

# Utah VHF Society Frequency Coordination Form

## Contact information:

Club/Organization: \_\_\_\_\_  
Trustee Name: \_\_\_\_\_ Callsign: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Callsign: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone – Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Alternate contact name: \_\_\_\_\_ Callsign: \_\_\_\_\_  
Phone – Home: \_\_\_\_\_ Work: \_\_\_\_\_  
This is for a: Repeater(  ) Control(  ) Link(  ) “Remote Base”(  ) ATV(  ) or other(  )  
*If other, please explain:* \_\_\_\_\_  
Existing system? N(  ) Y(  ) *If yes, explain:* \_\_\_\_\_  
System callsign: \_\_\_\_\_ System name (if any): \_\_\_\_\_  
Club/organization website: \_\_\_\_\_

## Site Information:

Name of site: \_\_\_\_\_ Nearby city: \_\_\_\_\_  
Site description (*i.e. home, existing radio site, business, address, etc.*): \_\_\_\_\_  
Latitude: \_\_\_\_\_ N Longitude: \_\_\_\_\_ W Elevation: \_\_\_\_\_  
Source of coordinates/datum (*e.g. GPS, map, WGS84, etc.*): \_\_\_\_\_  
Emergency power: N(  ) Y(  ) - Describe: \_\_\_\_\_

## System information:

*If this is not an existing system, you may request frequencies with the understanding that they may not be available. Note: Control and/or Link frequencies may not apply in all cases.*  
Input frequency: \_\_\_\_\_ MHz Output frequency: \_\_\_\_\_ MHz  
Control frequency: \_\_\_\_\_ MHz Link frequency: \_\_\_\_\_ MHz  
This system is Open(  ) Closed(  ) - Please explain: \_\_\_\_\_  
\_\_\_\_\_  
Is this system accessed using: COS (carrier)(  ) Subaudible tone(  ) DPL(  ) Other(  )  
Tone freq/code or “other” info: \_\_\_\_\_  
Is this tone freq. or DPL code info. to be made public? No(  ) Yes(  )  
Described expected/desired coverage of system: \_\_\_\_\_  
\_\_\_\_\_

Describe what purpose or service the proposed system will provide that is not currently available on an existing system: \_\_\_\_\_

How will this system be supported?: \_\_\_\_\_

What is the expected number of regular system users?: \_\_\_\_\_

Is there a net associated with this system? If so, when: \_\_\_\_\_

Does this system have an autopatch? No( ) Yes, it's open( ) Yes, but it is closed( )

Autopatch access code: \_\_\_\_\_ Patch disconnect code: \_\_\_\_\_

Is there access to 911? No( ) Yes( ) - Code: \_\_\_\_\_ Is this code public? No( ) Yes( )

Is autopatch information to be made public? No( ) Yes( )

Does this system have an Internet "VOIP" connection? No( ) Yes( ) - Please describe the VOIP system type and the node number/address: \_\_\_\_\_

Is the VOIP connection available for general amateur use? No( ) Yes( )

If NO, to whom is it available? \_\_\_\_\_

VOIP access code: \_\_\_\_\_ VOIP disconnect code: \_\_\_\_\_

Are the VOIP access codes to be made public? No( ) Yes( )

Is this system linked to others? (Via **radio** links, NOT internet/VOIP): No( ) Yes( ) -

If yes, describe links to other systems: \_\_\_\_\_

## Equipment information:

Transmitter type: \_\_\_\_\_

Transmitter power output: \_\_\_\_\_ Main receiver sensitivity: \_\_\_\_\_

Main receiver type: \_\_\_\_\_

Control receiver type: \_\_\_\_\_ Sensitivity: \_\_\_\_\_

Antenna polarization: Vertical( ) Horizontal( ) TX Antenna HAAT: \_\_\_\_\_

TX Antenna type: \_\_\_\_\_

TX Antenna height above ground: \_\_\_\_\_ TX Antenna gain: \_\_\_\_\_ dBi( ) dBd( )

TX ERP: \_\_\_\_\_ Pattern: Omni( ) Directional( ) - Bearing: \_\_\_\_\_

RX Antenna type (if separate): \_\_\_\_\_

RX Antenna height above ground: \_\_\_\_\_ RX Antenna gain: \_\_\_\_\_ dBi( ) dBd( )

RX antenna pattern: Omni( ) Directional( ) - Bearing: \_\_\_\_\_

Duplexer type: \_\_\_\_\_

Duplexer loss: \_\_\_\_\_ dB TX Feedline loss: \_\_\_\_\_ dB RX Feedline loss: \_\_\_\_\_ dB

Please describe any other aspects of the system not already covered – use attachment(s) as necessary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please attach the following:***

- **System diagram:** This should show how different components in your system might be interconnected and how it interconnects with other systems.
- Map showing transmitter/receiver location along with expected coverage area.
- Any other information that you feel should be included to best describe the proposed system and how it is to be used.
- If there is specific information that you do **not** wish to be made public, please note this on the form and/or attachments where appropriate.

*I acknowledge that I have read the Utah VHF Society Frequency Coordination policies and that I agree to abide by and cooperate with these standards and their interpretation by the Utah VHF Society Frequency Coordinator.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This form, with original signature is to be mailed to: John Lloyd, K7JL  
Utah VHF Society Frequency Coordinator  
2078 Kramer Drive  
Sandy, Utah 84092

*Note that electronic submissions of this form are **not** acceptable: The “paper” form with an original signature of the applicant is required. It is suggested that you keep a copy of any submitted forms for your own records.*

<b><i>Frequency coordinator use only:</i></b>		
Date received: _____	Coordination number: _____	Received from: _____
Coordinated: No( ) Yes( ) Details: _____		
Additional info./comments: _____		
_____		
_____		

# Instructions:

*Please read the following instructions:*

- Please mail a **signed** copy of the completed forms to the frequency coordinator. Note that electronic submissions of frequency coordination forms are **not** acceptable: The original **paper** form signed by the applicant is **required**.
- Please attach a “System Network Diagram” which shows all of the frequencies that the planned system will operate on, their points of communications, and other relevant information. This drawing show also show the use of omni and/or directional antennas and how they might be used for the interconnection.
- Please provide a map showing the system location and the expected coverage area.
- If this is a system that is to be connected to the Internet via VOIP, please provide details about how this system is expected to be used and the policies of its use with respect to the general amateur community.
- Please note that frequencies coordinated by the Utah VHF Society shall be put into use in the manner described in the approved coordination request within three (3) months of the date of coordination. Requests for extension of this time period may be made to the frequency coordinator who may grant them as appropriate. If this time period elapses without an extension, this coordination will expire and the frequency may be subject to reassignment.
- Please remember that you are free to ask the frequency coordinator any questions pertaining to this form and/or the information requested on it.
- *It is not necessary to return this instruction page with the signed forms.*

The applicant **must** read the following document:

“Utah VHF Society: The Policies of the Frequency Coordinator.”  
Online at: <http://utahvhfs.org/coordpolicies.html>

It is also strongly recommend that the applicant also read the following documents:

- “Utah VHF Society: Frequency Coordination”  
Online at: <http://utahvhfs.org/frqcoord.html>
- “Utah VHF Society Bylaws”  
Online at: <http://utahvhfs.org/bylaws61.html>
- “Utah VHF Society: VHF/UHF Bandplan”  
Online at: <http://utahvhfs.org/bandplan1.html>
- “Utah VHF Society: Frequency Coordination FAQ”  
Online at: <http://utahvhfs.org/freqfaq1.shtml>
- “Utah VHF Society: So You Want to Put Up a Repeater”  
Online at: <http://utahvhfs.org/wantptr.html>

If, for any reason, you cannot access these documents, feel free to request a copy from the Frequency Coordinator. Additionally, if you have a question about any of these documents or the Frequency Coordination policies, please contact the Frequency Coordinator.