



City of Chesterfield

PLANNING & DEVELOPMENT SERVICES DIVISION

TELECOMMUNICATIONS SITING PERMIT APPLICATION

Prior to submitting an application to the Planning & Development Services Division, the Petitioner is strongly urged to schedule a pre-application meeting. To schedule a meeting, please contact the Division at (636) 537-4748. For questions about this application, please contact the "Planner of the Day" at (636)-537-4733.

For information about this and other projects under review by the Division, please visit "Active Projects" at www.chesterfield.mo.us. A digital copy of the City of Chesterfield Ordinance 2391 which establishes the telecommunications facilities siting criteria is also available at the City of Chesterfield website.

Check application type:

- New Siting Permit
- Alteration to Existing Siting Permit
- Co-location
- Recertification of Siting Permit

I. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Louis County Assessor's Record: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ Fax: _____

Applicant, if other than owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ Fax: _____

Legal Interest: _____

(Provide date of contract and date of expiration of contract)

* Attach additional sheets as necessary.

II. PROPERTY INFORMATION

Project Name: _____

Locator Number(s): _____

(List additional locator numbers on separate sheet and attach to application)

Acreage: _____ (To the nearest tenth of an acre)

Subdivision Name: _____

Plat Book/Page: _____

Proximity to closest major intersection: _____

Existing Overlay Districts: Check (✓) all that apply C.U.P. C.S.P. L.P.A.
 Other: _____

III. ZONING

Current Zoning District: _____

Existing Uses(s) on property: _____

IV. ADJACENT PROPERTY

Identify surrounding land uses and zoning designations. Include existing/approved square footage or number of dwelling units, type of units, and density.

Property	Land Use	Zoning	Existing Use	Approved Use (use separate sheet as needed)	Ordinance No.
North					
South					
East					
West					

V. PRIORITY LOCATION

- (1). On existing telecommunications towers or other tall structures
- (2). Co-location on a site with existing wireless telecommunications facilities or structures
- (3). On municipally-owned properties or structures
- (4). On other government owned property in the City and its police jurisdiction
- (5). Other (provide a detailed explanation as to why a higher priority location was not selected)

VI. TYPE OF TOWER

- Alternative Support Structure Guyed Tower
- Lattice Tower Monopole
- Stealth Design

VII. REQUIRED MATERIALS

All applications for the construction or installation of new wireless telecommunications facilities, including antennas, shall be accompanied by a report containing the information hereinafter set forth:

- 1) Documentation that demonstrates the need for the Wireless Telecommunications Facility to provide service primarily within the City and its police jurisdiction.
- 2) Name, address and phone number of the person preparing the report.
- 3) Name, address, and phone number of the property owner, operator, and Applicant, to include the legal form of the Applicant.
- 4) Postal address and locator number of the property.
- 5) Zoning District in which the property is situated.
- 6) Outboundary survey, as directed by the City of Chesterfield prepared by a licensed professional Surveyor, licensed to perform surveying within the State of Missouri, with an original seal and signature affixed thereto.
- 7) Five (5) copies of a detailed, scalable site plan prepared by a registered, licensed engineer or surveyor at any scale from one (1) inch equals twenty (20) feet to one (1) inch equals one hundred (100) feet from an accurate survey on one or more sheets whose maximum dimensions are thirty-six inches by forty-two inches (36" x 42"); page sizes eleven inches by seventeen inches (11" x 17") or twenty-four inches by thirty six inches (24" x 36") are acceptable and preferred alternative sizes. The site plan shall include at a minimum, the following information:
 - a. Proposed location of facility;
 - b. Location of and distance from boundary of the nearest residential zoning district(s);
 - c. Location of nearest ten (10) residential structures within one-half (1/2) miles of the proposed facility;
 - d. Location, size and height of all structures on the property which is the subject of the application and of all other structures within a radius of one hundred and ten percent (110%) of the height of the structure.
 - e. Location, size and height of all proposed and existing antennae and all appurtenant structures;
 - f. Type, locations and dimensions of all proposed and existing landscaping, and fencing;
 - g. At least two scaled cross-sections through the site, approximately perpendicular to each other; and
 - h. Proposed elevation of the highest feature of the tower, or attachments thereto, the elevation of the natural pre-existing ground elevation at the base of the proposed construction, and the elevation of the proposed finish grade at the base of the construction. All elevations are to be referenced upon mean sea level and referenced to a

current approved benchmark. A temporary benchmark is to be provided and maintained on-site for reference purposes.

- 8) The number, type and design of the Telecommunications Tower(s) Antenna(s) proposed and the basis for the calculations of the Telecommunications Tower's capacity to accommodate multiple users.
- 9) The make, model, type, and manufacturer of the Tower(s) Antenna(s) and design plan station the towers capacity to accommodate multiple users.
- 10) A description of the proposed Tower and Antenna(s) and all related fixtures, structures, appurtenances and apparatus, including height above pre-existing grade, materials, color and lighting.
- 11) The frequency, modulation and class of service of radio or other transmitting equipment.
- 12) Transmission and maximum effective radiated power of the Antenna(s).
- 13) Documentation that demonstrates and proves the need for the wireless telecommunications facility to provide service. Such documentation shall include propagation studies of the proposed site and all adjoining planned, proposed, in-service or existing sites that demonstrate a significant gap in coverage. Such propagation studies, including all backup data and assumptions used, shall show signal propagation at the height of the proposed antennae(s) and at increments of ten (10) feet lower, to allow verification of the applicant's need for the proposed height.
- 14) Applicant's proposed Tower maintenance and inspection procedures and related system of records.
- 15) Signed documentation such as the "Checklist to Determine Whether a Facility is Categorically Excluded" showing that the wireless telecommunications facility with the proposed installation will be in full compliance with the current FCC RF emissions guidelines. If not categorically excluded, a complete RF emissions study is required to provide verification.
- 16) A copy of the FCC license applicable for the use of Wireless Telecommunications Facilities.
- 17) Certification that a topographic and geomorphologic study and analysis has been conducted, and that taking into account the subsurface and substrata, and the proposed drainage plan, that the site is adequate to assure the stability of the proposed Wireless Telecommunications Facilities on the proposed site, which certification shall be reviewed by a licensed engineer designated by the City.
- 18) Applicant shall disclose in writing any agreement in existence prior to submission of the Application that would limit or preclude the ability of the Applicant to share any new Telecommunication Tower that it constructs.

IX. STATEMENT OF CONSENT

AGENCY CONSENT

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf to submit, this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property and I have an ownership interest and/or am the owner under contract in the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Chesterfield, Missouri, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the City of Chesterfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER/CONTRACT PURCHASER INFORMATION:

I am the [] owner [] contract purchaser. (check (✓) one)

(Name- type, stamp or print clearly)

(Signature)

(Name of Firm)

(Address, City, State, Zip)

Attach additional sheets as necessary.

NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD

Before me appears _____ who has executed the foregoing instrument was subscribed and sworn to before me this _____ day of _____, 20 _____.

Signed _____ Print Name: _____
Notary Public

Seal/Stamp:

My Commission Expires: _____

XI. PARTIES OF INTEREST

Principal Contact: _____ **Title:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Other Contact: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Tel.: _____ **Fax:** _____
Email: _____

Attach additional sheets as necessary.

STAFF USE ONLY

Project Planner: _____ **Intake Date:** _____
 Application NOT Sufficient (date) _____ Application Sufficient (date): _____
Entered into Project List: _____

XII. FEES

The filing fees for an application for review of a telecommunications facilities siting permit shall be based on the information below:

1. A new telecommunications tower or the increase in height of an existing tower will require a non-refundable fee of \$1,500.00.
2. A co-location on an existing telecommunications tower with no increase in height of the tower or structure will require a non-refundable fee of \$500.00.
3. Recertification of an existing telecommunications tower shall require no application fee.

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