



CITY OF DUBLIN.

WIRELESS COMMUNICATION FACILITY

Application Requirement Checklist

Application & Supporting Materials

1 APPLICATION FEE

- 2 **CD** - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.

- 3 **ORIGINAL SIGNED AND NOTARIZED ADMINISTRATIVE REVIEW TEAM APPLICATION FORM** - ONE (1) ORIGINAL

- 4 **LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED** - ONE (1) COPY

- 5 **LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 300 FEET** - ONE (1) COPY THAT INCLUDES:

- A Parcel number
- B Owner name
- C Complete address

6 APPLICATION STATEMENT THAT INCLUDES THE FOLLOWING:

- A Describe the proposed wireless communication facility, including type, height, location, and other relevant details.
- B State how the proposal is compliant with the requirements of Code Section 99.06(B)(4) and all applicable federal, state or local laws.
- C Explain the applicant's ability or inability to use existing towers, other structures or alternative technology not requiring the use of towers or structures, to provide the services planned for the use of the proposed new tower.

7 NOTARIZED STATEMENT BY THE APPLICANT AFFIRMING THAT THE CONSTRUCTION OF THE TOWER WILL ACCOMMODATE CO-LOCATION OF ADDITIONAL ANTENNAS FOR FUTURE USERS

8 24-HOUR EMERGENCY CONTACT INFORMATION

For entities providing the backhaul network for the tower(s) described in the application and other wireless communications sites owned or operated by the applicant in the municipality.

9 AN INVENTORY OF THE EXISTING AND APPROVED TOWERS, ANTENNAS, AND ALTERNATIVE TOWER STRUCTURES

Must include towers, antennas, and alternative tower structures within the jurisdiction or within two miles of the border of the city. (The City may share this information with other applicants or other organizations seeking to locate towers or antennas within the jurisdiction of Dublin or other communities. However, the City is not, by sharing this information, in any way representing or warranting that the sites are available or suitable.) THE INVENTORY SHALL SHOW EACH TOWER AND ANTENNA AND INCLUDE:

- A A map showing each location, by address, including straight-line distances between each tower.
- B Height and design of each existing tower.
- C Tower operator/owner.
- D Co-location capability of each tower, including alternative tower structures.

Plans & Maps

All plans require ONE (1) large (24 x 36) and TEN (10) small (11 x 17) copies to scale and dimensioned unless otherwise noted. The scale may not be less than 1" = 50'. Plans must be stapled, collated, and folded. Additional copies of plans may be requested prior to the case being placed on a meeting agenda.

1 SITE PLAN - INCLUDE THE FOLLOWING:

- A The location, type and height of the proposed tower (height of the structure and overall height from grade)
- B Existing land uses and existing zoning districts.
- C Adjacent land uses and zoning districts (including other municipalities).
- D Adjacent roadways and access.
- E Setbacks between the proposed tower and auxiliary structures and the nearest property lines.
- F The separation distance from other towers described in the inventory of existing sites. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator for the existing tower(s), if known.
- G Existing and proposed topography.

2 LANDSCAPE PLAN - INCLUDE THE FOLLOWING:

- A Specific landscape materials, locations and installation sizes in accordance with the landscape code provisions of zoning code section 153.130, and 153.133(c) in particular.
- B Location and method of fencing, if any, including height, material, style and color.
- C If applicable, the method of camouflage and illumination.

3 ELEVATIONS

Show the proposed tower and any other associated structures.

4 MATERIALS - TEN (10) 8.5 x 11 CUT-SHEETS AND DESCRIPTIONS OF PROPOSED MATERIALS

Any materials relevant to the proposal.

5 PROPOSED SIGNS

Include dimensions, colors, and text.