



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES DEPARTMENT

**ZONING EXAMINER 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 of Property	Section/Township/Range	Area (sq. ft./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 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.



Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Architect/Engineer/Other \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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### 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.

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### 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

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

Provide a summary of the meeting, **including** Ward representative(s) in attendance and meeting date. Attach documentation (if available).

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### PART 6 MATERIALS REQUIRED WITH APPLICATION

- A completed “City of Tucson Zoning Examiner Special Exception Procedure Application for Wireless Communication Facilities” signed by the owner or agent\*.
- Seven (7) copies of the preliminary development package formatted per Admin. Manual 2-03.3, including :
  - A dimensioned detail of the antenna (length, width, 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 site plan package.
- Seven (7) copies of plan proposal with relevant sections of Admin. Manual 2-03.4.3, and 2-03.5 if required.
- 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 including, 1) the back up generator operating decibel level and evidence that the generator meets the City of Tucson 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.
- IMPORTANT NOTICE**
- 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. Provide a copy of the Preliminary Development Package Plan and the last City approved site plan/development plan for the property to the Zoning Review Staff for consultation.

<sup>1</sup>Section 16-31 of the Tucson Code is available online at [http://www.municode.com/resources/code\\_list.asp?stateID=3](http://www.municode.com/resources/code_list.asp?stateID=3)

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### 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

\_\_\_\_\_

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.