



TELECOMMUNICATION FACILITIES PERMIT APPLICATION AND FILING REQUIREMENTS

A. Suggested Review - It is recommended that the applicant meet with appropriate city staff prior to submission of the formal application. This will allow the Planning, Building, Recreation & Public Works staff to review the request and provide input on potential concerns, including matters relating to zoning and height limitation, co-location requirements, and design criteria. This early review and input by staff could save the applicant possible delay and expensive plan revisions later in the process.

B. Application Process – Applications are due at least 4 weeks prior to the desired Plan Commission Meeting (see Plan Commission meeting schedule for application deadlines). This time frame assumes a complete application; if an incomplete application is submitted the Plan Commission date will be adjusted.

C. Submittal Requirements – The following information shall be provided at the time at which the permit application is filed; the information is considered to be the minimum information required for submission, and the City may require additional information for its review. Provide three (3) copies of each required document and submit 1 pdf document of the entire submittal to planning@fitchburgwi.gov. Below is a summary of required submittals; all items must be included with the application. If you believe a specific item does not apply to your application, please provide a detailed explanation. For specific ordinance requirements see Chapter 64 of the Fitchburg Municipal Code. All documents are also required to be combined into one electronic pdf copy and sent to planning@fitchburgwi.gov.

- 1. Completed Telecommunications Facility Permit Application Form and Filing Fee.
- 2. Property Ownership. Provide evidence of ownership (i.e. Title Report) of the real property on which the proposed telecommunications facility will be located. If the applicant does not own the real property, evidence of authorization from the real property owner shall be provided.
- 3. Justification Statement. Include as part of the permit application form a brief narrative, accompanied by written documentation where appropriate, which explains the purpose of the facility and validates the applicant's efforts to comply with the design, location and co-location requirements of Chapter 64 of the City of Fitchburg Municipal Code.
- 4. Plans. Provide 9 sets of plans consisting of site plans, roof plans, and elevations (and floor plans, if applicable to project) drawn to scale and dimensioned. At least Six (6) of the nine (9) copies shall no larger than 11" x 17".
- 5. Propagation map(s). Provide propagation maps showing the geographic area to be served by the facility.
- 6. Engineers Report. A report from a qualified and Wisconsin licensed professional engineer, which describes the tower placement, height, design and capacity.
- 7. Visual Analysis. The analysis should include views of the tower and equipment from public areas as well as nearby private residences, shall document the floor plan with all dimensions of the equipment building, provide elevations of all four sides of the equipment building and include a landscaping plan for the proposed site.
- 8. Stormwater Analysis. A complete stormwater analysis for the proposed site.
- 9. Generator Data. All technical specifications for the back-up generator, including all noise data.
- 10. Co-location letter. A letter of intent committing the tower owner and his or her successors to allow the co-location of other users on the tower if additional users agree in writing to meet reasonable terms and conditions for co-location.
- 11. Forestry Plan. On wooded or partially wooded land area, document a forestry and restoration plan describing removal of trees, understory and wood floor species, effect on the rootzones of any heritage, specimen trees, and activities to prevent introduction of invasive species or species not suited to the environment.
- 12. Supporting Materials. Additional supporting materials as deemed necessary by the review department to complete review of the proposed project.
- 13. Petition for Waiver, if applicable. (see waiver form for more details)



City of Fitchburg
 Planning/Zoning Department
 5520 Lacy Road
 Fitchburg, WI 53711
 (608-270-4200)

Telecommunication Facilities Permit

Applicant/Contact Person: _____

Address: _____ **Phone Number of Contact Person:** _____

City, State, Zip Code: _____ **Email of Contact Person:** _____

Project Address: _____ **Lot:** _____ **Subdivision:** _____

Project Description:

Application Details:

1. All required documentation, as indicated on the application checklist.
2. Application shall be accompanied by three (3) sets of full-size plans. Two (2) of the three (3) sets of plans shall be no larger than 11"x17".
3. One electronic pdf copy of your application and all supplemental files is also required to be sent to planning@fitchburgwi.gov.

The preceding information is considered to be the minimum information for submission, and the City may require additional information for its review. It is the responsibility of the owner/applicant to insure compliance with all local and state requirements. The below signed applicant acknowledges the above information and hereby submits the attached information for the City's Telecommunications Facilities Permit. Any interpretations provided by city officials as the result of submitting the attached information are based on the submitted plans, and any plan changes may affect the interpretations.

Signed: _____ **Date:** _____
 Applicant or Authorized Agent

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FOR CITY USE ONLY

Date Received: _____ **Meeting Date:** _____

Fee Paid: _____ **Request No.:** _____