAILS:

Approx. Value of Construction: \$ _____

Height (lowest to highest point): _____ ft

Total volume of antennas, including
exposed elements: _____ cu ft

Pole-mounted or ground equipment: _____

Volume of primary equipment closure: _____ cu ft

Number of small cell facilities the support structure is
designed to accommodate: _____

Pole material and color: _____

*I Certify the information contained on this form, and the plans
submitted are complete and accurate under the penalties of
Perjury. I will be responsible for all applicable laws and ordinances,
and understand that approval of plans and the issuance of a permit
DOES NOT obviate the need to comply with these laws and ordinances.
I agree to hold harmless and indemnify Johnson County, Indiana for any
losses, claims, or liability resulting from the undersigned, principal,
sub-contractor, or supplier's errors of omission and/or commission.*

Signature of Applicant

Printed/Typed Name

Date

DEPARTMENT USE ONLY

Date Received: _____

Time Received: _____

Section: _____

Township: _____

Range: _____

Zoning: _____

Permit #: _____

Permit Fee: _____

Receipt #: _____

Cash: _____ Credit: _____ Check #: _____

Date Released: _____

Contractor Listing #: _____

Current? Yes ☐ No ☐

Plan Commission/BZA/Variance Hearing Officer approval needed?

Yes ☐No ☐

Case #: _____

Approval Date: _____

SWPPP/Stormwater Review:FEMA Flood Hazard: ☐ Yes ☐ No

F.I.R.M.#: _____

Localized Flood: ☐ Yes ☐ No

MEPG: Rear = _____ Front = _____

SWPPP/Stormwater Approved: _____

SWPPP/Stormwater Denied: _____

By: _____

Stormwater Permit #: _____

Site Plan Review:

Site Plan Approved: _____ By: _____

Building Plan Review:

Building Plans Approved: _____ By: _____

AFFIDAVIT OF NEED FOR NEW WIRELESS SUPPORT STRUCTURE

_____ and constructed as part of Building Permit _____
 Latitude/Longitude _____

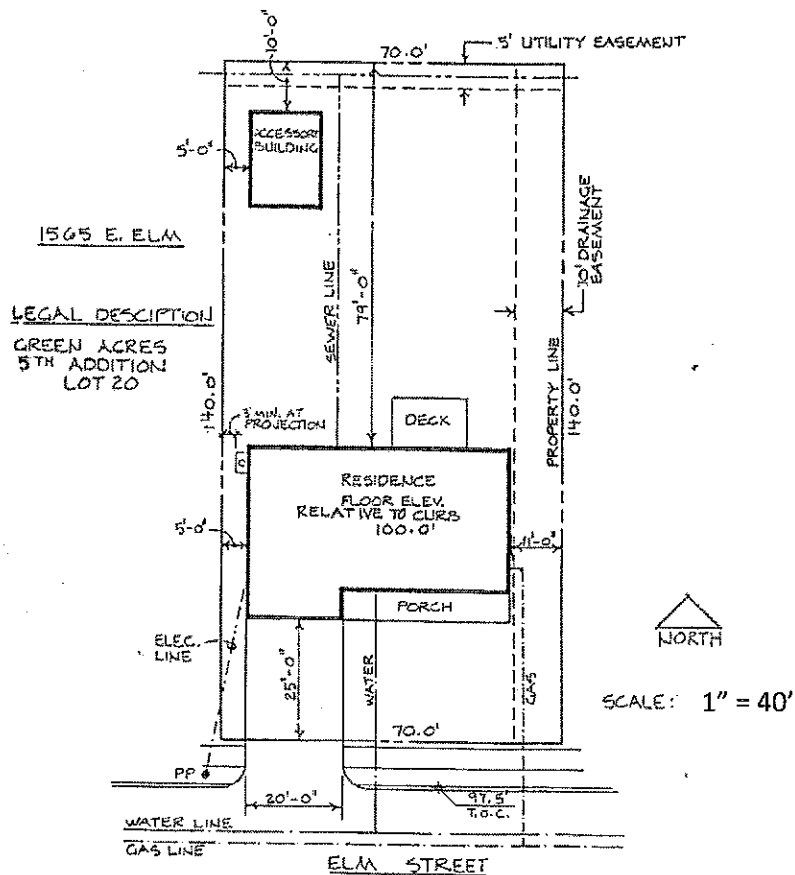
- ☐ The proposed small cell facility would exceed the structural capacity of existing or approved wireless support structures, utility poles, electrical transmission towers, and/or structures with a height of fifty (50) feet or greater as documented by a qualified and licensed professional engineer and that existing or approved wireless support structures, utility poles, electrical transmission towers, and structures with a height of fifty (50) feet or greater cannot be reinforced, modified, or replaced to accommodate the planned telecommunication equipment at a reasonable cost; or
*provide documentation from a qualified and licensed professional engineer
- ☐ The proposed small cell facility would cause interference impacting the usability of other existing telecommunication equipment at the site if placed on existing or approved wireless support structures, utility poles, electrical transmission towers, and/or structures with a height of fifty (50) feet or greater as documented by a qualified and licensed professional engineer, and that the interference cannot be prevented at a reasonable cost; or
*provide documentation from a qualified and licensed professional engineer
- ☐ Existing or approved wireless support structures, utility poles, and/or electrical transmission towers within a one-half (1/2) mile radius cannot accommodate the planned small cell facility at a height necessary to function reasonably as documented by a qualified and licensed professional engineer; or
*provide documentation from a qualified and licensed professional engineer
- ☐ The person has been unable to enter a commonly reasonable lease term with the owners of existing or approved wireless support structures, utility poles, electrical transmission towers, and structures with a height of fifty (50) feet or greater.
*provide documentation from owner(s) of existing structures verifying inability to enter into lease agreement

Signature

County of Residence: _____ Printed name of Notary: _____

SAMPLE SITE PLAN

JOHNSON COUNTY DEPARTMENT OF PLANNING AND ZONING

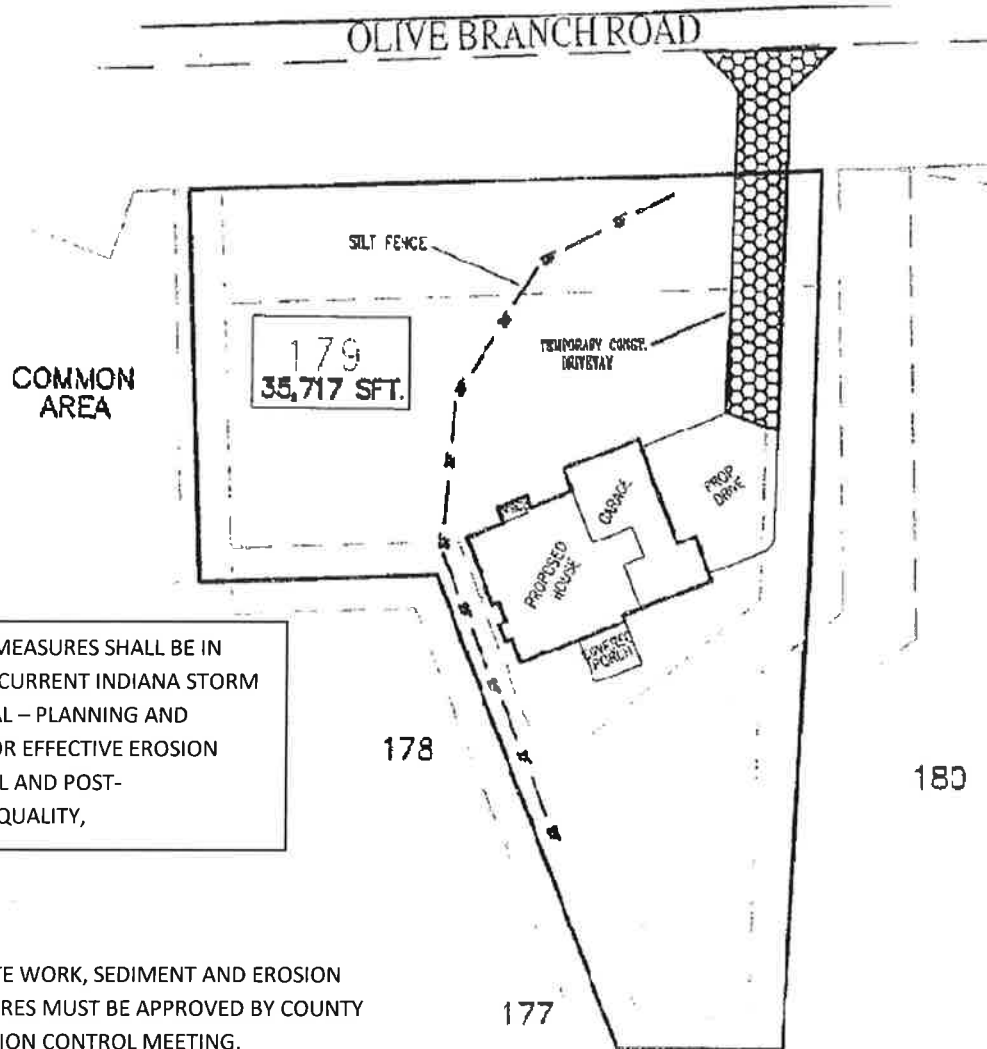


(see reverse side for full-size site plan)

NOTES

- Include all site structures, existing and proposed. NOTE: Approved variances and special exceptions are usually granted subject to substantial compliance with a final site plan. So, be aware that you will be "locked into" your submitted site plan with regard to future site use and development.
- Label important dimensions. For example, if you're requesting a variance for the side setback of a shed, label that setback
- Show curb cuts, access drives, parking areas, easements, sidewalks, adjoining rights-of-way and any other important features
- Include a North arrow
- Must be drawn to scale... usually 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60'
- Site plans are always required for all variance and special exception petitions, but are not generally required for rezoning petitions.

SWPPP Example



ALL EROSION CONTROL MEASURES SHALL BE IN COMPLIANCE WITH THE CURRENT INDIANA STORM WATER QUALITY MANUAL – PLANNING AND SPECIFICATION GUIDE FOR EFFECTIVE EROSION AND SEDIMENT CONTROL AND POST-CONSTRUCTION WATER QUALITY,

NOTES:

- PRIOR TO ANY SITE WORK, SEDIMENT AND EROSION CONTROL MEASURES MUST BE APPROVED BY COUNTY DURING AN EROSION CONTROL MEETING.
- CONCRETE WASHOUT BASIN MUST BE INSTALLED ON-SITE IF ONE IS NOT ALREADY AVAILABLE.

- On a separate site plan, please draw in where you believe silt fence might be needed. **Also** include erosion notes above (including the ones in the box above the notes). We will need 2 copies of this SWPPP
- **What is a SWPPP?** It is a Storm Water Pollution Prevention Plan. With any large ground disturbance and/or the use of concrete a SWPPP is required. This allows our office to enforce the need for silt fence and a concrete washout.
- **What is a concrete washout?** A washout is a place where all the grey water is collected when the guys washout their cement trucks. No grey water is to be discharged on the ground. After the water hardens and solidifies it is no longer harmful, you may then get rid of it.
- So I have turned in my SWPPP, now what? **AFTER the building permit is issued, but BEFORE ANY site work, you MUST contact our office and schedule an Erosion Control Meeting with our Subdivision Inspector.** A representative will then come out to your site, bring a copy of your SWPPP and discuss the silt fence and concrete washout. Failure to schedule an Erosion Control Meeting before any site work may result in the issuance of a Stop Work Order and a minimum \$500 fine.
Please do not go ahead and put up any silt fence prior to the meeting. This is because Johnson County requires a certain type of silt fence, and also you might not need as much as you have drawn into your SWPPP.