



**CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES
MAYOR AND COUNCILSPECIAL 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 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 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 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 5 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 6 MATERIALS REQUIRED WITH APPLICATION

- 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 Admin. 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 copies of plan proposal per relevant sections of Admin. Manual 2-03.4.3 and 2-03.5 (if applicable)
- Date of Tucson Mayor & Council meeting approving lease agreement and Ordinance Number (if applicable) **or** authorization from the COT Real Estate Department.
- Pre-application Conference Verification Sheet.
- Documentation of neighborhood meeting including, a copy of the meeting invitation, 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).
- A copy of the payment receipt for rezoning pre-application conference.
- A 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 City of Tucson 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 NOTICES:**
 - Do not staple materials. Paper clips and binder clips are acceptable.
 - Do not incorporate application and neighborhood meeting materials into reports. Keep them separate.

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.

¹ Section 16-31 of the Tucson Code is available online at http://www.municode.com/resources/code_list.asp?stateID=3

PART 7 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.