



UBSR for Wireless Facility Checklist

A complete Use by Special Review (UBSR) submittal for a wireless facility will contain the following information. Please check off the items you have completed to ensure that your application is complete. Please submit one (1) hardcopy and one (1) electronic copy of each document required. Plan sets should be 24" x 36". PDF format is preferred.

Pre-Application Meeting Date: _____ Project Manager: _____
 Email: _____ Phone: _____

Req'd	Cmpl'd	Subm'd	Submittal Checklist
			LAND USE APPLICATION (completed/signed)
			SUBMITTAL CHECKLIST (completed)
			DEVELOPMENT REVIEW FEE (Amt. Req'd \$ _____ Amt. Rec'd \$ _____)
			TITLE COMMITMENT (dated within 180 days of the application) Dated _____
			EIA COMPLIANCE LETTER A notarized letter signed by the applicant stating the tower will comply with all EIA standards, all applicable federal and state laws and regulations and the Town Code including specifically FAA regulations (New Towers Only).
			NON-INTERFERENCE LETTER A notarized letter signed by the applicant stating that the antenna usage will not interfere with other adjacent or neighboring transmission or reception functions.
			AGENT Letter signed by the applicant authorizing its agent to act on its behalf and written notification if the agent changes.
			LEASE Evidence of lease or conditional right to occupy and/or construct a tower or occupy an existing structure on private property or public property that is not Town-owned.
			FCC LICENSE Submit proof of FCC license, if required to be licensed under the FCC regulations.
			AGREEMENTS If applicant is not the telecommunications service provider, submit proof of lease agreements with an FCC licensed telecommunications provider, if such telecommunications provider is required to be licensed by the FCC.
			PROJECT NARRATIVE
			<u>Network and Site Selection.</u> Demonstrate how the proposed site fits into its overall network within the Town. Describe topography, road access, compatibility with adjacent land uses,
			<u>Impacts.</u> Description of overall project benefits, impacts on surrounding properties and mitigation of those impacts. Include approximate distance between the tower and nearest residential (New Tower Only).
			<u>Aesthetics.</u> Describe finished color, methods of fencing, screening, camouflage and illumination.
			<u>Co-location.</u> A statement whether the tower construction will accommodate co-location of additional antenna for future users.
			MINERAL RIGHTS NOTICE (Section 17.04.080) (for initial development of vacant land)

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			PHOTO-SIMULATIONS (<i>if required for new construction</i>) or other illustrations, such as cross sections, to demonstrate building mass and height and site topography in relation to adjacent properties and buildings.
			SITE PLAN including lands uses, property lines, setbacks, location, height and design of tower, antennas and equipment, antenna support structure, building elevations, easements, streets and right-of-ways, access and parking, landscaping, buffering, and screening, walls and fences, colors and lighting.
			COVER SHEET
			<u>Title.</u> The project name and application type (Use by Special Review - Wireless) placed at the top of the page and in smaller letters in the lower right hand corner of each sheet.
			<u>Names and Addresses.</u> Names and addresses must be provided for all owners, engineer and land surveyor.
			<u>Sheet Index.</u> For multiple sheets, a sheet index must be provided on the first sheet. Key maps must be provided where needed.
			<u>Vicinity Map.</u> A vicinity map must be provided on the site plan, including a north arrow, bar and graphic scales and nearest major roads.
			<u>Legal Description.</u> Full written lot and block or metes and bounds legal description.
			<u>Benchmarks Statement and Basis of Bearings Statement.</u> NAVD 88 required.
			<u>Project Description Statement.</u>
			<u>Signature Blocks.</u> The following signature blocks must be completed and appear on the cover sheet: Planning Commission Approval and Town Council Approval.
			<u>Site Development Plan General Notes.</u>
			SITE PLAN
			<u>North Arrow and Scale.</u> A north arrow is required. Provide a scale, both graphic and written.
			<u>Property Lines, Lease Area and Easements.</u> The boundary line of the property and the lease area must be shown and include dimensions, bearings and control points. Show lots, tracts and blocks numbers, use, and square footage and all existing and proposed easements.
			<u>Building Location.</u> Existing and proposed tower and building footprints, required setbacks and separations. On adjacent properties, footprint and location of nearest buildings. Sight analysis (where height increase is requested).
			<u>Zoning and Land Use.</u> Show existing zoning and existing land use for the subject property and for adjacent properties.
			<u>Streets and Access Roads.</u> Show all adjoining and/or internal streets and access roads indicating street names and right-of-way widths. Show access easements.

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			<p><u>Structures.</u> Location of any proposed structures including: walls or fences, trash enclosures, mailboxes, ground signs.</p>
			<p><u>Landscaping and Screening.</u> Locate, dimension and identify structures including fences, walls, signs, lighting and areas.</p> <ul style="list-style-type: none"> • Show all existing and proposed general planting areas and vegetation types (deciduous, evergreen, and ornamental trees, shrubs, ground cover types, and natural vegetation). Group by water requirement. <i>For Example:</i> high water use plants together, moderate water use together. • Use concentric circles to reflect tree and shrub sizes, both at time of planting and at 5-7 years after planting. • Show general method of irrigation. <i>For Example:</i> turf areas watered with overhead sprays, rotors, or subsurface drip, perennial beds watered with dripperline or point source drip emitters, trees watered with bubblers, etc. • Provide separate irrigation zones for similar plant type located in different exposure areas. <i>For Example:</i> do not water turf in full sun and full shade on the same irrigation zone.
			<p><u>Buffer Area (if required).</u></p> <ul style="list-style-type: none"> • Plan view, cross sections, and renderings to depict tree and shrubs types (deciduous and evergreen). • Specify minimum number and planting height in relation to site topography. Show proximity to adjacent property lines. • Provide berm cross section including slopes.
			<p><u>Hydrozones Legend (if applicable).</u> Include a legend showing general plant types (Evergreen, Canopy, Ornamental, Shrub Beds, Perennials, Turf, Irrigated Native Turf), including the proposed plant type hydrozone (very low, low, moderate, or high). <i>For Example:</i> Large Canopy Deciduous (moderate hydrozone).</p>
			BUILDING ELEVATIONS
			<p><u>Tower and Building Elevations.</u> Location, elevations of all buildings, structures and fences. Include proposed colors and dimensions, and building lighting information.</p>
			<p><u>Signs.</u> Building sign locations, dimensions, general design and elevations. A sign permit for each sign must be obtained from the Building Department prior to placing any sign on the property. All signs must comply with the provisions of Title 19 (Sign Code Regulations) of this Code.</p>