
Wireless Tower Site Plan Check List

The following information is required on all wireless telephone transmitting site plans submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering. (Should place stamp and seal on the appropriate drawings).

- _____ 1. **Site Plan**
 - _____ a. Bearings
 - _____ b. Scale
 - _____ c. Boundary lines
 - _____ d. North arrow
 - _____ e. Vicinity map

- _____ 2. **Copy of Typical Specifications for proposed structures and antennae including a description of design characteristics and materials.**

- _____ 3. **Planning Summary**
 - _____ a. Existing zoning
 - _____ b. Master Plan Land Use
 - _____ c. Existing zoning of adjoining properties
 - _____ d. Acreage
 - _____ e. Building square footage

- _____ 4. **Title**

Name of development.

- _____ 5. **Developer/Owner**

Name, address, telephone, and Fax number of:

 - _____ a. Owner
 - _____ b. Developer
 - _____ c. Design Professional
 - _____ d. Surveyor

- _____ 6. **Legal Description**

Property in title block, tract or lot number/subdivision name

- _____ 7. **Map**
 - _____ a. A current map, or update of an existing map on file with the City, showing locations of the applicant's antennae,

facilities, existing towers, and proposed towers serving any property within the City.

- _____ b. A current map that reflects the area of coverage of the applicant's towers within a 2 mile radius of the proposed site.

_____ 8. **Proposed Plan**

- _____ a. Locate and label proposed wireless tower
_____ b. Label proposed and existing buildings and structures
_____ c. Label all lakes, ponds, wetlands, and common areas
_____ d. All facilities shall be surrounded by a fence at least six (6) feet in height. The fencing shall be solid; or non-solid if screened by dense, evergreen vegetation. All facilities shall meet requirements of the City's Landscape Ordinance and Design Standards Ordinance
_____ e. Location, height, angle, and type of lighting
_____ f. Locate and label any buildings/support structures
_____ g. Label all proposed setbacks
_____ h. Label all 100 year flood zones and shade all areas within the 100 year flood zone with an approved drafting pattern.

_____ 9. **Co-Location**

Applicant must show that a proposed Communications Tower is designed to accommodate additional antennae and wireless transmission and relay equipment in number to applicant's present and future requirements or the needs of other telecommunications providers and make space available on the proposed tower when technically feasible. Applicant must cooperate and negotiate fairly with other telecommunications providers regarding co-location lease agreements, and must offer available space to other telecommunications providers at a reasonable rate.

_____ 10. **Height**

Show the height of the tower or pole, and structure(s)

_____ 11. **Distance**

Indicate the distance from the property line to any residential use.

_____ 12. **Notification of Area Residents**

The applicant for a wireless tower application shall notify all property owners with five hundred (500) feet of the proposed facility and the Federation of Civic Associations by certified mail at least ten (10) days prior to the required public hearing.

_____ 13. **Notification to other telecommunications providers**

The applicant for a building permit or Wireless Site Plan approval of a new Communications Tower shall notify by certified mail all other telecommunications providers, which have registered with the City of Central. Such notification must be sent within seven (7) calendar days of the date of filing of the application. The notification to registered telecommunications providers shall include, at a minimum, information on the height and type of the tower proposed as well as the location of the tower. Failure of the applicant to make reasonable efforts to comply with this notification may result in a delay in the processing of the application of the Planning & Zoning Department's office.

_____ 14. **Street(s)**

- _____ a. Dimension and label existing and proposed streets.
- _____ b. Dimension and label existing existing and proposed Major streets.
- _____ c. Label existing and proposed surface types.
- _____ d. Show all frontage roads, intersections, and egress/ingress ramps.
- _____ e. Pavement width; indicate the center line of the adjoining streets and right-of-way.
- _____ f. Label existing and proposed traffic signals and traffic control devices.

_____ 15. **Waiver(s)**

Show requested waivers on the site plan with reference to section number and paragraph (including paving waivers) of applicable ordinance. The applicant shall provide justification for the requested waiver(s). For a height waiver, the applicant shall provide coverage maps for towers of the requested height and a map detailing the number of towers necessary to adequately service an area. For waivers of Section 14.42(E) "within 1320 feet of an existing tower" applicant must provide documentation of efforts to obtain colocation agreement and the response of an existing tower owner or detailed certification that the existing tower does not meet structural specifications.

_____ 16. **Certification**

- The applicant must show by certificate from a licensed engineer that:
- _____ a. The tower or antenna is designed to withstand winds in accordance with ANS/EIA/TIA 222, latest revision.
 - _____ b. Facility will contain no equipment that will violate FCC rules.

- _____ c. The proposed activity is in compliance with Federal Aviation Administration (FAA) requirements.
- _____ 17. **Authorization**
The applicant must provide written authorization from the site owner allowing the applicant to submit the application.
- _____ 18. **Identification of the owners of all antenna and equipment to be located on the site.**
- _____ 19. **Prints at the time of application (Public Hearing Items)**
_____ a. One (1) full size print of required plans
_____ b. One (1) reduced size print of required plans – 11 x 17
Prints at the time of application (Staff Level)
_____ a. Five (5) full size prints of required plans
_____ b. One (1) reduced size print of required plans – 11 x 17
_____ c. Electronic PDF submittal (CD rom or e-mail) of required plans
- _____ 20. **A-8 Application for Wireless Tower Site Plans**
- _____ 21. **Fees:**
_____ a. Processing Fee (see application fee schedule)
_____ b. Advertisement Fee (see advertisement fee schedule)
- _____ 22. **Prints with PC comments addressed for DRC submittal**
One (1) full size print of required plans
One (1) reduced size print of required plans – 11 x 17
Electronic PDF submittal (CD rom or e-mail) of required plans
- _____ 23. **Prints with DRC comments addressed**
One (1) full size print of required plans
Fifteen (15) reduced size print of required plans – 11 x 17
- _____ 24. **Prints after approval**
Four (4) full size sets; One (1) reduced size print of required plans – 11 x 17

NOTE: Reference the Unified Development Code Chapter 2 Definitions, and Chapter 14 Utilities for requirements relating to **wireless towers**.