

Town of North Hempstead



Department of Building Safety Inspection and Enforcement
210 Plandome Road, Manhasset, NY 11030-2327
Telephone: (516) 869-6311 Fax: (516) 869-7662
www.northhempsteadny.gov

ANTENNA LOCATION PERMIT RENEWAL LICENSE REQUIREMENTS SHEET

● **This application is also to be used for antenna location permit license renewals** ●

Refer to §75-5(C) of the Code of the Town of North Hempstead

All Applications for an Antenna Location Permit Renewal License shall be submitted in TRIPLICATE, and shall include the following documentation, unless otherwise specified:

1. A filing fee of \$500, for **each** three-year renewal term, shall accompany this application at the time of filing. No credit cards are accepted at this time.
2. Original Application for Antenna Location Permit Renewal License.
3. Original Certification made pursuant to § 75-5(C) of the Code of the Town of North Hempstead (the "Code").
4. Structural report evidencing that the wireless communications facility and all associated equipment and support structures are structurally sound and comply with the provisions set forth in the Code, the New York State Building Code, and the laws of the State of New York.
5. A copy of the original bond filed with the Town for the wireless communications facility, and a verification that the bond is still in full force and effect from the surety.
6. Copies of all Special Permit(s), Certificate(s) of Completion, and/or Certificate(s) of Existing Use issued for the site.

*All resubmissions to an omission letter or a letter of disapproval shall be **HAND DELIVERED** to the Building Department and shall include a copy of the letter the resubmission is in response to. Submissions sent via mail or package delivery service will not be reviewed, and will be returned by mail to the sender. Likewise, submissions sent via email will not be reviewed.

PLEASE TAKE NOTICE: The Town **RETAINS THE RIGHT TO REJECT** incomplete applications and/or applications for renewal where the existing wireless telecommunications facility is currently operating *without the benefit of required Town approvals in violation of Chapter 75 of the Code* **until** all required approvals are issued/obtained and the wireless telecommunications facility is Code compliant.

**Applicant shall provide complete information on all forms. Do not leave any item blank.
Incomplete applications will not be accepted for filing.**



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APPLICATION FOR ANTENNA LOCATION PERMIT RENEWAL LICENSE

Issued Pursuant to §75-5 of the Code of the Town of North Hempstead.

FOR OFFICIAL USE ONLY:	
Original Permit No.: _____	Renewal Permit No: _____
Original Permit Date: _____	Renewal Permit Date: _____

Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____ **Date:** _____

Address of Permit Activity:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Location of Permit Activity: _____ Feet, N S W E (circle one) of _____

Owner's Information:

Last: _____ **First:** _____ **Corporation:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address:** _____

Applicant's Information: *(Please be advised that all correspondence from the Town will be sent to the applicant ONLY)*

Last: _____ **First:** _____ **Corporation:** _____

c/o (if applicable): _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address:** _____

CERTIFICATION PURSUANT TO §75-5(C):

Pursuant to § 75-5(C) of the Code of the Town of North Hempstead (the "Code"), at the expiration of its three-year term, an application for renewal of an antenna location permit shall be filed with the Commissioner of Building and Safety Inspection and Enforcement (the "Building Department"), together with a certification by a licensed professional engineer or other qualified person that the wireless telecommunications facility is within the non-ionizing electromagnetic radiation levels adopted by the FCC.

TO BE COMPLETED BY AN ENGINEER LICENSED TO PRACTICE IN THE STATE OF NEW YORK

I _____, hereby certify that: (1) the wireless telecommunications facility conforms to the certification requirements set forth in Code § 75-5; and (2) is operating within the non-ionizing electromagnetic radiation levels adopted by the FCC.

Licensed Design Professional Business / Corporation _____	Licensed Design Professional's Stamp and Original Signature must appear here.
Name: Last: _____ First _____	
License Number: _____	
Address: Street _____ City: _____	
State: _____ Zip: _____	
Phone: _____ Fax: _____	

Certification for Qualified Person other than a licensed professional appears on Page 2.

TO BE COMPLETED BY QUALIFIED PERSON

If other than a licensed design professional, attach qualifications hereto.

CERTIFICATIONS OF QUALIFIED PERSONS WILL NOT BE ACCEPTED UNLESS SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

I _____, being duly sworn, deposes and says, under penalty of perjury: (1) that deponent acknowledges that the Building Department and the Town of North Hempstead will rely on this affidavit and that statements and information contained herein in determining whether the wireless telecommunications facility conforms to the requirements set forth in the Code; (2) that the wireless telecommunications facility conforms to the certification requirements set forth in Code§ 75-5; and (3) that is operating within the non-ionizing electromagnetic radiation levels adopted by the FCC.

Signature of Qualified Person.: _____ Print Name: _____

Sworn to before me this _____ day of _____, 20_____, in the County of _____, State of _____.

(Notary Public) My commissioner expires: _____

OWNER'S AUTHORIZATION

- 1. I agree to permit the Building Inspector and any officer or employee of the Town of North Hempstead to enter upon the premises in the discharge of their duties with this application.
2. Owner shall be responsible for the presence of the appropriate representative for the required inspection as directed by the Building Inspector.

------(Acknowledgment for Individual)-----
STATE OF)
ss.:
COUNTY OF)

I _____ (Property Owner) being duly sworn, deposes and says, under penalty of perjury that states that deponent resides at _____ in the State of _____, (1) that deponent is the owner in fee of all certain lots, parcel of land shown on the attached survey, Section _____ Block _____ Lot (s) _____ situated, lying and being within the unincorporated area of the Town of North Hempstead; (2) that deponent has read, understands, and agrees to items 1 through 2 stated herein; (3) that the work to be done on the premises and in accordance with the approved application and accompanying plans, of which deponent is familiar; and (4) that the contractor named above is authorized to make this application on deponent's behalf.

Signature _____ Print Name: _____

Sworn to before me this _____ day of _____, 20_____, in the County of _____, State of _____.

(Notary Public) My commissioner expires: _____

------(Acknowledgment for Partnership or Corporation)-----
STATE OF)
ss.:
COUNTY OF)

On _____, 20____ before me personally came _____ to me known, who, by me duly sworn, did depose and say that deponent resides at _____; that (1) deponent is a member of the partnership or the _____ of the corporation described in this APPLICATION FOR ANTENNAL LOCATION PERMIT RENEWAL; (2) deponent is authorized to sign the foregoing OWNER'S AUTHORIZATION; (3) that deponent has read, understands, and agrees to items 1 through 2 stated herein; (4) that the work to be done on the premises and in accordance with the approved application and accompanying plans, of which deponent is familiar; and (5) that the contractor named above is authorized to make this application on deponent's behalf.

Signature _____ Title: _____
Print Name: _____

Sworn to before me this _____ day of _____, 20_____, in the County of _____, State of _____.

(Notary Public) My commissioner expires: _____

FOR OFFICIAL USE ONLY

Reviewed and Approved: _____ Date: _____
Inspector: _____ Date of Inspection: _____

PLEASE TAKE NOTICE: No errors, omissions, or oversights on the part of the Plans Examiner shall release the design professional, applicant and/or owner of the responsibility to comply with all requirements of the New York State Building Code, the Laws of the Town of North Hempstead, and all other applicable codes and standards having authority over the work.

SUPPLEMENTAL CERTIFICATION PURSUANT TO §75-5(C) FOR MULTIPLE DESIGN PROFESSIONALS

Pursuant to § 75-5(C) of the Code of the Town of North Hempstead (the "Code"), at the expiration of its three-year term, an application for renewal of an antenna location permit shall be filed with the Commissioner of Building and Safety Inspection and Enforcement (the "Building Department"), together with a certification by a licensed professional engineer *or* other qualified person that the wireless telecommunications facility is within the non-ionizing electromagnetic radiation levels adopted by the FCC.

I _____, hereby certify that: (1) the wireless telecommunications facility conforms to the certification requirements set forth in Code§ 75-5; and (2) is operating within the non-ionizing electromagnetic radiation levels adopted by the FCC.

TO BE COMPLETED BY AN ENGINEER LICENSED TO PRACTICE IN THE STATE OF NEW YORK

Licensed Design Professional

Business / Corporation _____

Name: Last:_____ First_____

License Number: _____

Address: Street _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Licensed Design Professional's Stamp and Original Signature must appear here.

I _____, hereby certify that: (1) the wireless telecommunications facility conforms to the certification requirements set forth in Code§ 75-5; and (2) is operating within the non-ionizing electromagnetic radiation levels adopted by the FCC.

TO BE COMPLETED BY AN ENGINEER LICENSED TO PRACTICE IN THE STATE OF NEW YORK

Licensed Design Professional

Business / Corporation _____

Name: Last:_____ First_____

License Number: _____

Address: Street _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Licensed Design Professional's Stamp and Original Signature must appear here.

I _____, hereby certify that: (1) the wireless telecommunications facility conforms to the certification requirements set forth in Code§ 75-5; and (2) is operating within the non-ionizing electromagnetic radiation levels adopted by the FCC.

TO BE COMPLETED BY AN ENGINEER LICENSED TO PRACTICE IN THE STATE OF NEW YORK

Licensed Design Professional

Business / Corporation _____

Name: Last:_____ First_____

License Number: _____

Address: Street _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Licensed Design Professional's Stamp and Original Signature must appear here.