



**CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES  
 PDS D DIRECTOR APPROVAL PROCEDURE SPECIAL EXCEPTION  
 APPLICATION FOR WIRELESS COMMUNICATION FACILITIES**

**SE-** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_

**PART 1 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 2 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 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.

\_\_\_\_\_

---

### PART 3 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 4 CODE COMPLIANCE

Provide a statement explaining how the applicable performance criteria in *Unified Development Code*, Sec.4.9.4.I.4.a, or .b have been addressed. Attach additional sheets if necessary. If the proposal is to replace existing antennas **only**, disregard Part 4 of the application.

---

---

Part 4 (cont.)

---

---

---

**PART 5 MATERIALS REQUIRED WITH APPLICATION**

- A completed “City of Tucson PDSD Director Approval Special Exception Application” signed by the owner or agent\*.
- One (1) 11”x17” copy of the preliminary development package plan.
- 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).
- Date of Tucson Mayor & Council meeting approving lease agreement and Ordinance Number (if applicable), **or** authorization from the COT Real Estate Department.
- One (1) photo simulation and photo the simulation was created from (if appropriate).
- One (1) copy of last City approved site/development plan for the property.
- 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).
- Appropriate fees payable to the City of Tucson.
- IMPORTANT NOTICE:**
- Do not staple materials. Paper clips and binder clips are acceptable.
- Do not incorporate application materials into required reports. Keep them separate.

**PART 6 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

\_\_\_\_\_  
Applicant/Agent signature (if not owner) \_\_\_\_\_  
date

\*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. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. 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 Carolyn Laurie or Peter McLaughlin at (520) 791-5550.

Revised 01/28/14