

TELECOMMUNICATIONS TOWER ZONING APPROVAL PERMIT CHECKLIST

For the placement, modification, replacement or collocation or operations of a Wireless Support Structure.

Complete These Forms

- St. Louis County / Municipal Zoning Approval for Permit Applications
- City of Fenton Wireless Facility Siting Application Form

Present These Documents

- Five* (5) copies of site plan that:
 - Is drawn to Scale (example: 1"=30'-0") and the scale indicated on site plan
 - Shows a north arrow
 - Shows the shape of the parcel and the parcel dimensions
 - Shows the street names abutting the parcel
 - Shows the shape of the main building and the building dimensions
 - Shows the dimensioned location of the main building on the parcel
 - Shows the parking spaces and indicates the handicapped parking spaces
 - If a multi-tenant building, indicates your proposed tenant space and dimensions
 - If a multi-tenant building, indicates how many square feet you occupy
 - Shows the dimensioned location of the proposed construction

- Five* (5) complete sets of plans and/or documents. If St. Louis County requires sealed drawings by a registered architect/engineer, the City of Fenton requires, at least, a copy of the sealed drawings.

- Owner consent

Pay These Fees (due prior to processing)

- Commercial - Based on Value of Construction:

Under \$25,000	- \$ 50.00 + \$15.00 Processing Fee = \$ 65.00
\$25,001 to \$50,000	- \$ 60.00 + \$15.00 Processing Fee = \$ 75.00
\$50,001 to \$100,000	- \$ 80.00 + \$15.00 Processing Fee = \$ 95.00
\$100,001 and over	- \$100.00 + \$15.00 Processing Fee = \$115.00

Next Step:

Once approved for zoning by the City of Fenton, pick up signed documents and submit to St. Louis County for building permits and to the Fenton Fire Protection District, 845 Gregory Lane, 636-343-4188, if applicable.

ST. LOUIS COUNTY / MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION

Application Date: _____	Permit No.: _____
Dep \$ _____ Fee \$ _____	Total: _____
Payment Method: _____	
Deposit Refund Date: _____	

CITY OF FENTON, 625 New Smizer Mill Road, Fenton, MO 63026

PLEASE PRINT

PROJECT INFORMATION:

Project Address: _____
 Tenant Name: _____
 Description of Work: _____ Sq. Ft.: _____

Property Owner Name
& Address: _____

Prop. Owner Phone No.: _____

Applicant Name & Address: _____

Applicant Phone No.: _____
Applicant Email: _____

Municipal and St. Louis County Approval:

Municipal Approval Only:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Grading/Excavation
<input type="checkbox"/> Additions	<input type="checkbox"/> Occupancy	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Mechanical (exterior units)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Demolition	
<input type="checkbox"/> Interior Finish/Remodel	<input type="checkbox"/> Other: _____	

Is this project located in a Flood Plain? No: _____ Yes: _____ Rating: _____

Value of construction: \$

Applicant Signature _____
Print Name _____

Note: Applicants for building permits must submit this form with four (4) copies of the site plan approved, signed and dated by the municipal official at the time the building permit application is submitted to St. Louis County, Department of Public Works.

Zoning Classification:	Approved:	Not approved:
Comments:		
Zoning Signature:		Date:
<i>Community Development Director</i>		

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER: _____

**CITY OF FENTON
WIRELESS FACILITY SITING APPLICATION FORM**

Completed Application to be submitted to:

[_____]

Email: [_____]

For Office Use Only

Date Submitted _____

Fee Paid _____

Received By _____

This Wireless Facility Siting Application (“Application”) is for the placement, modification, replacement, or collocation or operation of a Wireless Support Structure, Utility Pole, and corresponding Wireless Facilities pursuant to Chapters 491 and 510. Different federal, state, and local regulations, exemptions, and requirements apply depending on the details of the Applicant’s proposed Project.

This Application will be used to determine the qualifications and eligibility of the Applicant under federal, state, and local law, and to assist the City in ensuring compliance of the Applicant and the City with applicable law and addressing any unique or special circumstance as may be established by and/or applicable to Applicant. Upon review of this Application and depending on Applicant’s proposed Project, the City may request additional information to complete the review process. Please attach any additional information that you believe to be useful to the City in processing this Application. All information required hereunder shall be demonstrated by the Applicant to the satisfaction of the City.

It is recognized that due to the various requirements of state and federal law, this form Application may not fully describe or coincide with all types of projects that an Applicant may propose, particularly given the numerous potentially applicable regulatory schemes that may apply to the City’s authority depending on the user and nature of the specific project. If it is believed that certain questions are either not relevant or are inapplicable as a result of system design, law, or other reason, please indicate the specific basis for such belief as to your particular Application.

PART A: DEFINITIONS

For purposes of this Application, the following words shall have the following meaning:

“Fast-Track” – Facilities meeting the definition and requirements of “Fast-Track” Small Wireless Facility under Code Sections 491.020 and 491.060.

Inventory Form – The attached Existing Wireless Facility WSS Specifications Inventory that shall be completed by Applicant for every project except construction of a new WSS.

Project – The activity Applicant is seeking authority to undertake via this Application.

Section 6409a Application – An “eligible facilities request” subject to Federal law, 47 U.S.C. § 1455(a) (Section 6409(a) of the Middle Class Tax Relief Act of 2013).

Small Wireless Facility – Facilities meeting the definition and requirements of Small Wireless Facility under Code Sections 491.020 and 491.050.

Utility Pole – A pole or similar structure that is or may be used for wireline communications, electric distribution, lighting, traffic control, signage, or a similar function, or for the collocation of Small Wireless Facilities; provided, however, such term shall not include WSS, electric transmission structures, or breakaway poles owned by the state highways and transportation commission and shall not include municipal electric distribution poles or facilities.

Wireless Facilities (“Facilities”) – The set of equipment and network components including but not limited to antennas, accessory equipment, transmitters, receivers, power supplies, cabling, and associated equipment necessary to provide Applicant’s proposed service and shall also include a structure that currently houses such equipment; except this definition does not include a WSS.

Wireless Support Structure (“WSS”) – A structure, such a as a monopole or tower or building capable of supporting Facilities. This definition does not include utility poles.

PART B: APPLICATION TYPE

Applicant seeks authorization to (see definitions below; check all that apply):

- Construct a new WSS (e.g. new tower, new pole with antennas, disguised tower, etc.), or Utility Pole
- Replace a WSS or Utility Pole
- Collocate (add antennas or other Facilities) to existing WSS (with existing antennas) or Utility Pole
- Install a Small Wireless Facility
- Install a Fast-Track
- Install antennas on an existing WSS or Utility Pole resulting in no increase in number of antennas
- Other (additions to structures with no existing antenna, etc.); explain: _____

Please provide brief narrative description of proposed Project: _____

Project will be used to provide the following type(s) of service (check all that apply and explain):

- Wireless Communication Services _____
- Personal Wireless Services _____
- Other _____

PART C: GENERAL INFORMATION

1. Name of Applicant, including all Affiliates of Applicant:

Applicant: _____ Date: _____

Affiliates: _____

2. Address of Applicant: _____

3. Name, Telephone Number, and ***Email*** Address of Contact Person for Applicant: _____

4. If the owner of the real property (“Real Property Owner”) and/or personal property (i.e., WSS, Utility Pole, or building) (“Personal Property Owner”) on which the Project is located is not the same as Applicant, please provide as applicable information regarding the Real Property Owner’s and Personal Property Owner’s name, company, address, email, and telephone number:

Property Owner:

Personal Property Owner:

5. **Attach to this Application** a copy of a lease, letter of authorization, or other agreement from the Property Owner and/or the Personal Property Owner, if different than the Applicant, evidencing Applicant's right to pursue this Application and use the Personal Property Owner's and/or Real Property Owner's property. See *RSMo. §§ 67.5096-100*.
6. Attach a letter of agency appointing the Applicant's Representative as the agent for the Applicant in connection with this Application. (If applicable).
7. Does the Applicant have Public Service Commission authority to provide any services within the City? Yes _____ No _____
 - a. If so, please attach a copy of all applicable Commission Orders and tariffs applicable within the City.
8. Does Applicant have a current business license with the City? Yes _____ No _____
 - a. If yes, please attach the business license with the City.
9. Does Applicant have a ROW Use Agreement with the City? Yes _____ No _____
 - a. If yes, please attach the ROW Use Agreement.
10. Attach structural analysis in compliance with Section 491.040.

PART D: APPLICABILITY OF SECTION 6409

1. Does this Project constitute a Section 6409(a) Application? Yes _____ No _____
 - a. If yes, provide information/documentation evidencing applicability of 6409(a).

PART E: APPLICABILITY OF FAST-TRACK PROCEDURE

1. Does this project constitute a Fast-Track subject to Fast-Track Procedure under Code Section 491.060? Yes _____ No _____
 - a. If yes, provide information/documentation evidencing requirements project meets the requirements of Fast-Track under Code Sections 491.020 and 491.060, including an attestation that such proposed facility meets the volumetric requirements to meet the definition of "Fast-Track" as defined in Section 491.020.
2. Is Applicant seeking a waiver from City Council to install a new Utility Pole? Yes _____ No _____
 - a. If yes, provide justification statement in compliance with Section 491.060.
 - b. Attach information necessary to meet the requirements described in Part F.1.c, below.
3. Is Applicant's proposed installation in the ROW? Yes _____ No _____
 - a. If yes, please provide the following information, including diagrams or other building drawings, showing:

- i. The proposed Fast-Track will be located at least eight feet (8') Above Ground Level;
- ii. There will be no ground equipment associated with the Fast-Track; and
- iii. No portion of the Fast-Track shall extend horizontally from the attaching surface more than sixteen inches (16").

4. Is Applicant seeking any waiver of the Fast-Track requirements? Yes ____ No ____

a. Is the waiver being sought a waiver of the volumetric requirements in the definition of Fast-Track described in Section 491.020 by 50% or less? Yes ____ No ____

i. If yes, please provide information demonstrating good cause for such waiver of volumetric specifications, specifically demonstrating that:

- 1. The Applicant does not in any location nationally use equipment capable of meeting the specifications of Fast-Track and the purpose of the equipment; and
- 2. The Applicant cannot feasibly meet the requirements as defined and described for a Fast-Track.

b. Is the waiver being sought by the Applicant a waiver of the volumetric requirements in excess of 50% of the definition of Fast-Track described in Section 491.020? Yes ____ No ____

i. If yes, please provide information to be considered by the City Council demonstrating good cause in accordance with Section 491.060.

c. Is any other waiver being sought by the Applicant from the Fast-Track requirements and procedures? Yes ____ No ____

i. If yes, please provide information to be considered by the City Council demonstrating good cause in accordance with Section 491.060.

PART F: APPLICABILITY OF SMALL WIRELESS

1. Does this project constitute a Small Wireless Facility subject to a permitted use? Yes ____ No ____

a. If yes, provide information/documentation evidencing requirements project meets the requirements of Small Wireless Facility in Sections 491.020 and 491.050.

b. Attach attestation that the facility meets the size criteria for a Small Wireless Facility.

c. Attach information indicating compliance with all of the requirements of § 67.5113.3(9) RSMo., including information that demonstrates that the installation will:

i. Not materially interfere with the safe operation of traffic control equipment or authority-owned communications equipment;

ii. Not materially interfere with sight lines or clear zones for transportation, pedestrians, or nonmotorized vehicles;

iii. Not materially interfere with compliance with the Americans with Disabilities Act ("ADA", 42 U.S.C. §§ 12101-12213, or similar federal or state standards regarding pedestrian access or movement;

- iv. Not materially obstruct or hinder the usual travel or public safety on the City's rights-of-ways;
- v. Not materially obstruct the legal use of the City's rights-of-way by the City, utility, or other third-party; and
- vi. Comply with the City's spacing requirements found in Chapter 510, applicable technical codes and engineering standards for utility poles or other structures, the City's aesthetic requirements, and the City's undergrounding requirements expressed in Chapter 510.

2. Is Applicant's proposed installation in the ROW? Yes _____ No _____

- a. If yes, please provide information demonstrating that the height of any modified Utility Pole is: 1) fifty or less feet ($\geq 50'$) Above Ground Level; or 2) ten or less 10 feet ($\geq 10'$) above the highest Utility Pole as of January 1, 2019, within five hundred feet (500').

PART G: DESCRIPTION OF PROPOSED CONSTRUCTION PLANS AND PROJECT

1. Is any of the Project located in the public ROW? Yes _____ No _____

- a. If yes, describe the Wireless Facilities currently and/or to be located in the ROW in detail, provide a map identifying exact locations of all current and/or proposed Wireless Facilities within the public ROW, and identify the owner of the ROW.

2. Is any of the Project located on a historic structure as defined by § 253.545 RSMo.?
Yes _____ No _____

3. Is any of the Project located in a historic district recognized by federal, state, or local law?
Yes _____ No _____

4. Provide a detailed map depicting the boundary of the property owned or leased for purposes of the Project and the location of the current or proposed WSS or Utility Pole, and Wireless Facilities within that boundary.

- a. Provide the street address for the proposed Project.

5. Describe in detail the type(s) of Wireless Facilities to be installed, modified, or utilized:

6. Provide copies of utility connection plans and electric and communication utility easements (If applicable).

7. Does the proposed installation require antenna structure registration with 47 C.F.R. Part 17?

8. **If proposing to construct a New WSS or Utility Pole (if not, go to question 9)**, include detailed licensed engineer drawings for each applicable question and state:

a. Current zoning of the property: _____

b. Current use(s) of the property: _____

c. Height of the proposed New WSS or Utility Pole: _____

- d. Width of the proposed New WSS or Utility Pole: _____
 - e. Number of outdoor equipment cabinets proposed: _____
 - f. Square footage of the equipment compound (lease area): _____
 - g. Number of antennas to be installed on the WSS or Utility Pole: _____
 - i. For each antenna, provide the owner and height of installation of such antennas if different than Applicant.
 - h. Did you conduct an analysis of available collocation opportunities on existing WSS within the area?
Yes _____ No _____
 - i. Is the new WSS to be concealed or disguised? Yes _____ No _____
 - i. If yes, provide detailed drawings.
 - j. If proposing to construct a new Utility Pole, does such proposal comply with the City's Utility Pole spacing requirements outlined in Chapter 510? Yes _____ No _____
 - i. If no, is the Applicant seeking a waiver? Yes _____ No _____.
 - ii. If yes, please attach information indicating:
 - 1. When and where nearby Utility Poles existed that are spaced closer than 150 feet apart;
 - 2. When conditions are such that no Existing Structure is available for placement of Facilities;
 - 3. The Utility Pole can be placed to be minimally visually intrusive; and
 - 4. Any other information which would indicate that good cause for waiver of such spacing requirement is met by the Applicant.
 - k. Provide a proposed landscape plan.
 - l. Provide site plan showing privacy fencing/screening and location, height, and intensity of all proposed exterior lighting.
 - m. Provide description of the proposed security measures to protect against unauthorized access.
 - n. Description of lighting scheme if required by the FAA or other state or federal agency.
 - o. Provide site plan showing dimensions of proposed WSS or Utility Pole, and Facilities and principal/accessory buildings/structures and existing building/structures to remain, if any, and distance of each to the nearest adjacent property line.
9. **If proposing to modify an existing WSS or Utility Pole**, include detailed licensed engineer drawings, for each applicable question, complete **and attach the Inventory Form**, and state:
- a. Current zoning of the property: _____
 - i. If existing WSS was approved by Conditional Use Permit, please attach a copy of the approved Conditional Use Permit

- b. Current use(s) of the property? _____
- c. Does the Project qualify as a “substantial modification”
 - i. Pursuant to 47 C.F.R. §1.40001? Yes ___ No ___
 - ii. Pursuant to § 67.5092 RSMo.? Yes ___ No ___
- d. Will the proposed Project involve excavation outside of the lease compound area?
Yes ___ No ___
- e. Provide site plan showing dimensions of current Wireless Facilities and WSS (including height of all current users on WSS) or Utility Pole, and dimensions of proposed modifications to Wireless Facilities and WSS or Utility Pole.
- f. If the Project involves modification of a concealed WSS, provide photo simulations of the Project and explain in detail whether the modification will defeat the concealment elements of the existing WSS: _____

PART H: VARIANCES

The proposed Application fully complies with the City’s Zoning Code, City Building Code, and other applicable law, except for the following requested variances: (state “no variances sought” or specific code section, variance sought, and detailed justification, if any, for each such variance sought): _____

PART I: CERTIFICATION

I certify that I am authorized to execute this Application and have read and understand the Application. I further certify that all the information contained in this Application and the exhibits submitted are complete and accurate to the best of my knowledge. I understand that the City can and should rely on the information provided herein as being complete and accurate in evaluating this Application and that any material omission of information or deliberately false answers given to questions on this Application may result in the City revoking a permit or license it has granted to applicant based on this Application. By signing below, I agree that if approved, the proposed use will comply at all times with the requirements of City ordinances.

Signature

Title (showing authority to sign)

Name (Please PRINT)

Company Name (Please PRINT)

Date Signed

**CITY OF FENTON
EXISTING WIRELESS FACILITY WSS INVENTORY**

NOTE: Form required for wireless facility changes to any structure having an existing wireless antenna

1. WSS Address: _____
2. Owner of WSS: _____
(Note: if different from property records so note)
3. User(s) of WSS: _____
(Note: provide photo of WSS and name of each user and each user's elevation height)
4. Is the WSS concealed? Yes _____ No _____
(If yes, provide detailed concealment elements)
5. **At the time originally constructed (state law), state:**
 - a. height of WSS: _____
 - b. width of WSS: _____
 - c. compound dimensions and sq. feet:
 - i. existing: _____ (Use fenced area unless otherwise noted)
 - ii. Leased/owned area for WSS/Facilities (attach lease): _____
 - d. Access/Utility easements dimensions and sq. ft.: _____
 - e. Number of cabinets: _____
 - f. Description detail of ground cabinets/shelters/equipment boxes (height, width, type):

6. **At the time of the last zoning approval (federal law), state (if different from above):**
 - a. width of WSS: _____
 - b. compound dimensions and sq. feet:
 - i. existing: _____ (Use fenced area unless otherwise noted)
 - ii. Leased/owned area for WSS/Facilities (attach lease): _____
 - c. Access/Utility easements dimensions and sq. ft.: _____
 - d. Number of cabinets: _____
 - e. Description detail of ground cabinets/shelters/equipment boxes (height, width, type):

 - f. The height of the WSS as of February 2, 2012: _____
7. **If proposed Project approved, state:**
 - a. height of WSS: _____
 - b. width of WSS: _____
 - c. compound dimensions and sq. feet:
 - i. existing: _____ (Use fenced area unless otherwise noted)
 - ii. Leased/owned area for WSS/Facilities (attach lease): _____
 - d. Access/Utility easements dimensions and sq. ft.: _____
 - e. Number of cabinets: _____
 - f. Description detail of ground cabinets/shelters/equipment boxes (height, width, type):

Dated _____

By: _____

ST. LOUIS COUNTY PUBLIC WORKS PERMIT OFFICES

**CLAYTON OFFICE
41 SOUTH CENTRAL AVENUE
ST. LOUIS, MO 63105
314-615-5184**

**NORTH SATELLITE OFFICE*
NORTHWEST CROSSING
715 NORTHWEST PLAZA DRIVE
ST. ANN, MO 63074
314-615-7304**

**SOUTH SATELLITE OFFICE*
4554 LEMAY FERRY ROAD
KELLER PLAZA
ST. LOUIS, MO 63129
314-615-4076**

**WEST SATELLITE OFFICE*
74 CLARKSON WILSON CENTRE
CLARKSON WILSON CENTRE
CHESTERFIELD, MO 63017
314-615-0902**

Your application may be submitted at any of the above locations.

***Excluding PAC projects**