

ELIGIBLE FACILITIES REQUEST CRITERIA CHECKLIST & APPLICATION

A modification to an existing wireless communications facility (WCF) that does not substantially change the physical dimensions of the WCF will be reviewed by the City as an Eligible Facilities Request (EFR). The process provides an expedited timeframe for review and possible approval of the modification, provided there are no substantial changes to the existing WCF, as defined by federal regulations. All of the following ten criteria must be met in order to be eligible for this process. If all of the ten criteria are met, then the applicant may proceed with the building permit process. Applicants must attach this checklist when submitting said building permit.

If all of the ten criteria are not met, the project will not qualify as an EFR and an interested applicant should instead inquire about the Wireless Siting Permit process. For inquiries on this process, please contact the Planning Division via the contact information above.

Criteria #1:

Is the modification:

	Yes	No
The Collocation of New Transmission Equipment		
The Removal of Transmission Equipment		
The Replacement of Transmission Equipment		

If you answered "Yes" to any of the above descriptions of the project, the modification may be eligible for an EFR. Please continue with the checklist.

Criteria #2:

Is the modification to an *Existing* facility?

	Yes	No
Tower		
Base Station		

If you answered "Yes," the modification may be eligible for an EFR. Please continue with the checklist.

Criteria #3:

For Towers outside of a public right-of-way, the modification must not increase the height of the Tower by more than ten percent (10%), or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet (20'), whichever is greater:

	Height in Feet
Existing Height of Facility	
Proposed Height of Facility	

OR

For all other eligible support structures, the modification must not increase the height of the structure by more than ten percent (10%), or ten feet (10'), whichever is greater.

	Height in Feet
Existing Height of Facility	
Proposed Height of Facility	

Does the modification meet Criteria #3?

Yes	
No	

If you answered "Yes," the modification may be eligible for an EFR. Please continue with the checklist.

Criteria #4:

For towers outside of the public right-of-way, the modification must not protrude from the edge of the tower by more than twenty feet (20'), or more than the width of the structure at the level of the appurtenance, whichever is greater.

Existing width of tower at the level of the proposed appurtenance	
Combined width of the tower and the proposed appurtenance at the level of the appurtenance	
Greatest distance between the edge of the existing tower and the outside edge of the proposed appurtenance	

OR

For all other eligible support structures, the modification must not protrude from the edge of the structure by more than six feet (6');

Greatest distance between the edge of the existing structure and the outside edge of the proposed appurtenance	
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Does the modification meet Criteria #4?

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #5:

For towers in the right-of-way and base stations, there are pre-existing ground cabinets.

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #6:

For towers in the right-of-way and base stations, the new ground cabinets are no more than ten percent (10%) larger in height or overall volume than any other ground cabinets.

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #7:

If the installation includes new equipment cabinets, the modification does not involve the installation of more than four (4) new equipment cabinets.

Number of Existing Equipment Cabinets	
Number of Replacement Equipment Cabinets	
Number of New Equipment Cabinets	

Does the modification meet Criteria #7?

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #8:

The modification excludes excavation or equipment installation outside the current site* of the WCF.

*Please provide the current lease agreement for determination of site area

Yes	
No	
Not Applicable	

If you answered "Yes," or "Not Applicable," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #9:

The modification does not impair the existing concealment elements of the WCF.

Please describe any existing and proposed concealment elements:

Does the modification meet Criteria #9?

Yes	
No	

If you answered "Yes," the modification may be eligible for an EFR. Please continue with checklist.

Criteria #10:

The modification does not violate any of the conditions of approval (besides modifications allowed under criteria 1-4) associated with the prior approval(s) of the eligible support structure or base station equipment.

Have you reviewed the conditions of approval for the existing facility?

Yes	
No	

Please provide the permit or file number(s) for the existing facility:

After reviewing the conditions of approval for the existing facility, does the modification meet Criteria #10?

Yes	
No	

If you answered "Yes," the modification may be eligible for an EFR.

If all of the above ten criteria were met, the applicant may move forward with the building permit. This completed checklist must be submitted along with the building permit application.

Log into <https://permits.cityofsalem.net> to complete the building permit application online, or contact the Building and Safety Department for alternate submittal instructions.

Building and Safety baspac@cityofsalem.net 503-588-6256
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