

**Federal Communications Commission  
Washington, DC 20554**

**Collocation (“CO”) Submission Packet  
FCC FORM 621  
Introduction**

The **CO Submission Packet** is to be completed by or on behalf of Applicants who wish to collocate an antenna or antennas on an existing communications tower or non-tower structure by or for the use of licensees of the Federal Communications Commission (“FCC”).<sup>1</sup> **The Packet (including Form CO and attachments) is to be submitted to the State Historic Preservation Office (“SHPO”) or to the Tribal Historic Preservation Office (“THPO”), as appropriate, before any construction or other installation activities on the site begin. Failure to provide the Submission Packet and complete the review process under Section 106 of the National Historic Preservation Act (“NHPA”)<sup>2</sup> prior to beginning construction or other installation activities may violate Section 110(k) of the NHPA and the Commission’s rules.**

The instructions below should be read in conjunction with, and not as a substitute for, the “Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission,” dated \_\_\_\_\_, 2004, (“Nationwide Agreement”), the “Nationwide Programmatic Agreement for the Collocation of Wireless Antennas” (“Collocation Agreement”),<sup>3</sup> and the relevant rules of the FCC (47 C.F.R. §§ 1.1301-1.1319) and the Advisory Council on Historic Preservation (“ACHP”) (36 C.F.R. Part 800).<sup>4</sup>

**Exclusions and Scope of Use**

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<sup>1</sup> A “communications tower” is a structure built for the sole or primary purpose of supporting FCC-licensed antennas and their associated facilities; other structures upon which antennas may be collocated are referred to as “non-tower structures.”

<sup>2</sup> 16 U.S.C. § 470f.

<sup>3</sup> *Nationwide Programmatic Agreement for the Collocation of Wireless Antennas*, 16 FCC Rcd 5574, 5575-5581 (WTB: March 16, 2001)(“Collocation Agreement”); *see also Fact Sheet Regarding the Implementation of the Nationwide Programmatic Agreement with Respect to Collocating Wireless and Broadcast Facilities on Existing Towers and Structures*, Notice, 67 Fed. Reg. 5282 (Feb. 5, 2002).

<sup>4</sup> Section II.A.9. of the Nationwide Agreement defines a “historic property” as: “Any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe or NHO that meet the National Register criteria.”

Applicant’s Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_

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3060-1039  
Estimated Time Per Response:  
.5 to 10 hours

**The CO Submission Packet should be submitted only for those collocations that are subject to Section 106 review. The CO Submission Packet should not be submitted for collocations that have been excluded from Section 106 Review by the Collocation Agreement or the Nationwide Agreement.**

Where a collocation is to be completed but no submission will be made to a SHPO or THPO due to the applicability of one or more exclusions, the Applicant should retain in its files documentation of the basis for each exclusion should a question arise as to the Applicant's compliance with Section 106.

**The CO Submission Packet is to be used only for the collocation of an antenna or antennas on an existing communications tower or a non-tower structure.** New tower constructions that are subject to Section 106 review should be submitted using the New Tower ("NT") Submission Packet (FCC Form 620).

**General Instructions: Form CO**

Fill out the answers to Questions 1-5 and provide the requested attachments. Attachments should be numbered and provided in the order described below.

For ease of processing, provide the Applicant's Name, Applicant's Project Name, and Applicant's Project Number in the lower right hand corner of each page of Form CO and attachments.<sup>5</sup>

**1. Applicant Information**

Full Legal Name of Applicant: \_\_\_\_\_

FCC Registration Number (FRN) \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Address of Contact Person (including Zip Code):  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<sup>5</sup> Some attachments may contain photos or maps on which this information can not be provided.

Applicant's Name: \_\_\_\_\_  
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E-mail address: \_\_\_\_\_

**2. Applicant's Consultant Information**

Full Legal Name of Applicant's Section 106 Consulting Firm:

\_\_\_\_\_

Name of Principal Investigator: \_\_\_\_\_

Title of Principal Investigator: \_\_\_\_\_

Investigator's Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Does the Principal Investigator satisfy the Secretary of the Interior's Professional Qualifications Standards?<sup>6</sup> YES / NO.

Areas in which the Principal Investigator meets the Secretary of the Interior's Professional Qualification Standards: \_\_\_\_\_

Other "Secretary of the Interior qualified" staff who worked on the Submissions Packet (provide name(s) as well as well as the area(s) in which they are qualified):

\_\_\_\_\_

\_\_\_\_\_

**3. Collocation and Site Information**

<sup>6</sup> The Professional Qualification Standards are available on the cultural resources webpage of the National Park Service, Department of the Interior: <[http://www.cr.nps.gov/local-law/arch\\_stnds\\_9.htm](http://www.cr.nps.gov/local-law/arch_stnds_9.htm)>. The Nationwide Agreement requires use of Secretary-qualified professionals for identification and evaluation of historic properties within the APE for direct effects, and for assessment of effects. The Nationwide Agreement encourages, but does not require, use of Secretary-qualified professionals to identify historic properties within the APE for indirect effects. See Nationwide Agreement, §§ VI.D.1.d, VI.D.1.e, VI.D.2.b, VI.E.5.

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a. Street Address of Site: \_\_\_\_\_

City or Township: \_\_\_\_\_

County / Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

b. Nearest Cross Roads: \_\_\_\_\_ / \_\_\_\_\_

c. NAD 83 Latitude/Longitude coordinates (to tenth of a second):

N \_\_\_\_° \_\_\_\_' \_\_\_\_.""; W \_\_\_\_° \_\_\_\_' \_\_\_\_.""

d. Tower or non-tower structure height above ground level, including proposed collocation:<sup>7</sup>  
\_\_\_\_\_ feet; \_\_\_\_\_ meters

e. Description of antennas to be collocated (e.g., type, number, shape, dimensions, color):  
\_\_\_\_\_

f. Approximate height of collocation above ground level: \_\_\_\_\_ feet; \_\_\_\_\_ meters; if  
antennas to be located on different levels, describe their placement.

g. Structure. This Form CO pertains to collocation of antenna(s) on: [ ] a communications  
tower or [ ] a non-tower structure (check one). If a non-tower structure, briefly describe  
the structure:  
\_\_\_\_\_

h. If the antennas will be collocated on a communications tower, check the appropriate box:

guyed lattice tower  self-supporting lattice  monopole

other (briefly describe tower) \_\_\_\_\_

i. Structure Completion. Indicate the date that the existing communications tower or non-  
tower structure was built (date on which construction activities ended):  
\_\_\_\_\_

j. Section 106 Review. Has the communications tower or non-tower structure been the  
subject of SHPO/THPO review pursuant to Section 106 of the National Historic  
\_\_\_\_\_

<sup>7</sup> Include top-mounted attachments such as lightning rods.

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Preservation Act? If so, identify the company that made the submission, the date it was submitted, and the SHPO/THPO reference number.

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k. Based on the Applicant's research (see Attachments 8 and 9), is the existing communications tower or non-tower structure listed or eligible for listing in the National Register?  Yes  No

4. Current Status of Collocation:<sup>8</sup>

- a.  Construction and/or installation not yet commenced;
- b.  Construction and/or installation commenced on [date] \_\_\_\_\_; or,
- c.  Construction and/or installation commenced on [date] \_\_\_\_\_ and completed on [date] \_\_\_\_\_.

5. Applicant's Determination of Effect:

a. Direct Effects (check one):

- i.  No Historic Properties in Area of Potential Effects ("APE") for direct effects;
- ii.  "No effect" on Historic Properties in APE for direct effects;
- iii.  "No adverse effect" on Historic Properties in APE for direct effects;
- iv.  "Adverse effect" on one or more Historic Properties in APE for direct effects.

b. Visual Effects (check one):

- i.  No Historic Properties in Area of Potential Effects ("APE") for visual effects;
- ii.  "No effect" on Historic Properties in APE for visual effects;
- iii.  "No adverse effect" on Historic Properties in APE for visual effects;
- iv.  "Adverse effect" on one or more Historic Properties in APE for visual effects.

**Certification and Signature**

I certify that all representations on this Form CO (FCC Form 621) and the accompanying attachments are true, correct, and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>8</sup> Failure to provide the Submission Packet and complete the review process under Section 106 of the NHPA prior to beginning construction or other installation activities may violate Section 110(k) of the NHPA and the Commission's rules. See Section X of the Nationwide Agreement.

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Printed Name

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Title

**WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, Section 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. Code, Title 47, Section 312(a)(1) AND/ OR FORFEITURE (U.S. Code, Title 47, Section 503).**

Applicant's Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_

## **Attachments**

**Provide the following attachments in this order and numbered as follows:**

**Attachment 1.      Résumés / Vitae.**

Provide a current copy of the résumé or curriculum vitae for the Principal Investigator and any researcher or other person who contributed to, reviewed, or provided significant input into the research, analysis, writing or conclusions presented in the Submission Packet for this proposed collocation.

**Attachment 2.      Additional Site Information**

Describe any additional structures, access roads, utility lines, fences, easements, or other construction planned for the site in conjunction with the proposed collocation and related facilities. Use this attachment to provide additional details needed to provide a full and accurate description of any structural alterations, additions, or other construction activities that will take place to complete the collocation.

**Attachment 3.      Tribal and NHO Involvement**

At an early stage in the planning process, the Nationwide Agreement requires the Applicant to gather information from appropriate Indian Tribes or Native Hawaiian Organizations (“NHOs”) to assist in the identification of historic properties of religious and cultural significance to them. Describe measures taken to identify Indian tribes and NHOs that may attach religious and cultural significance to historic properties that may be affected by the collocation within the Areas of Potential Effects (“APE”) **for direct and visual effects**. If such Indian tribes or NHOs were identified, list them and provide a summary of contacts by the FCC, the Applicant, or the Applicant’s representative. Provide copies of relevant documents, including correspondence. If no such Indian tribes or NHOs were identified, please explain.

**Attachment 4.      Local Government**

- a. Has any local government agency been contacted and invited to become a consulting party pursuant to Section V.A. of the Nationwide Agreement? If so, list the local government agencies contacted. Provide a summary of contacts and copies of any relevant documents (e.g., correspondence or notices).
- b. If a local government agency will be contacted but has not been to date, explain why and when such contact will take place.

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**Attachment 5. Public Involvement**

Describe measures taken to obtain public involvement in this project (e.g., notices, letters, or public meetings). Provide copies of relevant documentation.

**Attachment 6. Additional Consulting Parties**

List additional consulting parties that were invited to participate by the Applicant, or independently requested to participate. Provide any relevant correspondence or other documents.

**Attachment 7. Area of Potential Effects (APE)**

- a. Describe the APE for direct effects and explain how this APE was determined.
- b. Describe the APE for visual effects and explain how this APE was determined.

**Attachment 8. Historic Properties Identified in the APE for Visual Effects**

- a. Provide the name and address (including U.S. Postal Service ZIP Code) of each property in the APE for visual effects that is listed in the National Register, has been formally determined eligible for listing by the Keeper of the National Register, or is identified as considered eligible for listing in the records of the SHPO/THPO, pursuant to Section VI.D.1.a. of the Nationwide Agreement.<sup>9</sup>
- b. Provide the name and address (including U.S. Postal Service ZIP Code) of each Historic Property in the APE for visual effects, not listed in Attachment 8a, identified through the comments of Indian Tribes, NHOs, local governments, or members of the public. Identify each individual or group whose comments led to the inclusion of a Historic Property in this attachment. For each such property, describe how it satisfies the criteria of eligibility (36 C.F.R. Part 63).

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<sup>9</sup> Section VI.D.1.a. of the Nationwide Agreement requires the Applicant to review publicly available records to identify within the APE for visual effects: i) properties listed in the National Register; ii) properties formally determined eligible for listing by the Keeper of the National Register; iii) properties that the SHPO/THPO certifies are in the process of being nominated to the National Register; iv) properties previously determined eligible as part of a consensus determination of eligibility between the SHPO/THPO and a Federal Agency or local government representing the Department of Housing and Urban Development (HUD); and, v) properties listed in the SHPO/THPO Inventory that the SHPO/THPO has previously evaluated and found to meet the National Register criteria, and that are identified accordingly in the SHPO/THPO Inventory.

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- c. For any properties listed on Attachment 8a that the Applicant considers no longer eligible for inclusion in the National Register, explain the basis for this recommendation.

### **Attachment 9. Historic Properties Identified in the APE for Direct Effects**

- a. List all properties identified in Attachment 8a or 8b that are within the APE for direct effects.
- b. Provide the name and address (including U.S. Postal Service ZIP Code) of each property in the APE for direct effects, not listed in Attachment 9a, that the Applicant considers to be eligible for listing in the National Register as a result of the Applicant's research. For each such property, describe how it satisfies the criteria of eligibility (36 C.F.R. Part 63). For each property that was specifically considered and determined not to be eligible, describe why it does not satisfy the criteria of eligibility.
- c. Describe the techniques and the methodology, including any field survey, used to identify historic properties within the APE for direct effects.<sup>10</sup> If no archeological field survey was performed, provide a report substantiating that: i) the depth of previous disturbance exceeds the proposed construction depth (excluding footings and other anchoring mechanisms) by at least 2 feet; or, ii) geomorphological evidence indicates that cultural resource-bearing soils do not occur within the project area or may occur but at depths that exceed 2 feet below the proposed construction depth.<sup>11</sup>

### **Attachment 10. Effects on Identified Properties**

For each property identified as a Historic Property in Attachments 8 and 9:

- a. Indicate whether the Applicant believes the proposed collocation would have a) no effect; b) no adverse effect; or, c) an adverse effect. Explain how each such assessment was made. Provide supporting documentation where necessary.
- b. Provide copies of any correspondence and summaries of any oral communications with the SHPO/THPO.

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<sup>10</sup> Pursuant to Section VI.D.2.a. of the Nationwide Agreement, Applicants shall make a reasonable and good faith effort to identify above ground and archeological historic properties, including buildings, structures, and historic districts, that lie within the APE for direct effects. Such reasonable and good faith efforts may include a field survey where appropriate.

<sup>11</sup> Under Section VI.D.2.d. of the Nationwide Agreement, an archeological field survey is required even if none of these conditions applies, if an Indian tribe or NHO provides evidence that supports a high probability of the presence of intact archeological Historic Properties within the APE for direct effects.

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- c. Describe any alternatives that have been considered that might avoid, minimize, or mitigate any adverse effects. Explain the Applicant's conclusion regarding the feasibility of each alternative.

### **Attachment 11. Photographs**

Except in cases where no Historic Properties were identified within the Areas of Potential Effects, submit photographs as described below. Photographs should be in color, marked so as to identify the project, keyed to the relevant map (see Item 12 below) or text, and dated; the focal length of the lens should be noted. The source of any photograph included but not taken by the Applicant or its consultant (including copies of historic images) should be identified on the photograph.

- a. Photographs taken from the collocation site should show views from the proposed location in all directions. The direction (e.g., north, south, etc.) should be indicated on each photograph, and, as a group, the photographs should present a complete (360 degree) view of the area around the communications tower or non-tower structure.
- b. Photographs of all listed and eligible properties within the Areas of Potential Effects.
- c. If any listed or eligible properties are visible from the proposed collocation site, photographs looking at the site from each historic property. The approximate distance in feet (meters) between the site and the historic property should be included.
- d. Aerial photos of the APE for visual effects, if available.

### **Attachment 12. Maps**

Include one or more 7.5-minute quad USGS topographical maps that:

- a. Identify the Areas of Potential Effects for both Direct and Visual Effects. If a map is copied from the original, include a key with name of quad and date.
- b. Show the location of the proposed collocation site and any new access roads or other easements including excavations.
- c. Show the locations of each property listed Attachments 8 and 9.
- d. Include keys for any symbols, colors, or other identifiers.

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**Attribution and Bibliographic Standards.** All reports included in the Submission Packet should be footnoted and contain a bibliography of the sources consulted.

- a. Footnotes may be in a form generally accepted in the preparer's profession so long as they identify the author, title, publisher, date of publication, and pages referenced for published materials. For archival materials/documents/letters, the citation should include author, date, title or description and the name of the archive or other agency holding the document.
- b. A bibliography should be appended to each report listing the sources of information consulted in the preparation of the report. The bibliography may be in a form generally accepted in the preparer's profession.

### FCC NOTICE TO INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

The FCC is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. We will use the information provided in the application to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; (b) any employee of the FCC; or (c) the United States Government is a party to a proceeding before the body or has an interest in the proceeding. In addition, all information provided in this form will be available for public inspection.

If you owe a past due debt to the federal government, any information you provide may also be disclosed to the Department of Treasury Financial Management Service, other federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized.

If you do not provide the information requested on this form, the application may be returned without action having been taken upon it or its processing may be delayed while a request is made to provide the missing information. Your response is required to obtain the requested authorization.

We have estimated that each response to this collection of information will take an average of .50 to 10 hours. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERF, Paperwork Reduction Project (3060-1039), Washington, DC 20554. We will also accept your comments via the Internet if you send them to PRA@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number of if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-1039.

All parties and entities doing business with the Commission must obtain a unique identifying number called the FCC Registration Number (FRN) and supply it when doing business with the Commission. Failure to provide the FRN may delay the processing of the application. This requirement is to facilitate compliance with the Debt Collection Improvement Act of 1996 (DCIA). The FRN can be obtained electronically through the FCC webpage at <http://www.fcc.gov> or by manually submitting FCC Form 160. FCC Form 160 is available from the FCC's web site at <http://www.fcc.gov/formpage.html>, by calling the FCC's Forms Distribution Center 1-800-418-FORM (3676), or from Federal Communications Commission Fax Information System by dialing (202) 418-0177.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3), AND THE PAPERWORK REDUCTION ACT OF 1995, P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.**