APPLICATION CHECKLIST   WIRELESS COMMUNICATION FACILITIES

SUBMITTAL REQUIREMENTS

❑ Completed application

❑ Proof of ownership or authorization to utilize the property (lease or license agreement)

❑ Submittal fee (see comprehensive fee schedule)

❑ Approval block – Provide an area of 3.25″ wide by 1.25″ high on all pages in the same location for the Town's approval stamp on all documents

❑ Project narrative – include the following information (Required for conditional use permit applications only)
  o Neighborhood impact
  o Hours of operation
  o Number of employees and shifts
  o Times when operations or activities may vary
  o Details of the operation's process and materials
  o Type of traffic and volume generated
  o Any additional information required by the Planning Manager

❑ Site Development Plan – prepared and sealed by an Arizona-licensed engineer or architect
  o Scale and north arrow
  o Property boundaries and setbacks with dimensions
  o Adjacent streets/right-of-way
  o Adjacent, existing and proposed structures, facilities and equipment with dimensions
  o Adjacent, existing and proposed land use
  o Access to facilities and utility easements
  o Additional features such as walls, fences, landscape and lighting

❑ Scaled depiction of the maximum permitted increase authorized by section 6409(a) using the proposed project as a baseline, in plan and elevation views (Required for new facilities only)

❑ Elevation Drawings

❑ Evidence of current licenses and registrations from the FCC, ACC and other applicable regulatory bodies when required to provide services utilizing the proposed facility

❑ Photo Simulations with a map showing the photo locations.

❑ RF exposure compliance report

❑ Alternative site analysis (section 6409(a) permit is exempt)

❑ Noise Study

❑ Deposit (if applicable) - for third party peer review determined by the planning director to be necessary

❑ A building permit is required for all facilities (see Miscellaneous Application Checklist)
  Additional information on submittal timing can be found in the Wireless Communication Procedural Guide.

Note: Additional information may be requested based on the complexity and impact of the proposed project