



**CITY OF BOYNTON BEACH  
DEVELOPMENT DEPARTMENT**

100 E. Ocean Ave. • Boynton Beach, FL 33435 • (561) 742-6260• [pzmailbox@bbfl.us](mailto:pzmailbox@bbfl.us)

**Wireless Communication Facilities (WCF)**

**Annual Registration**

Year \_\_\_\_\_

**PROCEDURE:** To enable the city to keep accurate, up-to-date records of the placement of WCF within the city, the owner and service operator/provider of each WCF must submit the completed application (1 page) and required documents and/or plans with a non-refundable annual registration fee to the Director of Planning and Zoning or designee **no later than October 1<sup>st</sup> of each year.**

**ANNUAL REGISTRATION FEE:** **\$550.00 per registration** (Please submit a check payable to the City of Boynton Beach)

**APPLICATION CHECKLIST:** The following documents shall be submitted with the completed application.

APPLICANT INFORMATION					
<input type="checkbox"/>	WCF Owner	<input type="checkbox"/>	WCF Operator	<input type="checkbox"/>	Service Provider
Applicant Name:					
Mailing Address City/ State/ Zip:					
Primary Phone Number:					
Secondary/ Cell Phone Number:					
Email:					
WCF REGISTRATION CHECKLIST					
<input type="checkbox"/>	WCF Location Address: _____				
<input type="checkbox"/>	A certified written statement by an engineer that the facility is structurally sound and conforms to the requirements of the Florida Building Code and all other construction standards provided by local, state, and federal law.				
<input type="checkbox"/>	The number and names of operators and providers located in WCF.				
<input type="checkbox"/>	Documentation of the type and use of all antennas.				
<input type="checkbox"/>	The name, address, and telephone number of the WCF owner.				
<input type="checkbox"/>	Payment of an annual registration fee, as set forth in the Planning and Zoning Division Fee Schedule.				
APPLICANT SIGNATURE					
Name (Print) _____ Signature: _____ Date: _____					

**NOTE:** *Failure to timely file annually shall mean that WCF is deemed to be abandoned, unused, or unsafe, thus subject to removal unless the owner and/or operator of WCF provide a written notice to the City of any intent to continue and a plan to comply with this subsection. WCF that is abandoned or unused for a period of one hundred twenty (120) days shall be removed. The owner and service operator/provider of WCF shall provide a written notice of any intent to discontinue use of the facility or submit a copy of the "Notice of Intent to Abandon" required by the FCC to the Director of Planning and Zoning or designee. WCF shall be removed within ninety (90) days of the cessation of use.*