



City of Twin Falls

Wireless Communication Facility Application

P.O. Box 1907
203 Main Ave E
Twin Falls, ID 83303
Phone: 208-735-7267
tfplanning@tfid.org

Received Date: _____

Application No.: _____

Application Fee: **\$500 Paid:** _____

WIRELESS COMMUNICATIONS FACILITY: A facility that transmits and/or receives electromagnetic signals, including antennas, microwave dishes, parabolic antennas, directional antennas, and other types of equipment for the transmission or reception of such signals, towers or similar structures supporting the equipment, equipment buildings, shelters, cabinets, and other facilities.

Co-Location on Existing Tower

Roof Mount

Facade

Co-Location on Utility Pole/Light Pole

New Freestanding Tower

A. Applicant Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

B. Representative Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

C. Property Information

○ Project Site Address: _____

○ Parcel ID: _____

○ Present Use of Property: _____

○ Existing Zoning District: _____

○ Project Land Area Size: _____

○ Tower Dimensions: _____

The following items must be included with the application at the time of submission.

D. Submittal Requirements

- Proof of Property Control (provide one of the following)

- Deed
- Lease Agreement
- Written Consent
- Earnest Money Agreement (signed by buyer and seller)
- Evidence demonstrating the unavailability of co-location. (Ord. #2678)
 - A signed and notarized statement by the applicant's engineer to include the following:
 - A RF engineering analysis of all utility poles, regardless of height, and of all towers or structures thirty-five feet 35' in height or higher, within a 1, 320-foot radius of the proposed wireless communication facility site.
 - The fees, costs or contractual provisions required by the owner in order to share an existing tower or structure or to adapt an existing tower or structure for co-location are unreasonable. Costs exceeding new tower development are presumed to be unreasonable.
- **Master Development Plan** showing the location of all existing and proposed wireless communication facility sites of the applicant within the City and its Area of Impact, including the service area of each wireless communication facility.
- A site plan, see attached commercial site plan, to **SCALE** on an **8 1/2" x 11"** **paper**, of the subject property showing the following:
 - Location
 - Lot dimensions (property lines)
 - Location and uses of all existing and proposed buildings/structures
 - Type and height of the proposed wireless communication facility showing setbacks, adjacent zoning and land uses.
- Provide a Detailed Written Statement Containing:
 - Detailed explanation stating the reason for the request.
 - An evaluation of the effects and compatibility of the proposed wireless communication facility on adjoining property and the surround area.
- A signed and notarized statement by the applicant agreeing to accommodate co-location of additional antennas on the tower and that the applicant agrees to enter into leases with other providers allowing use of the tower at a monthly lease rate not to exceed one-half the capital cost of the tower, excluding the equipment to be used exclusively by the applicant, paid over fifteen years at (seven per cent interest) an interest rate not to exceed the Dow Jones 20-year Bond Index, as published by the Wall Street Journal 30 days prior to the lease date, plus one half the land lease. The maximum monthly lease rate shall be included in the application.
- Certification from the applicant's engineers that co-location of additional antennas for at least one additional provider is possible on the proposed pole.
- Provide a signed and notarized statement by the landholder that allows other providers to locate equipment on the subject property, and provides that if the provider fails to remove the wireless communication facility and equipment within one hundred eighty (180) days of its discontinued use, the responsibility for removal shall belong to the landholder."

PUBLIC NOTIFICATION MATERIALS (All new freestanding towers)

Obtained from one of the following:

- Twin Falls County Assessor’s Office
- A Title Company of your choice

The property owner list must consist of the names and addresses of all property owners with the specified radius for the subject property perimeter as listed below.

<u>Zoning District of Subject Property</u>	<u>Notification Distance</u>
AG, RR, TN-1, TN-2, OS	500 FT
TN-3, AP, CC, COM, MU, CMT, CSI	750 FT
IND-1, IND-2	1000 FT

The Planning & Zoning Director may require notification to additional areas which may be impacted by the proposed change.

Applicant Acknowledgement

I certify that the information provided in this application, and all submitted material is accurate and complete to the best of my knowledge.

Applicant/Signature: _____

Printed Name: _____ Date: _____

Incomplete applications will not be accepted or scheduled for review.

REFUND POLICY (all board decision applications)

A refund for a portion of the application fee may be granted, provided a **written request** is made by the applicant, requesting the withdrawal of the application, and is subject to the guidelines listed below:

- **85%** of the application fee may be refunded if no staff application review has been completed.
- **50%** of the application fee may be refunded once staff review has been completed. (within 35 days of Public Hearing)
- **No** refund for permit applications withdrawn after the Public Hearing Agenda has been posted or within 48 hours of the Public Hearing

Application and Decision Process Public Hearings

1. Contact the Planning & Zoning Department (735-7267 or 203 Main Avenue East) to confirm zoning requirements and procedures.
2. Submit a complete application with required attachments and fees. **(Milestone 1)**
3. Staff reviews the application and requests additional information if needed.
4. Once deemed complete, staff schedules the request for a public hearing. **(Milestone 2)**
5. Staff will publish the public hearing notice in the *Times News* and email a Public Notice Packet to the applicant.
6. The applicant mails notice letters to required property owners, posts the notice sign, and submits a signed Affidavit of Mailing and Posting by the deadline. (*Failure to comply will result in removal from the agenda.*)
7. Staff will generate a staff report and analysis of the request with recommendations.
8. The staff report will be emailed to the applicant prior to the hearing. **(Milestone 3)**
9. The Planning & Zoning Commission will hold a public hearing and consider the staff, applicants, and public testimony prior to deliberation.
10. The Commission deliberates and makes a final decision or forwards their recommendation to the City Council.
11. Recommendations forwarded to the City Council repeat the public notice process for public hearings.
12. The City Council holds a public hearing and makes a final decision based on the record, testimony and recommendations.
13. Commission decisions may be appealed to the City Council within 15 days of action by submitting a completed appeal application and fee.
14. Upon appeal, the City Council schedules a public hearing and may uphold, conditionally uphold, or overrule the decision.