

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520 822-8855
<http://www.sahuaritaaz.gov>



Wireless Communication Facility Application

This application is for wireless facility applications not eligible under Section 6409(a) of the Spectrum Act. If you wish to apply under Section 6409(a), please use the [Eligible Wireless Facility Modification Application](#).

PART I: APPLICATION SUMMARY

Name of project site, if any:	
Site Address:	
Located in Right-of-Way: Yes No	Site Acreage:
Zoning:	Assessor's Parcel #:
Property Owner:	
Mailing Address:	
Phone #:	Email:
Wireless Carrier:	
Contact Person:	
Mailing Address:	
Phone #:	Email:
Agent:	
Mailing Address:	
Phone #:	Email:

PART II: FACILITY DETAILS

Proposed Action

Check the applicable option(s):

New support structure and transmission equipment

Replacement or hardening of existing support structure to accommodate new transmission equipment

New transmission equipment on existing non-wireless support structure

Collocation on existing wireless facility

Other: _____

Project Description

Be as specific as possible. Attach extra sheets if necessary.

Height of proposed facility: _____

Is the facility considered a concealed or camouflaged facility?

Yes

No

If so, please describe the facility's concealment or camouflage elements:

Does your request include the installation of equipment cabinets or other ground-mounted equipment?

Yes Please describe: _____

No

Will your facility generate noise audible beyond the boundaries of the site (for example, a generator)?

Yes

No

Describe the surrounding area and how your facility will be integrated to blend with the existing characteristics of the site and community:

Describe the existing vegetation on the site and how you will preserve or improve the landscaping:

Will you be requesting waivers of any standards?

Yes (List below and provide a separate letter detailing and justifying each request.)

1. _____
2. _____
3. _____
4. _____
5. _____

No

A separate CUP application form and fees (charged per waiver) will be necessary.

Application is hereby made to the Planning and Building Department with the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other Federal, State, County, or Town laws.

Zoning Fee:

Applicant's signature:

Date:

PART III: REVIEW PROCESS

Below are the steps you are required to take for review of your Wireless Communication Facility Application. Note that steps taken by staff, such as routing of your application to other departments, are not shown here.

The following steps are required of you, the applicant:

- Consult with staff to determine whether your review process will be administrative or whether a Conditional Use Permit (CUP) will be required.
 - Type 2 and Type 3 CUPs require public hearings. The applicant will be responsible for posting 4'x8' public notice on the site. Staff will provide additional details regarding the CUP process and the public notice sign requirements.
- Submit a complete and correct application (see checklist) and fees
 - If a CUP is required, you must also submit a CUP application form and applicable CUP fees.
- Provide revised documents as required by staff

The applicable review timeframe is 90 calendar days for collocations and 150 calendar days for all other applications in accordance with FCC rules. The timeframe may be tolled by mutual agreement or when the Town determines that an application is incomplete. To toll the timeframe for incompleteness, the Town must notify the applicant in writing within 30 days, delineating all missing documents or information. The timeframe begins running again when the applicant makes a supplemental submission. Following the supplemental submission, the Town will notify the applicant within 10 days if the supplemental submission did not provide the information identified in the original notice of incompleteness. The timeframe may be tolled in the same manner for subsequent submittals.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact Anna Casadei at (520) 822-8854 or acasadei@sahuaritaaz.gov.

PART IV: SUPPORTING MATERIALS AND INFORMATION

*Include the following materials and information as applicable. **Applications that do not include all required materials will not be accepted.** Please see [STC 18.60.040.C](#) for the complete list of required items and for further detail on each.*

- Completed Wireless Communication Facility Application form
- Applicable review fees per [STC 3.10](#), including but not limited to:
 - Wireless Communication Tower review fee
 - Conditional Use Permit fees (if applicable)
 - Development Plan fees (if applicable)
 - Fees for outside professional review of technical reports
- Letter of Authorization from the Wireless Carrier for agent
- Letter of Authorization from the Property Owner approving the facility on their property, or if the facility is in the right-of-way, an attestation that the applicant has authorization to install, maintain, and operate transmission equipment in the right-of-way. Further permitting through the Public Works Department will be required.
- Site plan or, for CUPs, a Preliminary Development Plan, including the elements described in [STC 18.91.030.F](#).
 - Drainage and traffic statements, stamped by a registered civil engineer, are required
- Photo simulations showing before and after renderings of the site and any structures, vegetation, or topography that will screen the proposed facility, from multiple viewpoints. Include any potential eligible facilities modifications. Selected viewpoints should be located approximately a half-mile, 1 mile, and 2 miles from the site with an accompanying map showing where each photo was taken. Alternative viewpoints may be approved by staff.
- Elevation drawings
- If not a collocation on an existing vertical element, the following materials are also required:
 - List of existing vertical elements within a 1-mile radius*
 - Narrative explaining why the applicant cannot collocate*
 - Provider's policy statement on collocation and mitigation of tower proliferation
 - Signal coverage gap maps*
 - Engineer's report describing tower capacity, including number and types of antennas.
 - FAA and FCC compliance statement from engineer
- Applications requiring a Conditional Use Permit procedure shall also include the following:
 - Completed [CUP application](#) and fees
 - Any other items required by [STC 18.97](#)
 - Map showing WCFs within a 2-mile radius
 - Narrative description of camouflage possibilities explored
 - Alternative site comparison including photo simulations*
- If noise will be audible beyond the property lines, a noise report is also required
- Applications for facilities in the right-of-way are subject to additional submittal requirements as described in [STC 18.60.070.E](#).
- Any other documentation as may be required by [STC 18.60.040.C](#)
- Three copies hard copies of all documents and a CD or USB drive containing pdf images

**Not required for facilities located in the public right-of-way.*