

## Commercial Antenna Tower Submittal Checklist

**Note** that the below requirements are only for a proposal to construct a **new** commercial antenna tower. Any existing tower co-location or modification should submit a Telecom Permit Application with the Building Inspections Division.

1. Land Use Application form and associated fee(s)
2. A **scaled** site plan or drawing (engineering scale only, at 1"=50' or less) including:
  - boundary lines of the property with lot dimensions and area calculations
  - the leased area of the property if less than the entire parcel
  - location and dimensions of any towers and accessory structure or equipment to be constructed or installed
  - design drawings of proposed tower or antenna and method of attachment of antenna to the tower or structure
  - distance of tower from property lines
  - distance of tower to any adjacent structure (including other towers) located on or within 100 feet of the leased area
  - location and description of landscaping and/or screening of accessory structures or equipment
  - location, size and description of any fences to be installed
  - existing and proposed easements (public and private) within the leased area
  - simulated photographs of proposed tower/antenna installation
  - number of additional antennas that may be co-located on the tower
3. Legal description of the property on which the antenna will be located (in Word Document format)
4. Documentation that equipment proposed on the new tower cannot be accommodated on an existing or approved tower or other structure within a one quarter mile search radius
5. Copy of lease(s) associated with the tower use of property
6. Name of service provider and a brief description of the services to be provided
7. Written statement concerning whether the applicant is currently licensed by the Federal Communications Commission to provide those services
8. Written and signed statement from a Professional Engineer (PE) that the proposed service meets or exceeds all requirements of the Federal Communications Commission
9. Written and signed recognition by the property owner or property owner's authorized agent that failure to remove the tower and associated facilities within the time provided in Chapter 11-1400 of the City Code, following cessation of use or upon revocation of the permit, may result in removal of such materials by the City and the assessment of all costs against the property
10. **If the antenna is located within a residential area**, documentation that no reasonable alternative location exists in another, non-residential area
  - a. *for applications within a residential area or which complex issues such as coverage and/or interference issues, the Community Development Director may require an escrow to cover the cost of a third-party review*

Other information may be requested by Community Development or Planning staff to process the application. Questions? Contact our Planning Department at 763-767-6430 or [planning@coonrapidsmn.gov](mailto:planning@coonrapidsmn.gov)