

Horizon Tower's collocation is simple and straightforward... only **THREE** easy steps and you're on your way to a speedy and successful project.

## STEP 1 – APPLICATION & PRELIMINARY APPROVAL

- Complete and submit an electronic **Collocation Application**<sup>1</sup> along with application fee of \$4,000.00 (\$2,500 is a deposit which will be refunded upon receipt of the close-out package)
- Within 5 business days, you will receive a **Preliminary Approval** containing detailed information:
  - ◆ Confirmed tower height<sup>2</sup>
  - ◆ Monthly rental confirmation, including whether there are any extraordinary costs<sup>3</sup>
  - ◆ Snapshot ground lease summary and regulatory summary
  - ◆ List of required items needed from applicant
  - ◆ List of available documents that can be provided to applicant
  - ◆ Key Horizon contact names and numbers

## STEP 2 – PRE-CONSTRUCTION & NOTICE TO PROCEED

- Horizon provides **Final Approval** that all requirements have been satisfied and then the **Notice-To-Proceed** is issued.
- Applicant/wireless carrier must submit **Notice of Installation of Equipment** to Horizon indicating the date that construction of the carrier's installation commenced

## STEP 3 – POST CONSTRUCTION

- The applicant/wireless carrier is responsible for submitting appropriate close-out documentation to Horizon within 14 business days from site acceptance/final punchlist (**\$2,500 deposit will be returned upon receipt of the close-out documentation**)

### Applicant's Responsibilities

- Complete a **Structural Analysis**, if required, as well as any other installation requirements as indicated in the **Preliminary Approval**, and provide copies to Horizon
- Submit **Lease Exhibits** and **Construction Drawings** (90% for review and redline, then final CD's) to Horizon
- Provide copies of all **Approvals**, including zoning resolution, building/electrical permit, etc.
- Provide **Certificate of Insurance** naming Horizon Tower, LLC as additional insured<sup>4</sup>
- Provide construction schedule and name/contact information for the general contractor
- Provide advance notice of the site design visit to allow Horizon to schedule attendance to initiate the design

### Horizon's Responsibilities

- A **Site Agreement** is prepared by Horizon and sent to applicant for execution; Site Agreement includes:
  - ◆ Copy of final and approved **Collocation Application**
  - ◆ **Lease Exhibit** depicting carrier's ground space
- Secure landlord's consent and/or any other necessary landlord approvals as required
- Participate in the site design visit as needed to initiate the design

<sup>1</sup> Please ensure that your application is complete! Missing information may result in a delay in processing your application.

<sup>2</sup> If your desired tower height is unavailable, the Preliminary Approval letter will list alternative tower heights for consideration.

<sup>3</sup> Extraordinary costs typically include long access roads, excessive utility runs and structural upgrades, to name a few.

<sup>4</sup> Required insurance amounts are set forth in the MSA/SLA.