

## **NEW WIRELESS COMMUNICATION TOWER REQUEST** **SUBMITTAL CHECKLIST**

The following must be turned in to the City Clerk’s Office by the *submittal date (see schedule chart in this packet)* for your Wireless Communication Tower Request to be reviewed by the Planning Commission. Incomplete applications will not be included on the agenda. **Please refer to UDC Section 4.17**– for details on the review process. Communication Towers in all zoning districts are required to request a Conditional Use Permit (CUP).

**Incomplete applications will not be included on the agenda.**

1. **Pay review fee: Communication Tower Permit \$350.00**
2. Submit **ten (10) Packets of information**, to include: **One (1) Packet will contain original signed documents.**

**\*Submitted materials should be 8 ½ x 11 except the scaled drawing or Plat/Plans. All items must be legible. \***  
*The applicant is responsible for all documents required for the packets. Missing documents will cause the application to be incomplete.*

**(If you need extra copies for yourself please include this number for yourself.)**

- The completed "**Wireless Communication Tower Application Form**" (attached).
  - A **Notarized Statement** that states the applicant is the owner or authorized agent of the owner of the property for which the rezoning application is proposed.
  - **Documentation** if the owner is identified as a business. Articles of incorporation, article of organization, by law or other paperwork stating who can act on the entity’s behalf. Along with any minutes that state who the person is in that position at time of application.
  - The **Legal description** of the property, and a copy of the **Warranty Deed** from Washington County. A copy is acceptable.
  - Provide a **letter** stating why the proposed site was chosen.
    - Submit a written statement describing how your proposed site and plan meet the City of Lincoln’s “Statement of Goals and Intent” (UDC 4.17.1). Each Goal should be addressed individually and in detail.
    - The document should also include visual aspects, setbacks, and proximity of single-family residences;
    - Describe how you will accommodate other antenna arrays that could co-locate on your facility. Describe how this accommodation will impact both your pole or tower, and your ground mounted facilities. Provide documentation of your provider's willingness to accommodate other providers who may be able to co-locate on your facility.
  - Provide a **map** of the approximate geographic area that your project will serve.
  - Provide a **map** showing the approximate location of all other existing communication towers within the area and a **written explanation** as to why co-location is not possible on an existing tower structure.
    - Describe your efforts to co-locate your facility on one of the poles or towers that currently exists or is under construction. The applicant should demonstrate a good faith effort to co-locate with other carriers. This paragraph does not apply to applicants who desire to construct a tower for the primary purpose of attracting other persons to collocate on the tower.
  - Provide a **map** showing the approximate location of all other existing communication towers within the area and a **written explanation** as to why co-location is not possible on an existing tower structure.
    - Describe your efforts to co-locate your facility on one of the poles or towers that currently exists or is under construction. The applicant should demonstrate a good faith effort to co-locate with other carriers. This paragraph does not apply to applicants who desire to construct a tower for the primary purpose of attracting other persons to collocate on the tower.
3. A full-sized copy of the required **scaled tower plans, site plans, and sight lines (11x17 or larger)**
    - As specified in UDC 4.17.3, prepared by a registered Engineer or licensed surveyor.
    - A **sight line representation** shall be drawn from four points 90° apart and 100 feet from the proposed tower. Each sight line shall be depicted in section, drawn at one-inch equals 40 feet. The sections shall show all intervening trees and buildings.
    - **Must be signed by surveyor and engineer.**
  - Any additional information requested by the Administrative Official required for review.

**[CHECKLIST CONTINUES ON BACK.]**

### 2.6.3 Applicability Further Charges Authorized.

*In the event that review beyond the initial City planning or Engineering review fees exceed the original fee submittal amount, the owners and/or Developers shall reimburse the City of Lincoln for all additional expenses incurred throughout the review process. All fee reimbursement to the City by the owner/applicant must be received by the City prior to final approval by the City.*

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4. Submit **one (1) 8 ½ by 11, hard copy** of the scaled tower plans, site plans, and sight lines (not included in packets).
5. Submit **one (1) PDF copy** of the ALL required materials by email to [cityhall@lincolnarkansas.com](mailto:cityhall@lincolnarkansas.com) Please state the project name in the subject line of the email. Plat must be to scale and submitted separately.

## **NEW WIRELESS COMMUNICATION TOWER INFORMATION**

### Placement of New Wireless Facilities or Communication Towers

New Communication Towers shall be allowed by Conditional Use Permit only within all zoning districts.

Statement of Goals and Intent with regard to new communication towers.

- (1) It is the intent of the City of Lincoln to address the following issues when permitting the siting of a newly proposed wireless facility or communication tower:
  - (a) Provision of adequate wireless services throughout the City to provide the Citizens, businesses, healthcare facilities, schools, and other institutions with the coverage and capacity needed, through:
    - i. Assurance of good tower aesthetics
    - ii. Requiring the screening of the tower base and accessory ground equipment
    - iii. Requiring attractive screening, and vegetation and landscaping where appropriate.
    - iv. Minimization of noise and light
    - v. Assuring an attractive and minimally invasive tower structure
  - (b) Provision for the Health Safety and Welfare of Citizens
  - (c) Working to minimize the impact to surrounding property owners
  - (d) Assurance of environmental compliance
  - (e) Assurance that towers are well placed within the community
  - (f) Creating an environment where multiple carriers can be placed on each tower and needless over-proliferation of towers throughout the City is avoided.

The following general requirements shall apply to all new wireless communications facilities.

- (1) Noise requirements. Equipment used in connection with a tower or antenna array shall not generate noise that can be heard beyond the site. This prohibition does not apply to air conditioning units no noisier than ordinary residential units or generators used in emergency situations where regular power supply for a facility is temporarily interrupted; provided that any permanently installed generator shall be equipped with a functional muffler and any onsite fuel storage meet all applicable building codes.
- (2) Compliance with federal regulations. Applicant shall comply with all applicable federal regulations. Proof of compliance shall be provided before the issuance of the facility building permit, or after the facility's construction.
- (3) Lighting and signage. Wireless communications facilities shall be lighted only if required by the Federal Aviation Administration (FAA). Security lighting or motion-activated lighting may be used around the base of a tower and within the wireless communication facility, provided that the lighting is shielded in such a way that no light is directed towards adjacent properties or rights-of-way.
  - (a) Signs shall be limited to those needed to identify the property and the owner and warn of any danger. No signs, symbols, identifying emblems, flags, or banners shall be allowed on towers.

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New wireless communications towers shall meet the following requirements:

- (1) Type of towers allowed. New towers shall be limited to monopole type structures (with internal antennas) or stealth/camouflaged type tower structures.
- (2) Tower or antenna height limitations. Towers or tower structures shall be evaluated on an individual basis regarding the appropriate height of the requested tower or tower structure.
- (3) Fall zone. The minimum distance from the base of any tower to any residential dwelling unit shall be the tower height or required setback, whichever is greater, unless all persons owning said residence or the land on which said residences are located consent in a sign writing to the construction of said tower. This setback is considered a "fall zone." In the event that an existing structure (i.e. existing water tower, building or pole) is proposed as a mount for a wireless communication facility, a fall zone shall not be required. Camouflaging or stealth technology for new towers. If the applicant demonstrates that it is not feasible to locate on an existing structure, towers shall be designed to be camouflaged to the greatest extent -practical including, but not limited to, use of compatible building materials and colors, screening, landscaping, and placement within trees, and other structures that may screen or partially screen the view of the tower from adjacent properties or rights-of-way
- (4) Color of towers. To the extent that any tower or antenna extends above the height of the vegetation immediately surrounding it, they shall be a neutral color, painted or unpainted, unless the FAA requires otherwise.

**Requirements for new Communication Towers if Conditional Use Permit is granted:**

A complete set of plans for the proposed tower and a site plan of the property or proposed lease area includes:

(a) Tower Plans:

1. Engineer Stamped Plans for the proposed Tower and an accompanying structural analysis
2. Engineer stamped plans for the proposed tower foundation based on the local geotechnical information gathered for the specific site.
3. A statement that the tower meets or exceeds design criteria for federal requirements regarding the construction of the tower.

(b) Site Plan

1. Name & address of owner, applicant & surveyor.
2. Date, scale (1"-100' preferred), and north arrow.
3. Vicinity map covering a minimum of one mile with a scale and north arrow indicating surrounding roads, municipal limit lines, growth area boundaries, state lines & county lines as applicable
4. Legal description of the property on which the tower is to be placed, with dimensions and angles sufficient to locate all lines. Property shall be located by Section, Township and Range, and tied to the nearest defined and referenced Section or Quarter Section Corner.
5. The precise location and dimensions of the proposed tower or existing tower as it is to be modified.
6. The location and identification of existing roads or access ways within and to the property (including proposed access easements).
7. The location and size of existing access and/or utility easements on or adjoining the property, or a note there are none.
8. The location of flood areas on the property or a note indicating there are none.
9. The location of USGS documented perennial and intermittent watercourses on or adjoining the property or a note indicating there are none.
10. The area set aside to accommodate future outbuildings and/or equipment pads to be placed on the property in the future in connection with the tower
11. The location of all personal residences within the height of the tower from the perimeter of the base of the tower.
12. The names of the owners of such residences and copies of their signed consent to the placement of the proposed tower (if applicable).

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13. The existing topography on the property, as per existing U.S. Geological Services survey maps or other more current source
14. A note describing any plat and deed restrictions, or a note indicating there are none.
15. Security fencing. Towers and equipment shall be enclosed by opaque fencing eight (8) feet in height. The fencing material shall be wood or other opaque fencing material. The tower shall also be equipped with an appropriate anti-climbing device. The facility shall place signs indicating "No Trespassing," "High Voltage," or other pertinent information on the outside of the fence, unless it is decided that the goals of this ordinance would be better served by waiving these provisions in a particular instance. Barbed wire fencing or razor wire shall be prohibited, unless a variance is requested and granted in all zones except M-1 and M-2. Refer to Section 6.10.7 Industrial Design Standards (f) for fencing regulations within M-1 and M-2 zones.
16. Setbacks from property lines. Wireless communication facilities shall meet current setbacks as required by zoning.
17. Fall zone area.
18. Vegetative screening requirements. Wireless communications facilities shall be surrounded by buffers of dense tree growth and understory vegetation in all directions to create an effective year-round visual buffer. Trees and vegetation may be existing on the subject property or installed as part of the proposed facility or a combination of both.
  - (a) Vegetative screening should be designed to visually screen the area by using groups of clustered vegetation to achieve a screen natural in appearance. The screened area may exclude access and utility easements.
  - (b) The screened area should include a mixture of evergreen and deciduous vegetation types of varying heights. Depending on the setting and existing vegetation on or near the tower property or leased area, a landscape easement adjacent to the site/leased area may be required. If a landscape easement is needed, it must be at least a minimum of 15' in width.
  - (c) In order to effectively screen the tower site, for every 25 linear feet of perimeter of the leased area, property line (or defined property used for the tower site), the following landscaping is required to be installed (see attached plant list for approved varieties):
    1. One (1) large tree
    2. Two (2) understory trees
    3. Five (5) large shrubs
  - (d) If there is existing vegetation onsite or within close proximity that currently provides screening for the site, then the Administrative Official may grant a variance from the appropriate portions of the landscape screening requirements. Offsite landscape easements may be required to assure the existing vegetation persists.
  - (e) A landscape plan depicting varieties, sizes (upon planting), and proposed placement of all landscape materials shall be submitted with the CUP application. All proposed or existing easements should also be shown (utility, access, rights of way, and landscape easements, etc.). If the applicant proposes to use existing onsite or nearby vegetation in lieu of required landscaping materials, then that existing vegetation must be shown on the plan.
  - (f) Irrigation- shall not be required, but the owners shall be required to care for the planted vegetation and replace any vegetation that does not survive.

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**NEW WIRELESS COMMUNICATION TOWER REQUEST APPLICATION**

Notice: Wireless Communication Towers to be placed on Planning Commission meeting agenda must have applications turned in to the City Clerk by the submittal date (shown on the attached schedule.)

**Name of Development:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Preferred?   
 Email: \_\_\_\_\_ Preferred?

**APPLICANT/REPRESENTATIVE:** *I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the city might not approve what I am applying for or might set conditions on approval.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Preferred?   
 Email: \_\_\_\_\_ Preferred?

**PROPERTY OWNER(S)/AUTHORIZED AGENT:** *I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. **(If the applicant is an authorized agent, a notarized letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)***

Signature of Property Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Contacts:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Preferred?   
 Email: \_\_\_\_\_ Preferred?

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Preferred?   
 Email: \_\_\_\_\_ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

[APPLICATION CONTINUES ON BACK.]

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**NEW WIRELESS COMMUNICATION TOWER REQUEST APPLICATION**

**Property Information:**

Address, Proposed Land Use, and Brief Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Utility Information:**

*(Check box if utility has existing lines on or fronting the property and write the name of the company.)*

Water company name: \_\_\_\_\_  Electric Company name: \_\_\_\_\_  
 Gas company name: \_\_\_\_\_  Telephone company name: \_\_\_\_\_  
 Cable company name: \_\_\_\_\_  Sewer System \_\_\_\_\_  Septic *(check if applicable)*

**Parcel Information:**

Tax Parcel Number(s): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Total Parcel Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Floodplain:  yes  no Map #: \_\_\_\_\_ Floodplain type (A, AE, etc.): \_\_\_\_\_

**Road Information:**

U.S., State, or City Street(s) giving access to property: \_\_\_\_\_  
Road surface (asphalt, gravel, unimproved, etc.): \_\_\_\_\_ Right of way width: \_\_\_\_\_

**Zoning Variance and / or Waiver Information:**

Does the Wireless Communication Tower meet all zoning and/or area requirements?

yes  no\*

\*If NO, a variance or waiver may be required. Please contact the City for more information.

Are there any proposed variances associated with this request?:  yes\*\*  no

Are there any proposed waivers associated with this request?:  yes\*\*  no

\*\*Additional information is required to be submitted.

**ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.**

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**OFFICE USE ONLY:**

Planning Commission Approval: \_\_\_\_\_ City Council Approval: \_\_\_\_\_

Tabled Dates: \_\_\_\_\_

Date of Denial: \_\_\_\_\_ Appeal Filed \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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