

APPLICATION FOR SITE PLAN REVIEW NEW MOBILE SERVICE SUPPORT STRUCTURES (CELL TOWERS) AND CLASS 1 COLLOCATION

Community Development Department100 N. Appleton St.PH: 920-832-6468Appleton, WI 54911FAX: 920-832-5994



PROPERTY OWNER	ł	APPLICANT		
Name		Name		
Mailing Address		Mailing Address		
Phone	E-mail	Phone	E-Mail	

PROPERTY INFORMAT	ION	
Site Address/Location:		
Property Tax # (31-0-0000-00)		Lot Size Area in Square Feet:
Current Zoning:	Current Use of Property:	Existing impervious surface lot coverage percentage of the entire lot:
PROJECT INFORMATIC	N	
Please check mark the appropriate New Tower Class 1 Collocation (substa Stats. Sec. 66.0404. Number of Collocation users:_ Number of Collocation availab Total number of Collocation sp	e box: ntial modification), per Wis. le: paces:	Owner of Tower
Style of tower:	na spaces.	Proposed impervious surface lot coverage percentage of the entire lot: Proposed number of off-street parking spaces:
	ng spaces.	r reposed number of on-street parking spaces.

I CERTIFY THE ATTACHED DRAWINGS ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND DRAWN IN ACCORDANCE WITH ALL CITY OF APPLETON CODES

Date Owner/Applicant Signature	
OFFICE USE	ONLY
SITE PLAN FEE: \$3,000.00 ACCOUNT #PWZNIG RECEIF DATE RECEIVED COMPLETE / / BY	РТ # DATE// APPLICATION #
DISTRICT ALDERPERSON	ALDERPERSON NOTIFIED / /

Reasonable accommodations for persons with disabilities will be made upon request and if feasible. 9/24

SITE PLAN REVIEW PROCEDURES

Site Plan Review will need to be applied for and approved prior to the issuance of building permits pursuant to Section(s) 23-66(h)(24) and 23-570 of the Zoning Ordinance for a new Cell Tower or Class 1 Collocation (substantial modification).

Early in the process, consult the Site Plan Application Checklist (attached) for a complete list of plan requirements and contact the Planning staff in the Community Development Department at 920-832-6468 for initial direction and assistance. In addition, it is your responsibility to notify utility companies regarding your proposal.

Site Plan Application materials can be submitted to the Community Development Department anytime.

A COMPLETE APPLICATION INCLUDES:

Submittal of a completed Site Plan Application.

Submittal of the Site Plan Application Fee for New Cell Tower or Class 1 Collocation (substantial modification) in the amount of \$3,000.00, check payable to "City of Appleton".

Submittal of a Site Plan Set consists of the following information:

- Three (3) Site Plan Sets to include:
 - Sheet 1 Site Plan Layout, per checklist
 - Sheet 2 Exterior Elevations, per checklist
 - Sheet 3 Utilities, Grading & Drainage Plan, per checklist
 - Sheet 4 Erosion Control Plan, if required
 - If a new mobile service support structure is to be constructed, the following information shall be included with the Site Plan Application:
 - An explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.

Or

- If the application is to substantially modify an existing support structure, a to-scale construction plan which describes the following shall be included with the Site Plan application:
 - The proposed modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed modifications and/or the proposed mobile service support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.
- A digital copy of the Site Plan Set in PDF format
- Any other plans or information deemed necessary by the Director of Community Development

Submit the completed applications to:

City of Appleton Community Development Department 100 N. Appleton Street Appleton, WI 54911 **RESPONSE REQUIRED.** Review of Site Plan Application Materials: If the Community Development Department does not believe that the application is complete, the City notifies the applicant in writing, within 10 days of receiving the application, that the application is not complete. The written notification will specify in detail the required information that was incomplete. An applicant may resubmit an application as often as necessary until it is complete.

Within 90 days of its receipt of a complete application, the Community Development Department and other City departments will complete all of the following or the applicant may consider the application approved, except that the applicant and the political subdivision may agree in writing to an extension of the 90-day period:

- Review the application to determine whether it complies with all applicable aspects of the political subdivision's building code and, subject to the limitations in this section, zoning ordinances.
- Make a final decision whether to approve or disapprove the application.
- Notify the applicant, in writing, of its final decision.
- If the decision is to disapprove the application, include with the written notification substantial evidence which supports the decision.

Site Plan approval is valid for one year. Please note Site Plan approval does not constitute approval of a building permit, paving permit, erosion control permit, or any other required approvals such as a curb cut and stormwater management permit from the Department of Public Works. DSPS Plumbing Plan Review may be required depending upon size of drainage area and infiltration to ground water. Non-infiltration systems can be reviewed by the City of Appleton as an Agent Municipality.

Staff contacts:

Planning review	Colin Kafka	<u>colin.kafka@appletonwi.gov</u>	(920) 832-6476
Inspections review (Plumbing)	Matt Drews	matthew.drews@appletonwi.gov	(920) 832-6419
Inspections review (Building)	Dan Meissner	<u>daniel.meissner@appletonwi.gov</u>	(920) 832-6418
Public Works review	Sue Olson	sue.olson@appletonwi.gov	(920) 832-6474
Erosion Control review	Dan Faust	dan.faust@appletonwi.gov	(920) 832-5879
Fire Dept. review	Derek Henson	derek.henson@appletonwi.gov	(920) 832-3934
Water Division review	Erick Cardew	erick.cardew@appletonwi.gov	(920) 832-5940
Municipal Services review	Todd Nett	todd.nett@appletonwi.gov	(920) 832-5580
Traffic Division review	Eric Lom	eric.lom@appletonwi.gov	(920) 832-3958

NOTE: Erosion Control and Stormwater Management Plan and Permit

- The erosion control and stormwater permit process are separate from the site plan review process.
- Contact Sue Olson at <u>sue.olson@appletonwi.gov</u> or (920) 832-6474 to discuss whether or not your project requires a stormwater management plan and permit.
- Contact Dan Faust at <u>dan.faust@appletonwi.gov</u> or (920) 832-5879 to discuss whether or not your project requires an erosion control plan and permit.

NEW MOBILE SERVICE SUPPORT STRUCTURES AND CLASS 1 COLLOCATION

This Site Plan checklist has been prepared to provide the applicant with a clear understanding of what is needed to complete a Site Plan Review. It is our hope that by providing a very detailed list of information to be shown on the Site Plan Set and a specific format for its presentation, review time will be kept to a minimum and will prevent costly time delays caused by incomplete plans. Your courtesy in following the checklist carefully will ensure prompt review and approval at the earliest possible date.

SITE PLAN REVIEW TECHNICAL DATA AND CHECKLIST

NEW MOBILE SERVICE SUPPORT STRUCTURES AND CLASS 1 COLLOCATION

Date	Name of Project	
Applicant		Phone
Reviewer		
Note: This document is u requirements needed to o requirements. If a buildin Plan approval does not required to fulfill other Co	used to assure a complete sobtain Site Plan approval. ng permit is required, it can negate the Building Code ode requirements.	submittal has been prepared. This is not inclusive of all Substantial changes to the Site Plan could affect other an be applied for through the Inspections Division. Site requirements. Amendments to the Site Plan may be
\checkmark Shown on	plans	O Not shown on plans
- Appears is	not applicable	! Cannot determine if needed

All plans shall be drawn to an engineering scale no smaller the 1"= 40' and shall include the following information:

Sheet 1. Site Plan Layout

- _____a) Name of project and site address
- _____ b) Location map
- _____ c) Name, address and phone number of the record property owner and site plan preparer (include email if available)
- _____d) Signature of the surveyor, engineer or architect responsible for site plan preparation along with the revision date(s)
- _____e) North arrow, date of preparation and scale
- _____f) Name(s) of adjacent or surrounding streets
 - _____g) Recorded property lines of the entire lot (not just project area) and their dimensions
- h) Location of all existing and proposed towers, buildings/structures and off-street parking spaces on the site including:
 - ____ Identify the existing and proposed use of building/structures
 - ____ Identify height of the proposed or existing tower even if said highest point is an antenna or piece of equipment attached thereto
 - ____ Proposed and existing equipment cabinet height width and length dimensions related to the tower
 - Proposed and existing equipment compound width and length dimensions
 - Proposed and existing ice bridge(s)
 - Setback dimensions from the base of the tower and including the antennas, equipment cabinets and guy wires to lot lines
 - Setback dimensions from the base of the tower and including the antennas and equipment cabinets to the nearest lot that allows a single-family detached dwelling as permitted principal use, if less than 500 feet
 - Proposed and existing generator(s) make and model number

- i) Driveways and parking lot layout including:
 - ___ Existing or proposed barriers, curbing or wheel stops locations, if existing
 - ___ Service technician parking stall size dimensions: width, depth and angle in degrees
 - Handicap stall size dimensions: width, depth and angle in degrees, accessible aisle markings, if required
 - ____ Parking lot drive aisle width dimensions for one-way and/or two-way traffic
 - ____ Driveway widths and radii or flares on driveway aprons to public streets
 - Setback dimensions from edge of parking lot pavement to all lot lines
 - ____ Dimensions between edge of parking lot pavement and perimeter parking, landscaping areas
 - Identify limits of new pavement and existing pavement
 - Identify existing and proposed pavement type (concrete, asphalt or another permeable hard surface)
 - Provide cross-section for pavement and identify depth of base course and thickness of surface course
- ____j) Location of snow storage areas, if applicable
 - Add Note to Site Plan Set: snow storage shall be located outside of landscape area, required parking stalls needed to satisfy minimum number of parking stalls for the use of the site and vision clearance triangles at street intersections
- ____k) Streams, wetlands, channels, ditches and other watercourses on the site, if applicable
- I) If applicable, 100-year floodplain, including
 - ____ Flood fringe
 - ____ Floodway
 - ____ Flood storage areas
- _____ m) Open space that will remain undisturbed and undeveloped
- n) Location of exterior lighting fixtures, either mounted on the cabinet or building or freestanding related to the tower project along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and in which the light source is not visible from adjacent properties. (See Section 23-53 of the Zoning Ordinance for outdoor lighting standards)
- o) Location of existing and proposed parking lot perimeter landscape buffers, interior parking lot landscape islands with existing and proposed trees, shrubs and grass identified. (See Section 23-172(g) of the Zoning Ordinance)
- p) Location of existing and/or proposed perimeter landscape buffers adjacent to the equipment compound area, with existing and/or proposed type and size of trees and shrubs identified as well as grass areas
- q) Location of existing and/or proposed fences adjacent to the equipment compound with height, style and material identified
- r) Location of all the existing fences on the site. Identify whether the fences are to be preserved, relocated or removed
- _____s) Location of all other existing trees and shrubs on the site. Identify whether the trees and shrubs are to be preserved, relocated or removed
- t) Identify type and width of all existing and proposed easements
- u) Location of on-site fire hydrants, Fire Department hose connections, and the respective flow calculations to meet the International Fire Code for installed fire protection systems, if applicable
- _____v) Statement, "A Knox Box will be provided for the equipment compound."

Sheet 2. Exterior Elevations

- a) Illustrative elevations of all sides of the tower, antennas including equipment cabinets/buildings, fences
- b) Height, width and length dimensions of the tower, antennas including equipment cabinets/buildings, fences
 - _____c) Color of tower, cabinets and material labeled on the elevations

Sheet 3. Utilities, Grading & Drainage Plan, Contact Sue Olson at <u>sue.olson@appleton.org</u> or (920) 832-6474 for submittal of applicable information.

_ a) Public right-of-way abutting a site plan project including accurate locations for existing and proposed facilities such as:

____ Streets

____ Sidewalks

The statement, "Any existing sidewalk damaged during construction will be replaced as a part of this project" shall be noted on the site plan.

_ b) All existing and proposed underground and overhead utilities and easements including:

- ___ Location
- Size and material designations

____ Slopes

- Sanitary sewer (manholes, laterals and clean outs)
- Storm sewer (manholes, laterals and catch basins)
- _____c) Calculations of drainage area for each catch basin. Indicate the size and slope of utility lines that will be tapped into in the adjacent street
 - _ d) Existing and proposed public and private easements for:
 - ____ Utility
 - ____ Drainage
 - ____ Sewer
 - ____ Parking
 - ____ Access and other purposes
 - ____ All easements on surrounding properties benefiting the subject property
 - ____ If existing utilities are to be abandoned, clearly state the method of abandonment
 - e) Provider of sanitary and water if not provided by the City of Appleton and written documentation of approval from said provider

f) Existing and proposed sanitary sewer mains and laterals, including:

- ____ Methods of connection to public mains
- ____ Easements
- ____ Size
- Materials
- ____ Slope
- ____ Manholes
- ____ Rim elevation
- ____ Invert elevations
- Clean outs
- Plumbing code calculations
- Number of drainage fixture units
- Public mains for connection
- g) Existing and proposed water mains and laterals, including:
 - ____ Easements
 - Size
 - ____ Depth
 - ____ Materials
 - ____ Tracing wires
 - ____ Hydrants
 - Method of connection valves
 - Meters
 - ____ Plumbing code calculations
 - Number of water supply fixture units
 - Public mains for connection
- h) Existing and proposed storm sewer mains and laterals, including: Method of connection to the public main

- ___ Easements
- ____ Size Materials
- Slope
- ____ Manholes
- ____ Inlets
- ____ Catch basins
- ____ Yard drains
- ____ Rim elevations
- ____ Invert elevations
- ____ Area map for drainage to each catch basin
- ____ Square feet draining to each catch basin
- Plumbing code calculations
- ____ Roof drain discharges and/or connections
- Square feet of roof area
- Public systems for connection
- ____i) Identify all existing and proposed surface run-off features, including:
 - ____ Éasements
 - ____ Swales
 - Open channels
 - ____ Type of surface
 - ____ Rip rap
 - Flowpath of runoff from upstream areas
 - Flowpath for run-off leaving the site
 - Public system adjacent to or for connection
- j) Identify existing topography (by dashed lines) at one foot intervals and proposed grade elevations per City elevations (City datum) using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns for:
 - ____ Buildings
 - ____ Parking lots
 - Catch basin inlets
 - Rim and invert elevations
 - ____ Drives
 - Surrounding open areas
 - ____ All property within 50 feet
 - _ k) Existing and proposed grades for:
 - _ First floor elevations
 - Catch basin inlet rim and invert elevations
 - I) Details of all existing and proposed:
 - ____ Retaining walls
 - ____ Swales
 - ____ Inlets

Sheet 4. Erosion Control Plan (if 2,000 square feet or more of disturbance)

Provide all erosion control information as required in Chapter 24 of the Appleton Municipal Code.

- Shown Shown But Not N/A **Required Item** Incomplete Shown Fee (Less than 1 ac. - \$100, 1 to 10 acs. - \$150, 10+ acs. - \$200) Owner name, address, phone #, e-mail and signature Applicant name, address, phone, e-mail and signature Name & address of consulting professional and firm Start and end date for construction Description of construction activity Total area of site and estimated area of disturbance Contractor - Project Manager & Superintendent, phone & e-mail
- 1. Erosion & Sediment Control Application

2. Erosion & Sediment Control Plan Statement - Written Narrative & Attachments

Shown	Shown But	Not	N/A	Required Item
	Incomplete	Shown		
				Description of the site, project, & development schedule
				List all BMP's to be used, including corresponding DNR Technical Standard (if applicable).
				Intended sequence of major land disturbing activities with anticipated dates including construction & erosion/sediment control activities. Include at a minimum: tracking pads, inlet protection, ditch checks (check proper separation distance considering slope, soil type and flow velocity), channel stabilization, clean water diversions, overland flow BMPs, sediment traps/basins, stockpile management, permanent stabilization, waste management, etc.
				Describe temporary and permanent soil stabilization practices. Include anticipated schedule for implementation (e.g., phasing of construction, temporary stabilization (seed, mulch, etc.), stockpile management, final stabilization, erosion matting, etc).
				Phasing of project to limit amount of disturbed soil at any one time
				Description of existing surface/subsurface soil (USDA–NRCS Soil Survey).
				Show limits of land disturbance shown on USGS 7.5 minute series topographic map (for sites 1 or more acre in size).
				Name of immediate receiving water from 7.5 minute series USGS topographic map.
				Verification of DNR WRAPP (NOI) permit application for projects where one or more acres will be disturbed.
				DNR Soil Loss Worksheet & DNR required attachments (NOI sites only)
				Submit ALL supporting calculations for structural BMPs to demonstrate that BMP designs meet standards. Include calculated dewatering times for sediment basins, etc.
				Verify BMP's designed per DNR Technical standards

3. Erosion & Sediment Control Site Map/Plan View

Shown	Shown But	Not	N/A	Required Item
	Incomplete	Shown		
				Scaled at 100 feet per inch or less and contour interval at 2 feet
				or less.
				Alphanumeric or equivalent grid overlying site map - sites 1 acre
				or more
Shown	Shown But	Not	N/A	Required Item
	Incomplete	Shown		
				Existing topography, surface cover, drainage systems, and
				surface waters on and adjacent to the site (show enough of
				adjacent properties to show runoff patterns onto, through, and
				from the site).
				Locations and delineation of on-site and potentially impacted
				adjacent wetlands.
				Existing and planned buildings, roads, and all utilities.
				100 year floodplain, flood fringe, floodways, and flood storage is
				identified.
				Location of soil types (USDA – NRCS Soil Survey).
				Boundary of the project site.
				Boundary of the disturbed area (phasing boundaries shown if
				applicable).
				Existing and planned locations where storm water is discharged
				from site (surface and subsurface).

		Stone tracking pads at all egress driveways.
		Concrete truck washout containment location
		Perimeter control measures (silt fencing, earthen berms, etc.).
		Storm drain inlet protection (on-site and off-site if needed).
		Ditch checks.
		Stockpile locations and control measures.
		Clean water diversions.
		Sediment traps or sediment basins.
		Velocity dissipation at outfalls.
		Stabilization of steep slopes (erosion mat needed?).
		Stabilization of drainage ways (erosion mat needed?).
		Detail sheets of <u>all</u> BMP's as applicable (inlet protection, tracking
		pad, perimeter control, concrete truck washout containment,
		sediment basins or traps with all design parameters shown, ditch
		checks, etc.)
		Temporary and permanent soil stabilization practices (seed,
		mulch, etc.).
		Roof water downspout protection.
		Site dewatering provisions per DNR technical standard.
		Provisions for cleaning up off-site sediment deposits and list how
		often.
		Provisions to minimize airborne dust leaving site.
		Provisions for disposal of construction and waste materials.
		Planned final site conditions, including landscaping.

4. Stormwater Management Plan (Post Construction) - As Required in Code Sec. 24-30 (i)

Identified	Identified but Not Complete	Not Identified	Not Applicable	Required Item
				Long-term stormwater management acknowledgement form signed by the owner of the site. This form simply acknowledges that the owner is aware of the stormwater requirements for the site per Wis. Adm. Code NR 216. <i>This is required for disturbed sites</i> <i>less than of one (1) acre.</i>
				Sites of one (1) or more acres are subject to the Stormwater Management Standards and Planning Ordinance requirements in Article VI of Chapter 20 of the City of Appleton Municipal Code.