HORIZON TOWER, LLC

CO-LOCATION PROCESS

Horizon Tower's co-location 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 **Co-Location Application**[1] 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 (or upon receipt of a Structural Analysis for an Add/Mod), you will receive a **Preliminary Approval** containing detailed information:
  - Confirmed tower height[2]
  - Monthly rental confirmation, including whether there are any extraordinary costs[3]
  - 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 if equipment matches co-location application and does not require an updated Structural Analysis)**

Applicant's Responsibilities

- Reimburse Horizon for the **Structural Analysis**, if required, as well as any other installation requirements as indicated in the **Preliminary Approval**, copies will be provided
- 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 Limited, LLC and Horizon Tower, LLC as additional insured[4]
- 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

[1] Please ensure that your application is complete! Missing information may result in a delay in processing your application.
[2] If your desired tower height is unavailable, the Preliminary Approval letter will list alternative tower heights for consideration.
[3] Extraordinary costs typically include long access roads, excessive utility runs and structural upgrades, to name a few.
[4] Required insurance amounts are set forth in the MSA/SLA.

Horizon's Responsibilities

- A **Site Agreement** is prepared by Horizon and sent to applicant for execution; Site Agreement includes:
    - Copy of final and approved **Co-Location 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