



## SECTION 5.05

# UDO Permit: Wireless Telecommunications Facilities

All Wireless Telecommunications Facilities will require a UDO Permit. However, certain facilities may also require Special Exception Use approval before obtaining a UDO Permit. UDO Section 8.01 provides strict policy information regarding new Wireless Telecommunication Facilities and co-location on existing towers.

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### **Wireless Telecommunications Facilities: Special Exception Use**

***Expected Review Time:*** Approximately 87-99 days [Amended Resolution #15-26]\*

***Primary Processing Department:*** Planning & Zoning

***Departments involved in Preliminary review process:*** Planning & Zoning and Engineering

***Notes:***

- Adverse effects must be kept to a minimum on any type of Wireless Telecommunications Facility, whether it involves a new facility or co-location with an existing tower and facility.
- *New towers and facilities* are required to obtain a Special Exception Use Permit, and must follow the Special Exception Use Procedures found in Section 6.01 of this manual.
- All co-locations or new antennas on existing towers, and the associated additional equipment in the compound area are permitted in all districts and must follow the procedures listed below.

### **Wireless Telecommunications Facilities: Permitted Use**

***Expected Review Time:*** Approximately 5-10 business days

***Primary Processing Department:*** Planning & Zoning

***Departments involved in Preliminary review process:*** Planning & Zoning and Engineering

### **Prior to Filing Petition:**

1. A Concept Plan Review Meeting may be scheduled through the Department of Planning & Zoning for the UDO Permit: Wireless Telecommunications. This meeting must not be held more than eight (8) weeks prior to filing the petition. See Section 1.01 Concept Plan Review for more information regarding this required meeting.

### **Petition Filing:**

1. Submit petition for UDO Permit for Wireless Co-Location/New Antenna as well as any supporting documentation to by the posted deadline date and time to the Department of Planning & Zoning. The Wireless Co-Location/New Antenna Packet provides a detailed list of all petition submittal requirements. Petitions received after Monday will be placed in the next week's review cycle.  
[Added Resolution #11-19]
2. The Department of Planning & Zoning will notify Petitioner of an incomplete petition or any missing information within two (2) business days after the submittal deadline date. This information must be completed and submitted within one (1) business day, or the petition will be placed in the next available review cycle after the information is submitted and the petition is deemed complete.

### **Petition Review Process:**

1. The Department of Planning & Zoning will forward a copy of the completed application to all Staff in the specific review process.
2. Staff will review the submitted application and the Department of Planning & Zoning will forward all Staff comments to those named on the Petition within fourteen (14) business days after the submittal date.
3. Revised plans and any requested information must be submitted for staff review in accordance with the date specified on the Staff Comments to remain in the review cycle. If plans are submitted after the deadline date, they will be processed in the next available review cycle.
4. Staff will review the revised plans and the Department of Planning & Zoning will forward all Staff comments to those named on the Application.

*Note:* If at any time during the Review process, revised plans are not re-submitted to the Department of Planning & Zoning within thirty (30) days, the Application will be deemed withdrawn and a new Application and review process will be required to consider the request.

### **Determination of Final Action:**

1. The final set of revised drawings must be submitted in accordance with the staff review comments.
2. Within five (5) business days after the submittal deadline date, the Director, shall make a final determination to either: approve, approve with conditions, or deny the application request.
3. The Department of Planning & Zoning will notify all persons named on the application for Wireless Co-Location/New Antenna regarding the Director's decision within ten (10) days of the action. [Amended Resolution #09-16]

### **Next Steps:**

1. Obtain all necessary permits from Building Codes Enforcement.
2. Establish a cash security fund, irrevocable letter of credit, or a bond for the removal of telecommunications towers, antenna rays, associated equipment and buildings as specified in UDO Section 8.01 E: Abandonment and Removal of Telecommunications Towers, Antenna Arrays, Associated Equipment and Buildings. [Added Resolution #15-26]\*
3. Request a Certificate of UDO Compliance from the Department of Planning & Zoning prior to seeking a Certificate of Occupancy. The Certificate of Occupancy will not be issued without a Certificate of UDO Compliance.
4. Follow all necessary procedures to obtain a Certificate of Occupancy. The procedures for the building process may be found in Section 10.05 of this Manual.