

# APPLICATION REQUIREMENTS



## CMRS Conditional Use (CM 1)

Edited 6/29/15

**REVIEW CRITERIA:** The Planning Commission may approve and/or modify a conditional use application in whole or in part, with or without conditions, only if all three (3) of the following findings are made:

- A. Surrounding Neighborhood: That the value and qualities of the neighborhood surrounding the conditional use are not substantially injured.
- B. Intent of Zoning Code: That the conditional use is consistent with the intent and purpose of this Zoning Code to promote public health, safety and general welfare.
- C. Comprehensive Plan: That the conditional use is consistent with the Comprehensive Plan of the City.

**SUBMITTAL CHECKLIST:** The following items will need to be included in any Conditional Use review submittal.

Applicant

Planner

**General Development Application Form**

Copies of a **Project Statement** identifying the following (# TBD by Planner):

- 1. A description of the proposed project stating whether it is either:
  - Free standing non-stealth and the corresponding height
  - Free standing stealth and the corresponding height
  - Roof mounted
  - Wall mounted or other
- 2. A clear description of the proposed CMRS facility and the telecommunication service to be provided by the facility. The description should include height, material and color of the facility and associated accessory equipment as well as the manner in which accessory equipment would be landscaped and screened.
- 3. A Justification based on the review criteria addressing why the proposed project should be approved; and
- 4. An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the approved development plan.

A **black line** of the proposed project, reduced to 11" x 17", or a **.pdf**

1 copy, 24" X 36" of the **Development Plan**

A **legal description** of the proposed project

**Photo Simulations** which illustrate three to four different views of what the site will look like once the antennae and associated equipment have been installed. Photos should be taken from the adjoining public street and from any adjacent residential zoning from which the antennae and equipment would be visible showing "before" and "after" views.

A copy of the **Pre-Application Meeting Summary** from the assigned City Planner

4 copies of a **Geo-Technical Hazards Report**

**PLAN CONTENT REQUIREMENTS:** The content of the development plan must include the following information.

### General Information

Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets

Note the sheet number in the lower right-hand corner (i.e. 1 of 10, 2 of 10, etc.)

Indication of standardized scale, both fractional and bar (i.e. 1" = 20')

North arrow

Vicinity Map (does not have to be to scale). The map should show the proposed site outlined with the existing adjacent streets within the neighborhood.

Any Conditions of Record established at the time of zoning.

Notes describing any covenants/easements permitting the use of the land by adjacent property owners.

Notes which describe any approved variances which apply to the property. Include the City File Number and date of approval.

Legend indicating the following information regarding the project site:

Owner name and address

Applicant

Planner

- Acreage
- Name of Master Plan (if applicable)
- Existing zoning and proposed zoning (if applicable)
- Legal Description
- Density (gross and net, residential projects ONLY)
- Parking ratios, parking required and parking provided
- Approximate schedule for development
- Square footage and use data for each proposed building
- Percentage of site covered with structures
- Percentage of site covered with pavement

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- Geologic Hazard Study disclosure statement (not required if exemption is approved)

**Site Development Information**

- Significant natural features, such as vegetation, rock outcroppings, streams, ect.

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- Existing and proposed topography at two foot (2') contour intervals

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- Location, dimensions, and size of proposed lot(s)

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- Location of all floodplain boundaries

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- The following information regarding existing and proposed streets adjacent to the development site:
  - Rights-of-way and pavement widths
  - Existing, proposed and anticipated street names and classifications. Designate a private street by including "private" immediately following the street name.
  - Existing and/or proposed access points
  - Acceleration and deceleration lanes
  - Traffic islands and other traffic control devices
  - Information regarding the general internal and external traffic circulation
  - Sight Distance Triangle as calculated from the Public Works Design Manual (No fence, walls, buildings, pillars, landscaping, signs, or any other obstruction to vision between the heights of 3 ft. and 10 ft. above street level shall be permitted in this triangle).

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- The following information on all existing and proposed buildings:
  - Location and specific distance from property lines
  - Dimensions and square footage
  - Building height
  - Proposed Use

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- Location and dimensions of required building and landscaping setbacks

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- General location and size of all parking areas and driving and maneuvering lanes

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- Zoning and land uses on adjacent properties

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- Pedestrian walkways or sidewalks (existing and proposed) including pedestrian curb ramps at all crosswalks, at all intersections, and where public sidewalks cross driveways with curbs

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- Location, height and material of fences

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- Location, type (i.e. metal halide, low pressure sodium, etc.) and height of lighting (both poles and building packs)

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- Location of all proposed retaining walls, shown with appropriate dimensional information including typical detail/cross-section drawings

Applicant

Planner

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|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Location, size and use restrictions for all "Preservation" or "No Build" areas.   | <input type="checkbox"/> |
| <input type="checkbox"/> | If the submittal involves an amendment to a previously approved site plan, the area proposed for amendment must be clearly delineated on the plan by highlighting and/or outlining changes.   | <input type="checkbox"/> |
| <input type="checkbox"/> | An indication as to whether the facility is designed to accommodate the equipment of additional carriers. If so, the following statement must be included on the development plan:<br><b>"(Name of Applicant/Carrier) will consider collocation proposals from other commercial radio providers with an interest in this facility. (Ord. 01-42)"</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> | Evidence that the carrier has reasonably explored the use of wall, roof or stealth facilities within the search area and determined that said facilities are not feasible or appropriate.   | <input type="checkbox"/> |
| <input type="checkbox"/> | If a <b>ground based BTS equipment or ground based equipment shelter is proposed</b> , illustrate all buildings, parking easements and landscaping existing on the site within a 100 foot radius of the equipment location as well as any new landscaping, screening or security fencing. Elevation drawings and/or photo simulation shall also be provided which illustrate the appearance, color and material proposed for any ground-based equipment or equipment buildings. | <input type="checkbox"/> |
| <input type="checkbox"/> | If <b>roof-mounted equipment is proposed</b> , provide a rooftop plan indicating the location and height of all roof-mounted equipment and buildings.   | <input type="checkbox"/> |
| <input type="checkbox"/> | See "Additional Instructions" that apply to modifications of an existing development plan.  | <input type="checkbox"/> |

