

## **Commercial Use Antennas and Antenna Towers Submittal Checklist**

- Land Use Application and fee
- Legal description of the property on which the antenna will be located.
- Copies of leases associated with tower/antenna use of property.
- Name of service provider and a brief description of the services proposed to be provided.
- Written statement concerning whether the applicant is currently licensed by the Federal Communications Commission to provide those services.
- Written and signed statement by Qualified Engineer that the proposed service meets or exceeds all requirements of the Federal Communications Commission.
- If antenna is located within a residential area, documentation that no reasonable alternative location exists in another, non-residential area.
- Scaled site plan and drawings showing the following:
  - Boundaries of the property on which a tower is to be located.
  - The leased area of the property if less than the entire parcel.
  - Location and dimensions of any towers and accessory structures or equipment to be constructed or installed including design drawings of proposed tower or antenna and method of attachment of antenna to the tower or other structure.
  - Distances of tower from property lines.
  - Distances of tower to any adjacent structures including, but not limited to, other towers located on or within 100 feet of the leased area.
  - Location and description of landscape screening of accessory structures or equipment.
  - Location, size, and description of any fences to be installed.
  - Location of any public and private easements within the leased area.
  - Simulated photographs of proposed tower/antenna installation.
  - Number of additional antennas that may be co-located on the tower.
- Written and signed recognition by the property owner or the property owner's authorized agent, that failure to remove the tower and associated facilities within the time provided in Chapter 11-1400 of the City Code, following cessation of use, or upon revocation of the permit, may result in removal of such materials by the City and the assessment of all costs against the property.
- For applications within a residential area or which include complex issues such as coverage and/or interference data, the Director may require an escrow to cover the cost of a third party review.

Other information as required by the Community Development Director to process the application.

Questions? Contact City Planner, Scott Harlicker at 763-767-6452 or [sharlicker@coonrapidsmn.gov](mailto:sharlicker@coonrapidsmn.gov)