

## Wireless Communication Facilities

### *Submittal Requirements*

Chapter 35 of the updated Mesa Zoning Ordinance, which became effective on September 3, 2011, provides requirements and standards for wireless communication facilities (WCFs). Chapter 35 allows Administrative level reviews (no public hearing requirements) for specific types of new facilities, and for modifications of existing cell sites that are consistent with the conditions of the original Special Use Permit.

Chapter 35 also provides requirements for WCF proposals that are not eligible for Administrative Reviews by providing standards for a Special Use Permit, which involves a public hearing process, and approval through the Mesa Board of Adjustment.

Submittal requirements vary slightly for each type of request. This checklist provides a base list of submittal standards mandatory for any WCF application. It also provides additional requirements design to address the varying information necessary to complete reviews for the different applications. These submittal requirements are based on information generally requested by the Board of Adjustment when reviewing WCF applications. The lists below should be considered mandatory information for all submittals. Additional information may be requested when needed to ensure the WCF installation remains compatible with the surrounding area.

#### **Base Submittal Requirements: Minimum information required for all applications:**

- Evidence of a Pre-application meeting with Planning Division staff. This meeting can be scheduled by calling: (480) 644-2385.
- Narrative describing and addressing need for new installation, or reasons for modifications to existing facilities.
- Dimensioned stand-off distance. Standard stand-off distance is 18-inches
- A picture or description of the enclosure gate.
- Dimensioned exhibit of current and proposed antennas.
- Elevations of the tower, and for modifications of existing WCFs, the current condition and proposed modifications. The height of the pole and the height of the antennas need to be identified.
- Signature of the land owner, not tower owner. Lease agreements will suffice if the lease is highlighted and marked where it authorizes modifications. City of Mesa sites must have authorization to proceed from a member of the City of Mesa Real Estate Division staff.
- Ensure pipe mounts do not extend above or below antenna.

#### **Additional Requirements: Modifications to a mono-palm:**

- A faux- palm design requires a minimum of 65 fronds. Identify the number of fronds on tower.
- If landscaping was required through the SUP process, the required landscaping must still be alive. Landscaping plants that have died, and appear to be almost dead (wilted, dried out, yellowing leaves), shall be replaced.
- If the antenna are getting substantially larger, indicate how long the existing fronds are to ensure adequate screening. In particular, the review is looking to assure the antennas are less prominent and do not extend beyond the profile silhouette created by the artificial palm fronds when mounted on the central monopole 'trunk'.

**Additional Requirements: Adding antenna on existing poles:**

- If the light pole is a new, the height of the existing pole that is being replaced needs to be included to ensure no more than a 15 foot increase in height.
- Dimensioned site plan depicting distance to adjacent properties.
- Dimensions of equipment to adjacent property lines.

**Additional Requirements: Building mounted antenna:**

- Dimensioned elevations of the building with and without the antennas.
- Photo simulation of the building with and without the antennas.
- If the antenna and/or supporting equipment is roof mounted, the equipment is required to be architecturally screened on all four sides to at minimum the same height as the antennas or support structure, whichever is tallest. (*Section 11-30-9-1*)
- If is necessary to revise the building elevations to accomplish screening the antenna, an Administrative Design Review process may be required. The review and approval of this application is by the Planning Director.

**Additional Requirements: New towers in Industrial zoning districts (the PEP, LI, GI, and HI zoning districts):**

- Narrative describing the proposed cell site. In the narrative, address other locations that were considered, if the proposed site is a coverage or capacity site, the distance between the proposed location and the closest existing communication facility and the distance to the closest residential zoning district.
- Coverage maps before and after installation.
- Stamped and sealed letters to directly adjacent property owners describing the proposed communication facility.
- Photo simulation in at least two directions of the property with and without the communication facility.
- Dimensioned site plan depicting distance to adjacent properties and their zoning districts. Setbacks should be from the center of the pole and from the equipment, with both measured to the adjacent property lines and to abutting right-of-way. The right-of-way setback dimension is measured to the future width right-of-way.

**Additional Requirements: New sites requiring a Special Use Permit:**

- Narrative describing the proposed cell site. In the narrative, address other locations that were considered, if the proposed site is a coverage or capacity site, the distance between the proposed location and the closest existing communication facility and the distance to the closest residential zoning district.
- Coverage maps before and after installation.
- Photo simulation in at least two directions of the property with and without the communication facility.
- Dimensioned site plan depicting distance to adjacent properties and their zoning districts. Setbacks should be measured from the center of the pole and from the equipment to the adjacent property lines and right-of-way. The dimension to the right-of-way should be from the future width line.
- Landscape plan depicting the location of the required landscaping and the type of vegetation.