

## Communication Facility Application Information Required

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Last Revised: 12/5/2017

Pursuant Chapter 19, Article III, entitled "Communications and Data Transfer" Section 19-68(s), in addition to any information required for applications pursuant to the zoning ordinance or building code, applicants for a communication facility use may be required to submit all, or a portion of, the following information depending upon the requested use and site:

- (1) The name, address and telephone number and email address of the owner and lessee of the parcel of land as well as for the owner and operator of the communications facility which is the subject of the application.
- (2) If the applicant is not the owner of the parcel of land, the written consent of the owner shall be required including an affidavit by the owner agreeing to the terms relating to removal of the facility, as described in section 19-73.
- (3) A scaled site plan including but not limited to:
  - a. Indication of the type of facility proposed, its height, and location (submitted in survey grade GIS coordinates).
  - b. Legal description of the parent tract and leased parcel, unless within right-of-way whereby this is not required.
  - c. Adjacent roadways, proposed means of access, all existing and proposed utilities, fiber locations, structures and parking.
  - d. Adjacent land uses and zoning, on-site land uses and zoning if not within right-of-way, comprehensive plan classification of the site/roadway and depict all structures within the applicable separation distances set forth in subsection 19-68(o) and 19-68(p)
  - e. The separation distance between the proposed tower and any existing tower or structure including those listed distances set forth in subsection 19-68(o) and 19-68(p), the minimum clear sight distance from adjacent intersections, setback from property lines, back of curb, and any residential use and/or district.
  - f. An elevation plan drawn to scale in blueprint form of the proposed facility and any other proposed structures. Drawings should include height of any facilities from grade, and verification of minimum vertical and horizontal clearance.
  - g. Other information deemed necessary to assess compliance with this article which may include:
    - i. A landscape plan showing specific landscape materials.
    - ii. Method of fencing, finished color and, if applicable, the method of camouflage or concealment and illumination.
    - iii. Traffic Control Plan pursuant to IDOT standards
    - iv. If work in the right of way is required as part of the installation of the communication facility the procedures and documentation for a Utility Permit Application for work within COA ROW based on Ord. 07-126 would apply. [Click Here](#) for those requirements.
- (4) *Inventory of existing sites.* Every applicant shall provide to the zoning administrator an inventory of its existing telecommunications facilities, towers and antennas, or sites which have been approved for telecommunications facilities, towers and antennas, or for which applications or petitions for approval have already been filed, that are either within the jurisdiction of the city or within one (1) mile of the border thereof, including specific information about the location, height and design of each telecommunications facility, tower and antenna. The zoning administrator may share such information with other applicants

applying for administrative approvals or special use permits under this article or other organizations seeking to locate telecommunications facilities within the jurisdiction of the city, provided, however that the zoning administrator is not, by sharing such information, in any way representing or warranting that such sites are available or suitable.

- (5) *Franchises.* Applicant shall submit a letter certifying which permits from other franchises are required by law for the construction and/or operation of the facility, a copy of all said permits shall be submitted prior to the Site-Specific Permit being issued.
- (6) *Affidavit for co-location.* For a new tower at a Site-Specific Location a notarized statement by the applicant stating that space on the proposed new tower will be made available to future users for co-location. If communication facility will not accommodate co-location of additional antennas for future users, the applicant shall submit an affidavit as to why.
- (7) An affidavit from a third party professional including:
  - a. A written statement addressing compliance with subsections 19-68(f)—(n), and all applicable federal, state or local laws.
  - b. A written statement addressing the current radio frequency coverage prediction in the area served both prior to and after construction of the proposed communications facility and technical performance goals for the desired signal strength.
  - c. A written statement addressing the use of drive test results to confirm or refute the areas shown on coverage maps used in planning the system used by the communications provider.
  - d. A written statement addressing the suitability or unsuitability of the use of existing towers, other structures or alternative technology not requiring the use of towers or structures to provide the services to be provided through the use of the proposed new communication facility, including information regarding the number of calls dropped and failed hand-offs between existing call sights within two (2) miles of the city.
  - e. A written statement from an engineer(s) that the construction and placement of the communications facility, tower, or antenna will not interfere with public safety communications and the usual and customary transmission or reception of radio, television or other communications services enjoyed by adjacent residential and nonresidential properties.
- (8) Letter identifying if a backhaul network is being utilized for the communications facility. If so, the letter should identify the method of providing backhaul (wired or wireless), and the entities providing the backhaul network, updated on at least an annual basis.
- (9) A notarized statement by a licensed structural engineer attesting to the structural integrity of the telecommunications facility and for its proposed use.
- (10) Color photo simulations showing the proposed site of the telecommunications facility, tower or antenna with a photo-realistic representation of the proposed facility as it would appear viewed from the closest residential property or other adjacent land use.
- (11) Upon the request of the zoning administrator, the director of public property or their designees, the telecommunications provider shall meet with the requesting official(s) and provide them with information concerning the proposed system design, which information shall not be reduced to writing and shall be treated as a confidential trade secret.

*Note: For Applications for New Antennas (not attached to a tower) on an existing building item #2 is not required.*