



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES

**PDS D DIRECTOR APPROVAL PROCEDURE SPECIAL EXCEPTION
APPLICATION FOR WIRELESS COMMUNICATION FACILITIES**

SE- _____ **Name:** _____ **Date Accepted:** _____

PART 1 6409(a) ELIGIBILITY

Effective April 8, 2015, the City of Tucson is required to follow the federal mandate for any existing Wireless Communications Facilities (WCF) Modification and/or Co-Location Applications, in which the applicant asserts that the provisions of Section 6409(a) of the Spectrum Act (47 U.S.C. § 1455) apply.

- Check this box if this is an application for a modification of an existing Wireless Communications Facility (WCF) which is eligible under Section 6409(a) and which involves:

CHOOSE ONE:

- Collocation of new transmission equipment.
- Removal/moving of transmission equipment.
- Replacement of transmission equipment.

I hereby certify that this project is an eligible facilities request under Section 6409(a), and that all materials included with this application are accurate.

Signature of Applicant

Date

PART 2 PROPERTY INFORMATION

Legal Description (Attach a separate sheet for long legals.)

Lot(s) _____ Block(s) _____ Subdivision Name _____

Address (as assigned by Pima County Addressing): _____

Please provide the following information for each parcel in the special exception site (Attach additional sheet if necessary).

Zoning	Current Use	Section/Township/Range	Area (sq. ft or acres)	Assessor Tax Code

- Note any applicable overlay zones: Hillside Scenic Corridor Major Streets and Routes
 Gateway Corridor Airport Environs Environmental Resource Historic District/Landmark
 Neighborhood Preservation

PART 3 WIRELESS FACILITY

Is the proposed facility a co-location? Yes No Please list all other existing providers

Number & Height of Towers _____

Does the project include a back-up generator? Yes No

Dimensions of electronics cabinet and shelter _____

Height and building material proposed for screen wall _____

Size of lease area (if applicable) _____

Are there any billboards or signs located on the property? Yes No If yes, provide description below.

Describe the proposed use and how it will be designed to be compatible with adjoining development. Please be specific; attach additional sheet if necessary.

PART 4 APPLICANT INFORMATION

Applicant or Agent _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Owner _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Architect/Engineer/Other _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

PART 5 CODE COMPLIANCE

Does the project require the City of Tucson **50' Notice Procedure**: Yes No

Provide a statement explaining how the applicable performance criteria in *Unified Development Code (UDC)*, Sec. 4.9.4.I.5 a., b., or c., or 4.9.4.I.6 a. or b. have been addressed. Use additional sheet if necessary.

Please describe the need for the facility, including other facilities you have within a one-mile radius and why they are inadequate/unsuitable to meet the service need; attach additional sheet if necessary (50' notice procedure only).

PART 6 COMMUNITY CONTACT (50' notice procedure only)

Have you offered to meet on a specified date and time with all property owners within 50 feet and all neighborhood associations within one (1) mile of the site to discuss the proposed special exception? If yes, see below.* Yes No

Provide the tracking number from your neighborhood meeting mailing labels: _____ T _____

Have you met and discussed the proposed special exception with the applicable Ward Office?
Provide name of Ward Office representatives in attendance. Yes No

Name _____

* Attach neighborhood meeting agenda, summary notes, sign-n sheet, and copies of materials provided.

PART 7 MATERIALS REQUIRED WITH APPLICATION

Required of all 6409(a) eligible applications:

- Date of Tucson Mayor & Council meeting approving lease agreement and Ordinance No. (if applicable), **or** authorization from the City of Tucson (COT) Real Estate Department.
- Two (2) copies of the preliminary development package (PDP) per Administrative Manual format 2-03.3.
- Two (2) rolled sets of building plans in substantial completion with specifications and structural calculations as required by City of Tucson Engineering.
- Floodplain Use Permit as required by City of Tucson Engineering (if applicable to site).
- One (1) copy of disk containing electronic copies (in pdf) of all items submitted.
- Statement of 6409(a) eligibility as an attachment.

Required of *only* PDS Director Approval process:

- Date of the Tucson Mayor & Council meeting approving the lease agreement and Ordinance Number (if applicable), **or** authorization from the COT Real Estate Department.

Required of *only* PDS Director Approval with 50' notice procedure:

- Documentation of neighborhood meeting including, a copy of the meeting invitation, mailing list and neighborhood mailing certification form, agenda, the sign in sheet, and summary notes from the meeting.
- If the project includes a back-up generator, provide a narrative of project including, 1) the back-up generator operating decibel level and evidence that the generator meets the requirements of the COT Code, Section 16-31, Excessive Noise,¹ 2) proposed maintenance testing schedule for the generator, 3) type of fuel to be used, 4) generator fuel capacity 5) fuel spill prevention, containment systems and clean up plan, and, 6) security of site. Include product information sheets.

Additional materials required with all applications:

- A completed "City of Tucson PDS Director Approval Special Exception Application" signed by the owner or agent*.
- One (1) 11"x17" preliminary development plan (all sheets).
- The PDP must include the following:

- A dimensioned detail of the antenna (length, width and depth) and mounting configuration, including stand-off dimension, separation within sector and detail of the array;
- Existing zoning of all adjacent parcels surrounding the special exception site; and,
- Structure/tower setback dimensions from residential and/or office zoning (if applicable).
- A statement addressing how the applicable use-specific standards in *Unified Development Code (UDC)*, Sec. 4.9.4.I.5 a., b., or c. or 4.9.4.I.6 a. or b. have been addressed.
- One (1) photo simulation and photo the simulation was created from.
- One (1) copy of last City *approved* development plan/site plan for the property.
- One (1) set of as-built drawings sealed by surveyor if modification to existing WCF is proposed.
- One (1) copy of the Pima County Assessor’s map of the subject parcel(s) and printout showing the subject parcel(s) property tax code number(s) and legal description(s).
- Development Review Board Recommendation (if applicable).
- Appropriate fees payable to the City of Tucson.
 - PDSB Director’s Approval Process
 - Expedited 5 working days - \$800.00
 - Standard 20 working days - \$291.50
 - 6409 Review - \$800.00
 - PDSB Director’s Approval 50’ Notice Procedure - \$511.50

Important notice:

- o Do not staple materials. Paper clips and binder clips are acceptable.
- o Do not incorporate application or neighborhood meeting notes into reports. Keep them separate.
- o Please stamp (PDF) for case # and date assignment.

If the proposed generator requires expansion of the existing equipment compound, consult with PDSB Zoning Review Staff **before** submitting the application to Rezoning staff. Provide a copy of the Preliminary Development Plan and the last City approved development plan/site plan for the property to the Zoning Review Staff for consultation.

1 Section 16-31 of the Tucson Code is available online at

[http://www.amlegal.com/nxt/gateway.dll/Arizona/tucson_az/partiitucsoncode/chapter16neighborhoodpreservation*?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tucson_az\\$sanc=JD_16-31](http://www.amlegal.com/nxt/gateway.dll/Arizona/tucson_az/partiitucsoncode/chapter16neighborhoodpreservation*?f=templates$fn=default.htm$3.0$vid=amlegal:tucson_az$sanc=JD_16-31)

PART 8 SIGNATURES

I (We), the undersigned, request consideration for the special exception request as described in this application and supporting materials. I (We) represent that the information in this application and the supporting materials are true and accurate to the best of my (our) knowledge.

Owner signature*	date
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Applicant/Agent signature (if not owner)	date
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* An application not signed by the owner, must be accompanied by a separate, signed letter, from the owner, granting authority to the applicant/agent to act on his/her behalf.

For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Peter McLaughlin at (520) 791-5550 or Daniel Bursuck at (520) 837-4984.

Revised 05/14/15