

Telecommunication Application Information Required

Last Revised: 12/14/2016

Pursuant Chapter 19, Article III, entitled "Telecommunications 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. If the applicant is not the owner of the parcel of land, the written consent of the owner shall be evidenced in the application.
- (2) A scaled site plan clearly indicating the location, type and height of the proposed facility and other information deemed by the zoning administrator to be necessary to assess compliance with this article, including but not limited to:
 - a. On-site land uses and zoning, adjacent land uses and zoning (including when located in other municipalities), comprehensive plan classification of the site and all properties within the applicable separation distances set forth in subsection 19-68(o) and 19-68(p)
 - b. Adjacent roadways, proposed means of access, setbacks from property lines, elevation plan drawn to scale in blueprint form and other supporting blueprints of the proposed facility and any other structures, topography, and parking.
 - c. Legal description of the parent tract and leased parcel (if applicable).
 - d. The setback distance between the proposed tower and/or pole and the nearest residential unit, platted residentially zoned (or planned) properties.
 - e. A landscape plan showing specific landscape materials.
 - f. Method of fencing, finished color and, if applicable, the method of camouflage or concealment and illumination.
 - g. *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.
- (3) *Franchises.* Owners and/or operators of telecommunications facilities shall certify that all franchises required by law for the construction and/or operation of telecommunications services with the city have been obtained and shall file a copy of all required franchise Agreements with the zoning administrator.
- (4) *Affidavit for co-location.* For a new tower or pole with antenna(s) a notarized statement by the applicant as to whether the communication facility will accommodate collocation of additional antennas for future users. If so, the applicant shall submit an affidavit stating that space on the proposed new tower or pole will be made available to future users for co-location.
- (5) An affidavit from a third party professional addressing the following:
 - a. A description of compliance with subsections 19-68(f)—(n), and all applicable federal, state or local laws.

- b. 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. Drive test results which confirm or refute the areas shown on coverage maps used in planning the system used by the communications provider.
 - d. 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 description of the feasible location(s) of future towers, poles or antennas within the city based upon existing physical, engineering, technological or geographical limitations in the event the proposed tower is erected.
 - f. A written statement from an engineer(s) that the construction and placement of the telecommunications 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.
- (6) An affidavit by the owner of the parent tract (if the location is leased) agreeing to the terms relating to removal of the facility, as described in section 19-73.
 - (7) Identification of the entities providing the backhaul network for the telecommunications facility described in the application and other cellular sites owned or operated by the applicant in the city, updated on at least an annual basis, and the method of providing backhaul, wired or wireless.
 - (8) A notarized statement by a licensed structural engineer attesting to the structural integrity of the telecommunications facility and for its proposed use.
 - (9) 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.
 - (10) 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.