

Submittal Formatting, Required Materials and Checklist:

- Submit electronic copy of ALL required items on checklist. (No larger than 11” x 17”)
- Purge images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.
- Save each exhibit as a separate PDF per document naming below.

Document Naming:

- Property Owner Authorization
- Project Narrative
- Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- Parcel/Aerial Map
- Site Plan
- Facility Diagrams
- Inventory and Map (n/a co-location)
- Report on Alternatives (n/a co-location)
- Photo—Simulations
- Landscape Plan
- Neighborhood Notice
- Town Lease Agreement(s) and Amendments (if on Town property)

Checklist

Property Owner Authorization

- [Signed Letter of Authorization from property owner.](#)

Project Narrative

- Project Narrative shall be limited to 5 pages in length and shall be in 12 pt. font;
- Describe what is being proposed (added, removed or altered) and provide specifications;
- Description of the proposed use and efforts to mitigate any potential impacts to adjacent properties; and
- Information on how the proposed use conforms with the requirements, or standards prescribed by the Land Development Code and any other applicable local, State or Federal requirements.

Proposition 207 Waiver with Exhibits

- Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
 - Exhibit A – Title Report (current)
 - Exhibit B – Legal Description & Map of Site
 - Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.

Parcel/Aerial Map

- Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s)).

Site Plan

- Vicinity Map with the site and major streets noted;
- Graphic scale, north arrow, exhibit date;
- Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, etc.;
- Project data table: existing zoning on site and adjacent property within 300 feet;
- Location of other existing and proposed improvements such as buildings, walls, hardscape, etc.;
- Adjacent lot lines and/or structures within 300 feet of the property line;
- Locations and architecturally integrated method of screening of existing and proposed utility equipment;
- Specific placement of the WCF (including equipment cabinet/building) on the site;
- Setbacks from adjacent property lines measured to the center of the pole and from the closest perimeter wall of the equipment cabinet or building; and
- Location of existing structures, trees, and other significant site features, identified as either “existing to remain in place” or “existing to be removed”.

Facility Diagrams

- Site Photo
- Facility elevations with dimensioned overall height and antenna mounting height;
- Diagram illustrating the existing and proposed changes to facility including specific size and height of antennas and equipment;
- Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned;
- Method of screening of mechanical and electrical equipment;
- Mounting details for antennas, remote radio heads and other equipment; and
- Proposed colors and materials for the WCF equipment.

Inventory and Map (n/a co-location)

- An inventory list and map of existing WCFs operated by the applicant and other providers within two miles of the proposed site (“Service Area”). Include specific information as to location, height, and type of facility.

Report on Alternatives (n/a co-location)

- Submit report explaining why the Wireless Communication Facility is needed at requested location.
 - If Town has requested the applicant co-locate its WCF on an alternate site, please explain why the co-location is not feasible, including efforts made to develop on the alternate site.
 - If a public safety communication tower is to be constructed, the governmental entity shall explain why a public safety communication tower is needed; why the proposed height is necessary for a public use and why alternatives to such a tower are not feasible. Each of the alternatives must include an analysis of financial impacts to taxpayers or the governmental budget(s).

Photo-Simulations

- Color photo-simulations of the view of the proposed facility from adjacent residential properties and public rights-of-way at varying distances (specify the distance).

Landscape Plan

- Graphic scale, north arrow, and exhibit date;
- Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- Dimension location of required landscape areas;
- Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- Contour lines and sections for retention basins and earthen berms (in the vicinity of the proposed WCF facility);
- Location of existing and proposed electrical transformers, utility poles, and other utility equipment (in the vicinity of the proposed WCF facility);

Neighborhood Notice

- Please refer to Section 6.2.6.D of the Land Development Code for requirements;
- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property and the typed names and address of all property owners identified on parcel map (<http://mcaassessor.maricopa.gov/>).

Town Lease Agreement(s) and Amendments (if on Town property)

- Submit copy of current lease agreement and all amendments for the WCF subject site.