



# 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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<b>Property Address:</b>
<b>Parcel Number:</b> 18-
<b>Zoning District:</b>

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

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

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

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

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

<b>Signature of Applicant:</b>	Date:
<b>Signature of Property Owner:</b>	Date:

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



# **CITY OF ONALASKA**

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## *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.**

The following are required application items:

- Legal description of tax parcel(s)
- 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 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
- 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**

- \$250.00 (Class 2 Collocation tower projects)
- \$250.00 (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. CONSTRUCTION PLAN DESCRIBING PROPOSED MODIFICATIONS TO SUPPORT STRUCTURE**

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*

**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. PROOF OF LIABILITY COVERAGE**

- Attached*

**L. 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

**M. ADDITIONAL INFORMATION**

Any additional information as determined by City staff to establish compliance with Title 13, Section 6, Chapter 6 of the City of Onalaska Code of Ordinances.

*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
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<i>The completed documents have been received by:</i>	
City of Onalaska Authorized Staff Member	Date