



**SMALL CELL FACILITY APPLICATION FOR
ADMINISTRATIVE DEVIATION
DEVELOPMENT SERVICES DIVISION
PLANNING AND DEVELOPMENT DEPARTMENT**

TO BE COMPLETED BY STAFF

APPLICATION NUMBER: CDN 9748.264	APPLICATION FILING DATE: 10/27/2025
45-DAY DEADLINE DATE: 01/05/2026	APPLICATION SUFFICIENCY DATE: 10/29/2025
CORRESPONDING PERMIT#:	SITE ID:

TO BE COMPLETED BY APPLICANT

I. LOCATION AND DESCRIPTION	
<i>If more than one location, please complete a separate application for each site.</i>	
GENERAL LOCATION	CDN: 9748.264; 8217 Merrill rd unit CTSC
LAT/LONG	30.352508, -81.560251
COUNCIL DISTRICT	City of Jacksonville
LAND USE DESIGNATION	Utility
WITHIN DOWNTOWN -YES/ NO	Yes

II. CONTACT INFORMATION	
CONTACT NAME	Jeff Finch
COMPANY	CBVR Telecom Design Group
ADDRESS (1)	6505 N Himes Ave
ADDRESS (2)	
SUITE	
CITY, STATE, ZIP	Tampa, FL 33614
PHONE	(770) 853-1233
ALTERNATE PHONE	(567) 377-9277
EMAIL	Jeffrey.finch@cbvrtelecom.com

SUBMITTAL REQUIREMENTS

The following must accompany each site for which the Administrative Deviation is applied for:

- A complete and sufficient small cell application (as determined by the Development Services Division) including the attached "Standards Checklist for Collocation and New Poles" on each site.
- A letter from a certified engineer or other person with sufficient licensing or technical expertise that details why the administrative deviation is required.

Application for Administrative Deviation may be requested to seek an Administrative Deviation from:

(1) The requirement in section 711.438 for new poles to not be located within two feet of a sidewalk for any pole proposed to be located within the Downtown Area as defined in section 656.361.2 or in areas with a Land Use designation of CGC, IL or IH; and

(2) Any requirement regarding size limitations on width and depth of pole-mounted equipment and size of new and replacement pole diameter if the requested deviation is necessary due to the distinct engineering, configurational or technological requirements associated the applicant's Small Wireless Facility or equipment.

An applicant requesting an administrative deviation from either or both of these two requirements must present to the Director or his or her designee with a letter from a certified engineer or other person with sufficient licensing or technical expertise that details why the administrative deviation is required. If the Director is satisfied that the administrative deviation request is necessary, it shall be granted.

Denials of administrative deviation requests may be pursued through the waiver process.

PROVIDE DETAILED WRITTEN STATEMENTS FOR THE FOLLOWING:

- (i) Identify which of the above available requirements for which the Administrative Deviation is requested, and why?
- (ii) The effect of the Administrative Deviation is compatible with the existing contiguous uses and consistent with the general character of the area considering population, density, scale, and orientation of the structures in the area. *Explain:*
- (iii) The result will not detract from the specific intent of the objective design standards by promoting the continued existence of nonconforming Small Wireless Facilities that currently exist in the vicinity. *Explain:*
- (iv) The effect of the proposed Administrative Deviation will not diminish property values in, or negatively alter the aesthetic character of the area surrounding the site, and will not substantially interfere with or injure the rights of others whose property would be affected by the same. *Explain:*
- (v) The Administrative Deviation will not have a detrimental effect on vehicular or pedestrian traffic or parking conditions, or result in the creation of objectionable effects such as excessive light, glare, shadows, or other effects, taking into account existing uses in the vicinity. *Explain:*
- (vi) The proposed Administrative Deviation will not be detrimental to the public health, safety or welfare, and will not result in additional public expense, creation of nuisances, or cause conflict with any other applicable law. *Explain:*
- (vii) The request is not based exclusively upon a desire to reduce the costs associated with compliance. *Explain:*

- (i) The City's Right-of-Way where the Small Wireless Facility or Small Wireless Sole Purpose New Utility Pole is proposed exhibits specific physical limitations or characteristics which are unique to the site and which would make strict compliance with the regulation unduly burdensome, including but not limited to creating a substantial financial burden when considering cost of compliance. *Explain:*
- (x) The request accomplishes a compelling public interest, such as, for example, furthering the preservation of natural resources by saving a tree or trees. *Explain:*
- (xi) The request moves The City of Jacksonville and Duval County closer to the goal of ensuring that all citizens of have abundant access to broadband capability. *Explain:*
- (xii) Provide additional information material to the request.

PROVIDER'S AFFIDAVIT—I certify that by signing below, all information provided is accurate and true to the best of my knowledge, and that all work will be done in compliance with all applicable laws regulating construction and zoning.

PROVIDER or AGENT

(If Agent, Power of Attorney or Agency Letter Required)

Signed: [Signature] Date: 10/27/2025

This foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 27 day of October, 2025, by Jeffrey Finch (name), Project Mgr (title) for Levy Design LLC dba CBW Telecom Design Group (name of corporation), a municipal corporation, who executed the foregoing instrument and acknowledged the execution thereof to be his own free act and deed on behalf of the corporation, and affirms all statements and declarations herein are true and accurate.

[Signature]
Notary Public at Large, State of FL, County of Sarasota



FLORENCE B. STEPHENS
Commission # HH 413676
Expires July 31, 2027



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Expires July 31, 2027

City of Jacksonville and Duval County, FL
Development Services Division
214 N. Hogan Street, 2nd Floor
Jacksonville, FL 32202

RE: Small Wireless Facility – Administrative Deviation Application Form

To Whom It May Concern:

We are submitting this narrative response, along with the attached Administrative Deviation form for the installation of a small wireless facility in the City of Jacksonville, Duval County, FL. The physical layout of infrastructure and placement of the Right of Way line require the proposed pole to be placed less than 2' from the existing sidewalk in this location. Please see responses below.

- i) We are requesting an Administrative deviation for MERRILL RD MS; CDN 9748.264. We will need a deviation from section 711.438 in order to place our pole within the ROW.
- ii) We will be matching the poles in the area in order to maintain consistency in aesthetics according to what is existing in the corridor.
- iii) The result will not detract from the current design standards as the poles will be placed in the ROW, equidistant from other poles and facilities in the area, and will match the color or material of the existing poles in the corridor.
- iv) The design will not diminish property values and will match aesthetically with the other poles surrounding the corridor. We typically place poles in between parcel lines and within the ROW in order to not interfere with residential housing or businesses.
- v) The deviation will not be detrimental on vehicular or pedestrian traffic, parking conditions, and objectional effects. We are placing these poles in accordance with clearance zones for oncoming vehicular and pedestrian traffic. The poles are not placed anywhere that will affect parking.
- vi) The pole will not be detrimental to the public safety and will not require additional public expense as this will be a Verizon-owned structure. Verizon will be controlling the maintenance of the small cell pole.
- vii) The administrative deviation is being requested due to limited ROW and existing utilities making it not possible to clear 2' from the sidewalk. This request is not based on the desire to reduce cost, this is based on physical constraints of the existing conditions.
- viii) The pole will be located in the public ROW. We are unable to get 2' clearance from the sidewalk due to limited ROW, existing utilities in the way, and FDOT road clearance. The pole has been designed to match the conditions of the existing poles in the surrounding area. In order to match the existing conditions, this pole will need to be placed within 2' or less of the existing

**CBVR Telecom Design Group | 6505 N Himes Avenue | Tampa, FL 33604
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sidewalk.

- ix) The request will accomplish the goal of providing public safety and providing a reliable wireless infrastructure in a densely populated area.
- x) The pole location has been chosen with a determination to not disturb any natural resources or trees. The pole installation will not require any trees to be removed.
- xi) The request will move the City of Jacksonville to the goal of ensuring the citizens will have extensive wireless capability, ensuring more safety and response times for emergencies.

Please let us know if there is any further information required to move forward with the Administrative Deviation Approval.

Sincerely,

CBVR Telecom Design Group
Jeff Finch

