

**WIRELESS TELECOMMUNICATIONS BUREAU PUBLIC FORUM
UNIFIED DISMISSAL/RETURN POLICY – COMMON FILING ERRORS
April 7, 1999**

The Bureau has developed a short list of “common filing errors” seen in recent months that may result in the dismissal of applications filed on or after May 1, 1999. This list will be supplemented and revised based on feedback received at the Public Forum. The revised list may be found on the Bureau’s website on April 12, 1999.

Point your web browser at <http://www.fcc.gov/wtb/uls>

**Common filing errors identified by the Bureau’s Commercial Wireless Division
regarding applications filed under Parts 22, 24, and 27 of the Commission’s Rules**

LICENSE APPLICATIONS

Missing or insufficient fee amount
Incorrect fee code on Form 159
Requests waiver of fee amount without first submitting fee (pursuant to Part 1)
Missing interference study where required by the rules
Missing interference contour map where required
Antenna not registered (and no waiver requested)
Antenna registration number not provided
Antenna or tower heights not provided
Ground Elevation missing
Antenna heights don’t match registration
Missing antenna gain
Missing transmitter output power
Missing antenna azimuth (in direction of maximum gain)
Missing antenna beam width (if not omni-directional)
Wrong file number or location number referenced (when notifying of construction/service to subscribers)
Files wrong schedules of Form 600 or 601
Missing points of communication for control stations
Missing confirmation of contract agreements (cellular) pursuant to 22.165(e)
Cellular Geographic Service Area not depicted on maps pursuant to 22.953
Missing NEPA statements where required by 1.311 (e.g., missing building permit for flood plain, historical siting, etc.)

ASSIGNMENTS AND TRANSFERS

Missing or lump sum population information (partitioning and disaggregation)
Missing coordinates (latitude/longitude) for undefined areas (partitioning)
Missing public interest statement or narrative where required by Rules
Missing Form 430 or Form 602 where required
Conflicting spectrum assignment requests (disaggregation)

**Common filing errors identified by the Bureau's Information Technology Division
regarding applications filed under Part 17 of the Commission's Rules**

Tower owners filing Form 854 before they receive a FAA final determination for a new construction or alteration/modification of an existing structure.

The heights (ground elevation, support structure height and overall structure height) submitted on the FCC Form 854 do not match the heights approved on the FAA determination.

The FAA determination heights are issued in feet and the FCC Form 854 requires heights to be submitted in meters. The most common reason for the discrepancy between the FCC Form 854 heights and FAA determination heights is the inaccurate feet to meter conversion.

Note: 1 foot = 0.3048 meters; ex: 320 x 0.3048 = 97.536 meters

Incomplete items on the FCC Form 854. Most common incomplete items are Item 28 (the Environmental Assessment question) and missing original signature.

NOTE: We are also providing a Form 854 Review Criteria Matrix, available at <http://www.fcc.gov/wtb/uls>

Common filing errors identified by the Bureau's Public Safety and Private Wireless Division regarding applications filed under Parts 80, 87, 90, 95, 97, and 101 of the Commission's Rules

Repetitive or duplicate filing

Failure to adequately respond to official correspondence or request for additional information

Lack of frequency coordination

Lack of fee

Incomplete or grossly incorrect schedules of the Form 600

Missing signature

Incorrect response to drug certification

Applicant name doesn't match with database on a modification request and an assignment of authorization form or name change information is not included with filing

Filing on an obsolete form

Bounced check or credit card negating fee payment

Coordinates on application do not match existing license

Missing required certifications

Missing information where a response is required by the rules or form

Change of coordinates results in a change of azimuth (Microwave only)

Missing main form

Tower information does not match antenna registration database