



DEPARTMENT OF PLANNING

ADMINISTRATIVE WIRELESS COMMUNICATIONS FACILITY REVIEW

FEES: Administrative..... \$500

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Administrative Wireless Communications Facility Review is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Administrative Wireless Communications Facility Review application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Administrative Wireless Communications Facility Review.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

Two sets of each of the following shall be required

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

PHOTO SIMULATIONS: An 8x10 color photo of the site depicting the site as it currently exists and a simulation of what the site will appear like with the requested changes.

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

- PROPERTY LINES CALLED OUT
- DIMENSIONS (ACTUAL)/SCALE
- STREET NAMES
- PARKING SPACES
- EXISTING PERIMETER WALL DETAIL
- ADJACENT LAND USES/STREETS
- VICINITY MAP
- NORTH ARROW
- SCALE
- PROPERTY SIZE
- ELEVATIONS (TOWER / BUILDING)
- DETAIL OF SHELTER AREA
- SETBACKS
- PROPOSED PERIMETER WALL DETAIL