



Wireless Communication Facilities (WCF) DRB/UP Application Checklist

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal. All WCFs shall require Development Review Board or City Council approval, with the exception of minor facilities, which the Zoning Administrator shall have authority to approve. (Section 1.906. Zoning Administrator review of minor applications).

Is WCF located in the City right-of-way? If yes, Provider must apply for permission to work in City right-of-way and permission to leave private improvements in City right-of-way.

SUBMITTAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Completed Application Checklist (<i>this form</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee – \$ <u>615.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Application Form (<i>form provided</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Project Narrative (<i>form provided</i>) - Describe site and facility design For Use Permit cases, describe criteria in Sect. 1.400 and any additional criteria
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Current Title Report (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Photographs of site <ul style="list-style-type: none"> Provide 1 color original set mounted or printed on 8 1/2" x 11" paper 15 color copy sets for inclusion in packets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Photo simulations of current and proposed antenna <ul style="list-style-type: none"> Provide 1 color original set mounted or printed on 8 1/2" x 11" paper 15 color copy sets for inclusion in packets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Elevation drawings of new additions, building, screening, poles or other changes: Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint-use. <ul style="list-style-type: none"> 24" x 36" - 4 FOLDED copies 11" x 17" - 15 sets 8 1/2" x 11" - 2 sets

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10. Elevation drawings of new additions, building, screening, poles or other changes:
Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint-use.
- 24" x 36" - 4 FOLDED copies
 - 11" x 17" - 15 sets
 - 8½ x 11" - 2 sets

12. One 8½ x 11" map of the service area for this proposed facility

13. Provide a Combined Context Aerial and Context Site Plan:

- 24" x 36" - FOLDED-2 color copies
- 11" x 17" - 1 color copy

Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

_____ 750 feet

_____ Other

Show the proposed site plan in relation to surrounding development including the following:

- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- Label surrounding zoning and land uses;
- Streets including sidewalks, and any surrounding driveways or intersections;
- Show bike paths and trails; and
- Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

14. Material sample and color paint chips (or noted to match existing/proposed facility):
- 1 sample each, 2"x2" maximum size, mounted on 8½ x 11" sheets (clearly label each sample for):
 - Color (e.g., Frazee #555 Bright Blue)
 - Finish (e.g., Bronze Anodized Aluminum)
 - Material (e.g., split face CMU)
 - Photo of material board

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16. One 8½ x 11" map that shows other existing or planned facilities that will be used by the personal wireless service provider who is making this application.
Describe the height, mounting style and number of antennas on each facility
17. A map that shows, up to a distance of ½-mile from the project, any single family residential developments that are either existing, zoned or are shown in the General Plan.
18. Landscape and irrigation plan
Indicate location, type, quantity and size of plan palette. Include site distance triangles when applicable.
- 24" x 36" - 2 FOLDED copies
 - 11" x 17" - 15 sets
 - 8½ x 11" - 2 copies
19. Archeology Survey and Report
 "Records Check" Report
 Copies of Previous Archeological Research
20. Neighborhood Involvement Packet (notify property owners within a 750-foot radius of site).
open house
21. Property Owners' Association Input
22. A written report verifying that, at its maximum load, including cumulative effects of multiple facilities, the WCF meets or exceeds the Federal Communication Commission's radio frequency safety standards.
23. Submit all items pursuant to the Submittal instructions provided.
24. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call 312-7000.

Coordinator Signature_____
DateThis application needs a: New Project Number or Old Project Number: _____**Planning, Neighborhood & Transportation Division**

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