



375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
520-822-8866

<http://www.sahuaritaaz.gov>

Building Safety Submittal Checklist for Eligible Wireless Facility Modifications

TO BE USED FOR – **COMMERCIAL ALTERATION** – PERMIT APPLICATIONS

The following items are required and submittals must be complete before accepted for review.

For current codes and amendments, please visit our website at
<https://sahuaritaaz.gov/789/Building-Codes>

Submit Application Online <https://aca.accela.com/TOS/Default.aspx>

- Create a user profile online, directions on the website
- Complete all information and submit all of the following required documents on the website
- Indicate the cost of the project to include labor and materials in the Accela portal
- Documents must be drawn by Arizona Licensed Design professional
- Plan check fee must be paid for the application to be deemed complete and for the plan review to begin

Upload and complete Planning and Zoning submittal

It is required at the time of building plan submittal. See the Planning Checklist (Attached) for Eligible Wireless Facility Modifications.

Upload the following construction documents in PDF format (only)

- Cover sheet with page index
- Site Plan
 - Show location of all modifications
- Elevation of modifications
- Foundation Plan, if required
 - Structural details for the cell tower modification attachments designed by an Arizona Registered Design Professional
 - Electrical Plan designed by an Arizona Design Professional
- Provide a copy of the lease agreement, if applicable prior to permit issuance

Upload Structural Calculations

- All modifications to communication towers, poles, and collocation structures must be structurally engineered by an Arizona Registered Design Professional to whom they meet the requirements of the building code.
- A report from an Arizona Registered Design Professional for the capacity of the tower, including the number and type of antennas that it can accommodate.

Upload Completed and Signed Contractor Form

- ❑ Provide contractor's/subcontractor's license number and Sahuarita business license number (if already obtained).
- ❑ Any business doing work in the Town of Sahuarita requires a business license. There is currently no cost for the business license and can be applied for at <https://sahuaritaaz.gov/248/Business-Regulatory-Licenses>.
- ❑ Please contact the Clerk's office at 520-822-8801 for further assistance.

The following items are required with the SECOND submittal and must be complete before accepted for review. All plan comments must be addressed.

- ❑ Planning and Zoning Resubmittal, addressing all first review comments (if required).

Note:

- **A DRC meeting is available if you would like to meet with Planning and Zoning, Public Works, Fire and Building Safety to discuss items specific to your project. Please contact 520-822-8855 to schedule a meeting.**
- If the building owner does not own the property, a letter from the property owner permitting the building is required.
- If special inspections are required, the special inspection registrant must be on the Town of Sahuarita's approved list, which is located on the Town's website. To add a registrant, contact buildapps@sahuaritaaz.gov
- Address numbers must be posted prior to final inspection. Pima County Address Display Requirements can be found at <http://webcms.pima.gov/cms/One.aspx?pageId=61728>
- A Pre-Construction meeting is required as the first inspection depending on the scope of modifications.

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
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 Phone: 520 822-8855
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Eligible Wireless Facility Modification Application

This application is for wireless facility modifications eligible under Section 6409(a) of the Spectrum Act. All other wireless applications require the [Wireless Communication Facility Review Application](#). Staff review of this application may result in a determination that the proposal is not an Eligible Wireless Facility Modification, and, in that event, the application will be denied and a standard Wireless Communication Facility Review Application must be submitted.

PART I: APPLICATION SUMMARY

Name of project site, if any:	
Site Address:	
Located in Right-of-Way: <input type="radio"/> Yes <input type="radio"/> 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: MODIFICATION DETAILS

Your responses to the following questions will help to ensure that the correct process is used in reviewing your modification.

<p>Proposed Action: Check the applicable option(s).</p> <p><input type="checkbox"/> Replace transmission equipment</p> <p><input type="checkbox"/> Remove transmission equipment</p> <p><input type="checkbox"/> Collocate transmission equipment</p> <p><input type="checkbox"/> Other: _____</p>	<p>Project Description: Be as specific as possible. Attach extra sheets if necessary.</p>
<p>Does this request include the modification of an existing wireless tower or base station?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Will you be switching out the support structure?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Will this facility require structural hardening?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Does this modification require deployment or excavation beyond the established site boundaries:</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Has the facility (including the support structure, base station, and all associated equipment) been modified since February 22, 2012?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, provide a brief description of the modifications (attach extra sheets if necessary):</p>	
<p>Does the request increase the height of the tower or support structure from the original zoning approval, or from any modification approved prior to February 22, 2012?</p> <p><input type="radio"/> Yes, by _____ ft. and _____ %</p> <p><input type="radio"/> No</p>	<p>Does the request add an appurtenance to the tower or support structure which will protrude from the edge of the originally approved tower or structure or from any modification approved prior to February 22, 2012?</p> <p><input type="radio"/> Yes, by _____ ft.</p> <p><input type="radio"/> No</p>
<p>Does your request include the installation of new equipment cabinets?</p> <p><input type="radio"/> Yes If yes, how many? _____</p> <p><input type="radio"/> No</p> <p>Will any of the existing cabinets increase more than 10% in height or volume?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

<p>Is the facility considered a concealed or camouflaged facility?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, please describe how the current proposal avoids defeating the facility's concealment or camouflage elements:</p>	
<p>Will the modification comply with the conditions of approval of the Conditional Use Permit or zoning clearance for the facility?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Will there be any modifications to a backup generator, battery backup system, fire suppression equipment, or fuel storage tank associated with the project?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Existing structure and antenna colors:</p> <p>Will new antennas be painted to match the existing structure?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If no, please explain:</p>	<p>Will the antennas be screened?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If yes, please describe the screening to be provided:</p>
<p>Will the antennas be flush-mounted to the structure on which they are located? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If no, please explain:</p>	
<p>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.</p>	<p>Zoning Fee:</p>
<p>Applicant's signature:</p>	<p>Date:</p>

PART III: REVIEW PROCESS

Below are the steps you are required to take for review of your Section 6409(a) Eligible Wireless Facility Modification 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:

- Ensure that your modification complies with Section 6409(a) requirements prior to submitting your application (see [STC 18.62](#)).
- Submit a complete application (see checklist) and fees
- Provide revised documents as required by staff

The applicable review timeframe is 60 calendar days. 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.

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Submittal Checklist for Eligible Wireless Facility Modifications

Case No. _____

I certify that the Eligible Wireless Facility Modification packet submitted is complete and accurate, and that all required supporting information as specified in the submittal checklist is provided. Further, I understand that this application is being accepted provisionally and that if the submittal is inaccurate or determined incomplete; the application will be rejected by the Town. Further processing of the packet will not continue until the submittal is determined complete by the Town.

Applicant or Agent Signature

Date

DELIVERABLES – To be submitted to Building Safety	
<input type="checkbox"/>	Complete Building Safety application packet, including application, plans, and fees (see Building Safety Submittal Checklist for complete list)
<input type="checkbox"/>	Completed Eligible Wireless Facility Modification zoning checklist (this form)
<input type="checkbox"/>	Completed Eligible Wireless Facility Modification zoning application
<input type="checkbox"/>	Zoning review fees
<input type="checkbox"/>	Letter of Authorization from the Wireless Carrier allowing the applicant to submit on their behalf
<input type="checkbox"/>	Letter of Authorization from the Property Owner and Support Structure Owner approving the modifications on their property/structure
<input type="checkbox"/>	An attestation that the proposed facility modification is subject to review under Section 6409(a) of the Spectrum Act
<input type="checkbox"/>	A signed statement from a qualified person, together with his/her qualifications, that provides expected radio frequency emissions levels from the antenna array(s), and certifies that these emissions comply with FCC standards not only at ground level below the Wireless Communication Facility, but also wherever terrain or placement of buildings would cause exposure. The statement shall also certify that both individually and cumulatively, and with any other existing facilities located on or immediately adjacent to the proposed facility, that the proposal complies with FCC standards.

<input type="checkbox"/>	Site plan, elevations, antenna details, and equipment layout (2 copies)
<input type="checkbox"/>	Set of plans and conditions of approval from the original permit and any entitlements (including Conditional Use Permit or other zoning approval) applicable to the property or support structure
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will result in a height increase: Dimensioned plans or drawings showing the height of the support structure as originally approved and constructed, or as of the most recently approved modification prior to February 22, 2012, whichever height is greater
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification is on a concealed or camouflaged facility: A statement describing the existing concealment or camouflage elements and demonstrating that the proposed modification will not defeat the concealment or camouflage
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will alter exterior dimensions or appearance of the support structure: Color photo simulations with a minimum size of 8.5"x11". The photo simulations shall include "before" and "after" renderings of the site, its surroundings, and the proposed facility and antennas at maximum height, and any structures, vegetation, or topography that will screen the proposed facility from multiple public viewpoints. Public viewpoints selected for the simulations should be located approximately a half-mile, 1 mile, and 2 miles from the proposed facility, with an accompanying map showing where each photo was taken. If the modification is on a building, all elements of the proposed project must additionally be shown in one or more close-in photo simulations.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will protrude from the edge of a non-tower structure: Dimensioned plans or drawings showing the edge of the eligible support structure.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification will include excavation or deployment beyond the current site or would result in a protrusion beyond existing equipment or a non-tower support structure: A legal description and a scaled drawing showing the site boundaries, the existing tower or base station, and the proposed location, elevation, and dimensions of the new or replacement equipment.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If structural hardening is proposed: A technical report by an Arizona registered engineer demonstrating that the hardening conforms to code requirements.
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification is to a tower: A stamped report by an Arizona registered engineer demonstrating that the tower with the modifications will comply with applicable structural, electrical, and safety codes, including wind speed, and describing the general structural capacity of the tower with the modifications.
<input type="checkbox"/> OR	If the modification is to a base station: A stamped report by an Arizona registered engineer demonstrating that the base station with the modifications will comply with applicable structural, electrical, and safety codes.

<input type="checkbox"/> N/A	
<input type="checkbox"/> OR <input type="checkbox"/> N/A	If the modification requires alteration to the support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings are also required, showing the items listed in Site Plan Requirements below.
<input type="checkbox"/>	All plans, including elevations, on CD in pdf, jpeg, or tiff format, labeled and dated
<input type="checkbox"/>	Reductions of all plans, including color elevations or renderings (1 copy) 11" x 17"

SITE PLAN REQUIREMENTS	
<input type="checkbox"/>	Title block at bottom right corner, including: <ul style="list-style-type: none"> • Label the plan as "Site Plan" • Name and address of development • A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference (G&SRM, Pima County, Arizona) • The new project number, in bold print larger than the cross-reference numbers
<input type="checkbox"/>	Sheet numbers in bottom right corner (example: "Sheet 1 of 5")
<input type="checkbox"/>	Name, address, and phone number of developer and owner
<input type="checkbox"/>	Name, address, phone number, and professional seal of architect/engineer or firm preparing the plans.
<input type="checkbox"/>	Related case numbers for the site such as conditional use permit, etc.
<input type="checkbox"/>	Date of drawing and/or last revision
<input type="checkbox"/>	Scaled (3" = 1 mile) location map showing: <ul style="list-style-type: none"> • The subject property identified and centered within a one square mile area • Identify major streets, rivers, and town limits within the square mile area
<input type="checkbox"/>	Legal description and lot numbers
<input type="checkbox"/>	Gross and net area of the site

<input type="checkbox"/>	Scale: 1.0 acre or less 1" = 10' 1.0 - 5.0 acres 1" = 20' 5.1 - 20 acres 1" = 40' 20 acres or more 1" = 100' <i>(Other scales as approved by staff)</i>
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legend, describing all symbols and line work used
<input type="checkbox"/>	Zoning district(s) for project area and adjacent parcels
<input type="checkbox"/>	All ground planes labeled, i.e. asphalt, concrete, decomposed granite, etc.
<input type="checkbox"/>	Any proposed modifications to the eligible support structure
<i>Provide location, identification, and dimensions of the following site elements:</i>	
<input type="checkbox"/>	Existing eligible support structure, transmission equipment, and equipment cabinets
<input type="checkbox"/>	Proposed transmission equipment to be collocated or to replace existing transmission equipment
<input type="checkbox"/>	Any new equipment cabinets and their intended uses.
<input type="checkbox"/>	Landscape and parking areas
<input type="checkbox"/>	Fences, walls, and screening, indicating height, length, color, and materials, and any other existing structures on the site
<input type="checkbox"/>	Any areas where excavation is proposed, showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the excavated area.
<input type="checkbox"/>	Landscape areas, including proposed plantings and irrigation systems <i>(these items may need to be shown on a separate sheet for legibility)</i>
<input type="checkbox"/>	Existing and proposed ingress/egress points and intersections, including width

ELEVATION REQUIREMENTS

<input type="checkbox"/>	Scale – minimum of 1/8” or as approved by staff
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	Detailed elevations for the transmission equipment and support structure impacted by the modification, with cardinal orientation labeled
<input type="checkbox"/>	Dimensions of the support structure, including overall height and width
<input type="checkbox"/>	Location, dimensions, materials, and colors (including reflectivity) of principal support structure or building elements – antennas, camouflage elements, walls, windows, doors, etc.
<input type="checkbox"/>	Color renderings or similar illustrations, with cardinal orientation labeled