



## CITY OF DE PERE

### APPLICATION FOR CONDITIONAL USE FOR WIRELESS TELECOMMUNICATION MOBILE SERVICE FACILITIES & MODIFICATIONS

Fee: \$325.00

Receipt  
#:

Date:

Read all instructions before completing. Complete all fields and check appropriate boxes. Type or use black ink.

#### SECTION 1: Applicant Business Name / Authorized Representative Information

Applicant Name (Ind., Org. or Entity)	Authorized Representative (if any)	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

#### SECTION 2: Property Owner Information (Complete Section 2 when landowner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

#### SECTION 3: Site Location and Zoning Information

Site Address / Location	Parcel Number(s)	Zoning District(s)	Is it a City Water Tower? YES NO
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#### SECTION 4: Development Services Information to Include with the Application

Attach information & scaled graphics listed in this column if the project is a new tower and/or facility:

Written summary describing the project. Include a narrative explaining why the new location was chosen and why colocation was not utilized. The narrative must include sworn statements from the responsible party attesting that colocation within the applicant's service area would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome.

Map of the proposed mobile service facility location

Map of the proposed tower location, setbacks, and collapse radius

A construction plan that describes the tower, equipment, network components, antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new tower

A plan and narrative that addresses landscaping, architectural design, type of construction, flood proofing, anchoring of structures, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yard, or parking requirements

Attach information & scaled graphics listed in this column if the project is an existing facility modification:

Written summary describing the project. Include a basis for concluding the modification may be not substantial

A copy of any lease agreements with modification details specifically identified

Map of the facility location

Map of the structure location and setbacks

Total Height of existing structure prior to modification

Total Height of existing structure after modification

Width of existing structure at the height of appurtenance

Width of existing structure with appurtenance added

Square footage of existing equipment compound

Square footage of equipment compound with additions

If the above information is within an attached site plan, reference the specific page(s) that the information is on

**CONTINUED ON BACK OF THIS FORM**

**SECTION 5: Department of Public Works Information to Include with the Application****Attach information & scaled graphics listed in this column:**

Evidence that the petitioner has consulted with Department of Public Works to facilitate a review

Written request regarding the proposal that indicates that the petitioner agrees to pay all costs for engineering, labor and administrative expenses associated with the review of the project

- Costs incurred by the City in obtaining legal, planning, engineering and other technical and professional advice in connection with the review and implementation of the conditional use shall be charged to the petitioner
- The conditional use application review fee does not cover the referenced costs

Preliminary plans that allow for project related project review costs to be estimated

- Additional engineering plans and final approved plans may be required as part of the Department of Public Works review

**SECTION 6: Inspection Division Information to Include with the Application****Attach information & scaled graphics listed in this column if the project is a new tower and/or facility:**

Information identified in Application Section 4

Please note that, if all necessary approvals are obtained, the petitioner must apply for a Permit for Radio/Television/Wireless Communication Towers (\$300)

**Attach information & scaled graphics listed in this column if the project is an existing facility modification:**

Information identified in Application Section 4

Please note that, if all necessary approvals are obtained, the petitioner must apply for a Permit for (Electrical) for Cell Towers (\$100)

**SECTION 7: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Applicant Name ( <i>print</i> )	Applicant Signature	Date Signed
Property Owner Name ( <i>print</i> )	Property Owner Signature	Date Signed

**FOR OFFICE USE ONLY**

Reviewing Agent	Application Data	Extra Needed Information	
Development Services Director	Complete Incomplete		
Senior Planner / Zoning Administrator	Complete Incomplete		
Director of Public Works	Complete Incomplete		
Senior Inspector	Complete Incomplete		
Other	Complete Incomplete		
<b>REVIEW DECISION</b>	<b>APPROVAL</b>	<b>DENIAL</b>	<b>DATE:</b>

# ***Is my wireless telecommunication mobile service facility a new construction project, a ‘Substantial’ modification, or a ‘Not Substantial’ modification In the City of De Pere?***

A wireless telecommunication mobile service facility (or support structure) is a freestanding structure that is designed to support a wireless telecommunication mobile service facility in the City of De Pere. A freestanding structure may be a cell tower, a building façade or rooftop, a water tower, or other structure. Wireless telecommunications mobile service facilities are regulated by City of De Pere Municipal Code 14-37-1.

## **What kind of wireless telecommunication review processes are there?\***

There are three types of reviews and all three use a conditional use permit application:

1. A new construction project requires a conditional use permit. The submitted application and support information is reviewed by city staff, the De Pere Plan Commission, and the De Pere Common Council. A public hearing will be held and property owners within 300 feet of the subject property (or further) may be notified.

Conditions may be applied to any project approval made by the Plan Commission and/or Common Council. Because of that, the project narrative and plans should clearly address the following: landscaping, architectural design, type of construction, flood proofing, anchoring of structures, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yard, or parking requirements, among other issues as deemed appropriate.

2. A substantial modification project requires a conditional use permit. The submitted application and support information follows the same review procedure as a new construction project, listed above.
3. A not substantial modification project requires a conditional use permit application and information that is reviewed by staff only. There are no meetings for the petitioner to attend and there is no public hearing.

*\*NOTE: There is an additional very lengthy process for review by the Public Works Department if facilities are on a city-owned water tower. Also, if new construction is proposed on a city-owned water tower, a lease agreement will need to be created or revised for review by the Board of Public Works and approval by the Common Council. The Public Works Department review can take 6 months or more.*

## **Does staff review all of the wireless telecommunication projects?**

A Development Services review and Inspection permit is required for all reviews. A Department of Public Works review is also required, unless the proposal is a not substantial modification project that is a privately owned facilities on privately owned land.

## **Who determines the type of review I have and what is the review process?**

The De Pere Development Services Department staff determines if a project is new, a substantial modification, or a not substantial modification. Submitting a complete application with all of the required support information is very important to expedite the determination. At a minimum a submittal should include the information on the application form in an orderly and easy-to-review format. NOTE: Staff may not recognize information that is hidden deep within a technical plan so calling out page numbers helps.

### General Review Process Timeline\*

Step	Department / Committee	Topic	New Project	Substantial	Not Substantial
1.	Development Services, DPW*, & Inspection	Determine completeness of application with application review fees	Within 10 Days	Within 10 Days	Within 5 Days
		Development Services review / <b>approval</b>	--	--	Within 45 Days
2.	Plan Commission	Plan Commission reviews Staff recommendation	Available Meeting	Available Meeting	--
		Review and recommendation forwarded to Common Council after Public Hearing is published	Required	Required	--
3	Public Hearing	Public Hearing before Common Council	Within 90 Days	Within 90 Days	--
4.	Common Council	Common Council review / <b>approval</b>	Within 90 Days	Within 90 Days	--
6.	Development Services – Inspection	Review and Issue permits with fees at petitioner's request	After above approval	After above approval	After above approval

*\*NOTE: The Public Works Department review of plans, which can take six months or more, is not part of this timeline.*

## Is there information that a petitioner can provide to help staff determine that a modification is not substantial?

**Yes!** The following scaled elevations and site plans should be provided:

Both the existing and proposed structure height

- If the structure is less than 200 feet tall the overall final height cannot be increased by more than 20 feet
- If the structure is more than 200 feet tall the overall final height cannot be increased by more than 10%

Both the existing and proposed appurtenance width

- The width of the original appurtenance cannot be increased by 20 feet or more at the level of the appurtenance

Site plan showing the square footage area of both the existing and proposed equipment compound

- The area of the existing equipment compound cannot expand to a total area of more of 2,500 square feet

*NOTE: If a project meets the above general criteria, it does not guarantee status as 'not substantial.'*

## What are the potential fees?

Development Services Conditional Use Application: \$325

Department of Public Works:

Fees and expenses vary depending on the project

Development Services – Inspection:

Either \$300 (new tower) or \$100 (existing tower)

Other:

Unknown

*NOTE: Costs that exceed any known review fees can be charged back to the petitioner.*