



Telecommunication Tower Conditional Use Permit Application

Antenna Equipment (attach applicable specifications)

of antennas: _____
of zones: _____
Antenna dimensions: _____
Antenna Type: _____
Antenna Location on Tower: _____

Dish Equipment - Attach applicable specifications

Number of dishes: _____
Dish dimensions: _____
Microwave?: _____ (Y/N)
Satellite?: _____ (Y/N)
Dish location on Tower (N, S, E, W, etc): _____

Ground Equipment - Attach applicable specifications

Square feet required: _____	Number of Air Conditioners: _____
Inside tower? _____ (Y/N)	Air Conditioner Description: _____
Inside Lessee building? _____ (Y/N)	Generator on Site? _____ (Y/N)
Outside? _____ (Y/N)	If yes, provide type, size, power output, and where to be located:
# of Cabinets: _____ Cabinet Dimensions: _____	

Proposed Radio Bands:

Proposed Radio Frequency(s):

Type of Service (SMR, ESMR, PCS, Cellular, Two-way Paging, Microwave, WiFi, WiMax, etc.):

Interconnected with other radio transmissions proposed or constructed? _____ (Y/N)

If yes, what is the interconnection method? _____ (attach details separately)

Desired Date of Operation:

Other Factors (pertinent to the proposed use):



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Property Address:
Parcel Number: 18-
Zoning District:

Applicant:
Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Wireless Carrier (1):
Owner/Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Property Owner:
Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Wireless Carrier (2):
Owner/Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Wireless Carrier (3):
Owner/Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Signature of Applicant:	Date:
Signature of Property Owner:	Date:

OFFICE USE ONLY:	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:



CITY OF ONALASKA

Telecommunication Tower Conditional Use Permit Checklist

A Conditional Use Permit (CUP) is required for Class 1 collocations of Telecommunication/ Mobile Service Facilities per S.S. 66.0404. The submittal of the proposed project must include the following information in order to be considered a complete application for a Conditional Use Permit. Check appropriate boxes to indicate completion of the corresponding requirement. Refer to City of Onalaska's *Unified Development Ordinance* for more information regarding standards, plans, and requirements. **Please provide the following with the Conditional Use Permit application items: two (2) full-size copies (24" x 36"), two (2) 11" x 17" copies, and a 24" x 36" electronic version of entire plan set.**

The following are required application items:

- Legal description
- Tax parcel number(s)
- Completed Conditional Use Permit Checklist
- Completed Telecommunication Tower Application Form
- Conditional Use Permit Application Fee
- Written Statement
- Map of Location of Support Structure
- Map of Location of Mobile Service Facility
- Description of Collocation Positions Designated
- Copy of Engineer's Report
- Statement of Space Availability
- Copy of FONSI Statement
- Copy of Affidavit of Notification
- Copy of FAA "No Hazard" Determination
- Proof of Liability Coverage
- Site Plan, Design Elevations, Site Photos, and Photo Simulations

City Pre-Application Meeting. In addition to the eight required items listed above, we may request a pre-application meeting between the applicant and the city prior to the submittal of a Telecommunication Tower CUP application with City of Onalaska.

The following sections outline the details of each of the required application items above:

A. LEGAL DESCRIPTION

A legal description of the land for which the permit is requested. This may be a lot or lots in a Certified Survey Map (CSM) or a Subdivision Plat or an exact metes and bounds description. Include the size of the proposed CUP area in both net (i.e. independent of right-of-way) acres and square feet.

Attached

B. TAX PARCEL NUMBER(S)

The tax parcel number(s) of the lot(s) or parcel(s) on which the conditional use is to be located. If the area proposed for the conditional use is part of a larger parcel, please provide the tax parcel number of the larger parcel.

Attached

C. COMPLETED CONDITIONAL USE PERMIT CHECKLIST (*this document*)

This Conditional Use Permit application form checklist is required of all applications.

- Completed*

D. COMPLETED TELECOMMUNICATION TOWER APPLICATION FORM

The information provided in the application form will be used for the following purpose: to provide basic information to the City of Onalaska for review of the proposed development. A copy of this form is included as an attachment to this checklist.

- Attached*

E. CONDITIONAL USE PERMIT APPLICATION FEE

- \$3,000.00 (Class 1 Collocation tower projects)
- \$500.00 (Radio Broadcast facility or other Telecommunication Structure)
- Submitted*

F. WRITTEN STATEMENT

A written statement is required describing the request for the Conditional Use Permit. The letter should provide a general description of the proposed project.

- Attached*

G. MAP DETAILING LOCATION OF THE PROPOSED OR AFFECTED SUPPORT STRUCTURE

- Attached*

H. MAP DETAILING LOCATION OF THE PROPOSED MOBILE SERVICE FACILITY AND AREAS WITHIN 1,000 FEET OF SUCH FACILITY

- Attached*

I. A DESCRIPTION OF THE TOAL NUMBER OF COLLOCATION POSITIONS DESIGNATED AND PROPOSED POSITIONS TO BE OCCUPIED.

- Attached*

J. COPY OF A REPORT PREPARED BY AN ENGINEER LICENSED BY THE STATE OF WISCONSIN.

To certify the structural design of the tower and its ability to accommodate additional antennas.

- Attached*

K. CONSTRUCTION PLAN DESCRIBING PROPOSED MODIFICATIONS TO SUPPORT STRUCTURE (*not required of all applicants*)

If the application substantially modifies an existing support structure, a construction plan which describes the proposed modification to the support structure and the equipment and network component, including antennas, transmitters, receivers, base stations, power supplies, cabling and related equipment associated with the proposed modification, as well as a visual analysis, photo simulation or graphic illustration showing what the proposed mobile service facility and support structure will look like in its surroundings.

- Attached*

L. CONSTRUCTION PLAN DESCRIBING PROPOSED MOBILE SERVICE SUPPORT STRUCTURE *(not required of all applicants)*

If the applicant is to construct a new mobile service support structure, a construction plan which describes a proposed mobile service support structure and equipment network components, including antenna transmitters.

Attached

M. DETAILED EXPLANATION FOR WHY THE APPLICANT CHOSE THE PROPOSED LOCATION *(not required of all applicants)*

If the application is to construct a new mobile service support structure, a detailed explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including sworn statement from the individual who has responsibility over the placement of the mobile services functionality, coverage and capacity; is technically unfeasible or is economically burdensome to the mobile services provider.

Attached

N. REPORT PREPARED BY ENGINEER CERTIFYING STRUCTURAL DESIGN AND ACCOMODATION *(not required of all applicants)*

For new mobile service support structures, the applicant has obtained a report prepared by an engineer licensed by the State of Wisconsin certifying the structural design of the tower and its ability to accommodate additional antennas and submits a map identifying the fall zone of the mobile service facility, including ice and snow fall zones.

Attached

O. STATEMENT OF SPACE AVAILABILITY

Description of how the facility is designed to promote site sharing, such that space is reasonably available to collocators and such that telecommunication towers and necessary appurtenances, including but not limited to parking areas, access road, and utilities are shared by site users whenever possible.

Attached

P. COPY OF 'FINDINGS OF NO SIGNIFICANT IMPACTS' (FONSI) STATEMENT

A copy of applicant's FONSI statement from the Federal Communications Commission (FCC) including any aeronautical study determination or other findings, if applicable.

Attached

Q. COPIES OF AN AFFIDAVIT OF AIRPORT NOTIFICATION

The applicant and/or agent must have copies of an Affidavit of Notification indicating that all operators and owners of airports located within five (5) miles of the proposed site have been notified via certified mail and the applicant has complied with any airport overlay zoning districts.

Attached

R. AIRPORT OVERLAY ZONING DISTRICT LAND USE PERMIT APPLICATION/CHECKLIST

To identify that the proposed tower or modifications to an existing facility will comply with the City of Onalaska's Airport Overlay Zoning.

Attached

S. COPY OF 'NO HAZARD' DETERMINATION FROM FEDERAL AVIATION ADMINISTRATION (FAA)

Copy of the determination of "no hazard" from the Federal Aviation Administration (FAA) along with any aeronautical study determination or other findings, if applicable.

Attached

T. PROOF OF LIABILITY COVERAGE

Attached

U. SITE PLAN, DESIGN ELEVATIONS, SITE PHOTOS, AND PHOTO SIMULATIONS

Site Plan. A complete site plan, including design elevations, is required for every telecommunication tower CUP application. The site plan, drawn to a scale large enough to show sufficient detail on 11 x 17 sheets, shall include the following:

1. A small vicinity map that clearly identifies the site's location within the City of Onalaska.
2. Location of subject property, parcel number (s), and any relevant certified survey map (CSM) or plat information related to the identification of the property.
3. Scale and north arrow.
4. A contact name and phone number of the person(s) or entity responsible for preparing the plan.
5. Date the site plan was last revised.
6. Existing subject property lot lines and dimensions.
7. Proposed or existing lease area.
8. Proposed CUP area.
9. All buildings and outdoor use areas, both existing and proposed, including utilities (fire hydrants, sanitary sewer laterals, water services, storm sewer, light poles, power poles, etc.), water, and sewer, either public or private. Existing and proposed uses should be labeled and clearly distinguishable. All building footprint dimensions and lot line setbacks should be shown; include approximate building heights.
10. Location, width, and surface of all interior roads or driveway and existing and proposed driveway entrances and exits onto public and private roadways. Clearly indicate traffic flow patterns.
11. Existing and proposed zoning district boundaries of the subject property and adjacent properties.
12. Location and distance from the proposed tower to structures on both the subject property and adjacent properties.
13. Existing and proposed landscaping, fences, and other screening (e.g. berms).
14. All existing natural features of the subject property, including two-foot contours, cropped areas, woodlands, lakes, ponds, streams (including intermittent streams), significant drainage courses, general areas of slopes in excess of 30 percent, flood zones, and wetlands. For woodland areas, identify the dominant species and the approximate average height of the trees in the area.
15. Other significant features, such as existing or proposed lighting, signs, and refuse dumpsters.
16. Possible future expansion areas (if anticipated).

Attached

Design Elevation. The design elevation drawings should be stamped by a registered Professional Engineer (P.E.) licensed by the State of Wisconsin and show, at a minimum:

1. A scaled elevation drawing of the proposed tower and the location and elevation (above ground level [AGL] and above mean sea level [AMSL]) of top of ground of tower and of each proposed antenna array, future anticipated arrays, and any anticipated lighting.
2. The location and height of all ancillary ground equipment and structures and any anticipated landscaping or berming.
3. A schematic showing the primary antenna orientation (azimuth)/downtilts

Attached

Site Photos and Photo Simulations. The application should include two sets of 4 x 6 inch photographs and one set of photo simulations. The first set should be comprised of four photographs from the proposed base of the tower looking out toward the horizon into the four cardinal directions – north, south, east, and west. Each photograph should be clearly identified in terms of what direction is being viewed. The second set of photographs should be comprised of four photographs of the subject site from adjacent properties, taken from each of the four cardinal directions – north, south, east, and west. Again, each photograph should be clearly identified in terms of what perspective is being provided. Applicants may either indicate on the site plan or attach a separate map to show where each of the photos was taken. Lastly, one set of photo simulations providing a depiction of how the proposed tower will look should be included in the application material. These simulations should include a scaled representation of the tower superimposed on each of the four photos in the second set described above, i.e. those taken from adjoining properties looking toward the subject site. The tower should be shown as painted according to FAA requirements unless requester meets FAR waiver requirements, in which case an appropriate blending color may be used.

Attached

V. ADDITIONAL INFORMATION

Any additional information as determined by City staff to establish compliance with Section 13.02.68.T. of the Unified Development Code.

All information listed above is attached to this application. I understand that incomplete submittals may delay the processing of the application.

Applicant Signature

Printed Name & Title

Date



CITY OF ONALASKA

Telecommunication Tower Conditional Use Permit Checklist

A Conditional Use Permit (CUP) is required for Class 2 collocations of Telecommunication/ Mobile Service Facilities per S.S. 66.0404. The submittal of the proposed project must include the following information in order to be considered a complete application for a Conditional Use Permit. Check appropriate boxes to indicate completion of the corresponding requirement. Refer to City of Onalaska's *Unified Development Ordinance* for more information regarding standards, plans, and requirements. **Please provide the following with the Conditional Use Permit application items: two (2) full-size copies (24" x 36"), two (2) 11" x 17" copies, and a 24" x 36" electronic version of entire plan set.**

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- Written Statement
- Map of Location of Affected Support Structure
- Map of Location of Mobile Service Facilities and areas within 1,000 feet of said facility.
- Copy of Engineer's Report
- Construction Plan(s) describing Proposed Modification(s) to Support Structure
- Proof of Liability Coverage
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Printed Name & Title

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