



Telecommunication Facility

ADMINISTRATIVE

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

TELECOMMUNICATION FACILITY REQUEST		
Zoning Classification		
Land Use		
Existing Facility on Site		

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of administrative telecommunication facilities applications. The following items must be submitted for this application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

Application Fee	\$300.00 unless part of a "Consolidated Development Application" or when a "Complexity Surcharge" is required. Consult with Planner to determine exact fees.
Escrow	Escrow monies in the amount of \$1000.00 must be paid. Escrow dollars cover a variety of expenses which include fees for outside consultants, mailing costs, and personnel costs. If escrow in excess of \$1,000.00 is required to cover costs incurred by the City, the City Planner may require additional payment from the applicant.
Legal Description	A full legal description of the existing property, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing structures with dimensions to show size and location, the location of existing driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevation.
Site Plan	<p>A site plan drawing detailing any proposed changes to the site must be submitted. The plan must be drawn with a straight edge and to a standard engineering scale. The site plan must include the following information:</p> <ul style="list-style-type: none"> • north arrow • streets labeled • all lot lines with dimensions • driveway location • all known easements • natural features (lakes, creeks, floodplain, or wetlands) • existing structures, with setbacks from all property lines • proposed additions, with setbacks from property lines • all trees in the area of the addition, both existing and to be removed <p>Setbacks must be measured perpendicular from the property line to the closest point of the structure.</p>
Street and Utility Plan	A street and utility plan must be submitted and must include detailed location and size information.
Landscape Plan	A landscape plan must be submitted and must include species and the total value of landscaping.
Building Renderings	Renderings/elevations must be provided for all sides of the proposed structure.
Written Statement	A written statement must describing the intended use of the property must be submitted.
Other Items As Required	City staff may require that additional items be submitted for full review of the application

If plans larger than 8.5" by 11" are submitted:

- 3 copies of such plans must be submitted;
- Plans must be folded to a size no greater than 8.5" by 14"
- One 8.5" by 11" reduction must be submitted.

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- The city planner may choose, in his or her discretion, to require an administrative plan review to follow the procedure applicable to telecommunication facility applications.
- The administrative review process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. The applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

PROCESS

- A property owner or their representative completes an Telecommunication Facility application and submits this application with all required documents to the Planning Division
- The application and associated drawings will be reviewed by a planner.
- The city will send out approval or denial documentation to property owners and applicants.
- By state law, a final decision on an administrative site and building plan review request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.

APPROVAL

- **If a telecommunication facility plan is approved, it is generally approved subject to a several conditions; *many of these conditions must be satisfied before a building permit will be issued***