

CITY OF TUCSON
Real Estate Program
Application for Placement of
Wireless Communications Facilities
On City Property or Right-of-Way

Contact Name: _____

E-mail: _____ **Phone:** _____ **Fax:** _____

Applicant/Company Name and Address: _____

Site Address: _____ **Site APN:** _____

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Monopole | <input type="checkbox"/> Light pole | <input type="checkbox"/> Co-location |
| <input type="checkbox"/> Rooftop | <input type="checkbox"/> Stealth | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Flagpole | <input type="checkbox"/> Pole Change out | <input type="checkbox"/> Upgrade Existing |

Type of equipment for placement: (cabinets, shelter – dimensions) _____

Required Submittals (in electronic format):

- 1) Detailed drawings/construction plan set. This is the same submittal that will be required by the Planning & Development Services Department.
- 2) A map showing the desired location and exact placement of your proposed communications equipment.
- 3) Photographs of the site showing where the equipment will be placed.
- 4) A simulation of the proposed finished site with all equipment from at least two different views.
- 5) A sealed legal description and drawing of the lease area in 8.5”X11” format.
- 6) \$5,000.00 non-refundable application fee for new placements and for Lease Amendments that expand the existing leased area.

Submit your payment and application to "City of Tucson Real Estate Program, Attn: Property Management, P O Box 27210, Tucson, Arizona 85726-7210.

Signature of Applicant/Authorized Agent

Date

Application Process
Placement of Wireless Communications Facilities
On City Property or Right-of-Way

1. Wireless Communication Companies (Applicants) begin the process by e-mailing their completed application, including plans and photographs to the City's Wireless Review Coordinator at jim.stoyanoff@tucsonaz.gov in the City's Real Estate Program. Applicants can download the application from the Real Estate website at:

<http://dot.tucsonaz.gov/realestate/public.htm>

There are two phases of review for each application:

- Phase 1: *Feasibility Assessment Review* – a brief initial review to be sure there are no obvious red flags before proceeding further.
 - Phase 2: *Final Assessment and Plan Review* – a detailed review for final approval prior to execution of the lease agreement.
2. Feasibility Assessment Review (Phase 1) The Wireless Review Coordinator will conduct a meeting between appropriate City personnel to review the proposed application. An initial site visit may also be scheduled. The team will do a brief review to be sure there are no obvious red flags before proceeding. If the application passes the Feasibility Assessment Review, the process moves forward. If a member of the team has legitimate objections regarding why the application cannot be accepted, such as interference with public safety communications, the Wireless Review Coordinator informs the applicant of the denied status.

When the application has passed the Phase 1 Feasibility Assessment the applicant is instructed to submit a completed application with detailed site and equipment drawings, photographs of the existing installation area, and drawings or simulations of the proposed facilities (for non-technical reviewers). A sealed survey and legal description (meets and bounds description plus a drawing of the lease area) is also required at this time.

3. Plan Review (Phase 2) The Wireless Review Coordinator forwards the application and detailed plans, photographs drawings and legal description to the Phase 2 Plan Review Team. At this stage, a thorough review is performed prior to execution of the lease agreement. Planning and Development Services Department and the benefiting department will comment on items necessary for lease and plan approval. Planning and Development Services Zoning submittal can also take place at this time so that the two processes (lease approval and zoning approval) can run concurrently. The Planning & Development Services website is located here:

<http://www.tucsonaz.gov/dsd/>

The Wireless Review Coordinator also notifies the affected Council Member of the potential wireless installation. The notice shall state that it is limited to whether the new construction creates any concerns regarding the safe use of the right of way or public property. The Council Member has the opportunity to respond back with comments, suggestions and/or requests for a public meeting in addition to any public meeting that may be required through the normal zoning application process. If a public meeting is requested, the Applicant will work with the Council Office to prepare notifications and conduct the meeting at a convenient time and location. Local neighborhood residents and neighborhood association members will be invited to the meeting by the benefiting department or the Council Office.

4. The Wireless Review Coordinator drafts a lease and has the City Attorney's Office and benefiting department review it. The lease will contain a contingency clause stating that the lease is subject to approval by Planning and Development Services (Zoning). The applicant is required to obtain all required permits. If the lease area is in the right of way the lease will also be subject to future road

improvements. The Wireless Review Coordinator will work with the applicant to determine the commencement date of the lease. A draft will be sent to the applicant for the applicant's review and approval. The final lease is then prepared by City of Tucson staff and signed by the Wireless Review Coordinator, the Real Estate Program Director, the benefiting department Director and the City Attorney's Office. The Wireless Review Coordinator will then forward the lease documents to the applicant for signatures.

5. As soon as the signed lease is returned to the City it will be scheduled for the appropriate Mayor and Council meeting for their approval. If approved by Mayor and Council, the lease is sent to the City Manager's Office for the City Manager's signature. Original copies of the fully executed lease are then distributed to the appropriate parties.
6. The applicant has the legal right to proceed with the installation of the approved telecommunications equipment once the following conditions are met;
 - The lease has been executed by both the applicant and the City Manager,
 - The construction plans have been approved by Planning and Development Services,
 - The first year's lease payment and insurance documents have been received by the Wireless Review Coordinator,
 - The applicant has provided the benefiting department with tentative schedule and contact information for the Site Development Manager and Construction/Field Coordinator,
 - The applicant and benefiting department have scheduled a pre-construction meeting to coordinate all construction activities,
7. The applicant and benefiting department are responsible for coordinating and overseeing all construction activities. The benefiting department can use its own employees to oversee the construction activities or they may contact Facilities and Communications Maintenance Division to oversee construction activities.
8. For modifying/upgrading the antennas and equipment within the existing leased area or expanding the leased area to include new equipment, the applicant shall request in writing and submit detailed drawings/construction plans of the proposed improvements. The plans will be reviewed similar to Phase 2. The applicant and benefiting department are responsible for coordinating all construction activities, including any neighborhood association notification that may have been agreed upon during the initial construction of the cell tower.
9. The applicant (or the applicant's designee) will receive an annual invoice from the City of Tucson Finance Department.

Disclaimer: At the initial feasibility review phase, drawings shall be treated as conceptual and not final.

If you are seeking to place wireless equipment on City property or private property, you must contact the Planning and Development Department (Peter McLaughlin at 520-837-4898) for a *Zoning Compliance Review* application. (LUC 3.5.4.D) (Ord. No. 8899, §1, 7/7/97)

Applicants should adhere to the following guidelines for greater chance that a proposal will be accepted: Pole attachments -- (1) New pole should not increase pole diameter more than 20%. (2) New pole should not be increased in height more than 10 feet. (3) No external wiring or foot pegs. (4) If there is another provider visible on an adjacent pole, the antennae array should be restricted to the same size and design. (5) If light standard is to be replaced, it should be of similar size and design as original. (6) If on a baseball light pole, the antenna should be above the lights. (7) Antennae are limited to 6 feet above the building, or 15 feet if mounted on the roof of a building 40 feet high or taller and no more than 6 feet can be seen from the street. (7) If within public right-of-way, it must be architecturally and/or environmentally compatible with the building and general area. This judgment is made by the Planning & Development Services Director based on the applicant's submittal (for permitting), the character and appearance of the surrounding area, and applicable City policy.

Regarding the placement of equipment in Parks, please keep the following in mind: Support buildings and maintenance access are generally problems. If located near ball fields, they catch errant balls in the fence enclosures and invite youth to try to retrieve the balls, resulting in a safety hazard. The enclosures also trap litter inside and become a visual blight in the park. Antennas need to be located at least 5 feet above the highest row of lights; otherwise they become maintenance problems. Driving over park areas for construction and maintenance of antennas have also created problems by breaking irrigation lines and leaving ruts that create hazards for pedestrians and lawnmowers. Parks and Recreation encourages communications providers to provide solutions to these problems such as placing the support equipment in an underground vault and providing paved driveways to the sites. Placing the support facilities in a safe, non-public area is also encouraged. Fencing will be site-specific as required by Parks and Recreation.

In addition to submitting designs to Planning & Development Services for the permitting process, the final design must be approved by the affected City department prior to construction. The Department will coordinate a final walk-through and approve the construction, as per the plans.