



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES

**MAYOR AND COUNCIL 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 PROPOSED USE

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).

Document compliance with the *Unified Development Code*, Section 4.9.4.I.7 (Please be specific; attach 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.

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 PRE-APPLICATION CONFERENCE INFORMATION

Have you attended a pre-application conference with staff? Yes No

Date of pre-application conference: _____

Provide the tracking number from your Pre-application Conference Verification Sheet: T

If no, contact Rezoning Section staff at 520-791-5550 for more information.

PART 6 COMMUNITY CONTACT

Have you met on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the site to discuss the proposed special exception? Yes No

Attach documentation and summary, and indicate date of contact. _____
Date of contact

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? Yes No

Attach documentation and summary, and indicate date of contact. _____
Date of contact

PART 7 MATERIALS REQUIRED WITH APPLICATION

Required of all 6409(a) eligible applications:

- 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).
- Statement of 6409(a) eligibility as an attachment.

Additional materials required with all Mayor and Council Special Exception Procedure applications:

- A completed "City of Tucson Mayor and Council Special Exception Procedure Application for Wireless Communication Facilities" signed by the owner and agent*.
- Seven (7) copies of the preliminary development package (PDP) per Administrative Manual format 2-03.3. The PDP must include:
 - A dimensioned detail of the antenna (length, width and depth) and mounting configuration, including dimensions for the stand-off, array and separation within the sector.
 - Existing zoning of all adjacent parcels surrounding the special exception site.
 - Structure/tower setback dimensions from residential and/or office zoning (if applicable).
- One (1) 11"x17" reduction of the PDP plan set.
- Seven (7) copies of plan proposal per relevant sections of Administrative Manual 2-03.4.3 and 2-03.5 (if applicable)
- One (1) copy of disk containing electronic copies (in pdf) of all items submitted.
- 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.
- Date of the Tucson Mayor & Council meeting approving the lease agreement and Ordinance No. (if applicable) **or** authorization from the City of Tucson (COT) Real Estate Department.
- Pre-application Conference Verification Sheet.
- Documentation of neighborhood meeting including, a copy of the meeting invitation, agenda, mailing list and neighborhood mailing certification form, the sign in sheet, and summary notes from the meeting.
- 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).

- One (1) copy of the payment receipt for rezoning pre-application conference.
- One (1) copy of the payment receipt for neighborhood meeting mailing labels.
- Appropriate fees payable to the City of Tucson.

- If the project includes a back-up generator, provide a narrative of project addressing, 1) the back-up generator operating decibel level and evidence that the generator meets the COT Code, Section 16-31, Excessive Noise, 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.

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 PDSZ Zoning Review Staff **before** submitting the application to Rezoning staff. Provide a copy of the Preliminary Development Plan and the last City approved site/development plan for the property to the Zoning Review Staff for consultation.

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\\$anc=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$anc=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

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. 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