



**CITY OF SHEBOYGAN  
APPLICATION TO OBTAIN A ZONING PERMIT FOR  
COLLOCATION OR EQUIPMENT MODIFICATION ON AN  
EXISTING COMMUNICATION TOWER OR  
CONSTRUCTION OF A NEW COMMUNICATION TOWER**

Fee: \_\_\_\_\_

Review date: \_\_\_\_\_

Read all instructions before completing. If additional space is needed, attach additional pages.

**SECTION 1: Tower Owner Information**

Name (Ind., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)		

**SECTION 2: Applicant Information**

Name (Ind., Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)		

**SECTION 3: Property Owner Information**

Name	Contact Person		
Mailing Address	City	State	Zip
Email Address	Phone Number (incl. area code)		

**SECTION 4: Description of the Subject Site/Proposed Project**

COLLOCATION OR EQUIPMENT MODIFICATION  
 NEW TOWER

Name of Proposed/Existing Business: \_\_\_\_\_

Address of Affected Property:	Parcel Number:
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Brief Description of Existing Operation or Use:  
\_\_\_\_\_  
\_\_\_\_\_

Brief Description of Proposed Operation or Use:  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: Tower Information (Monopole, Self-Support Lattice, Guyed)**

Brief Description of type of structure:

Current Tower Height Above Ground Level:

Maximum Tower Height (Design Potential):

Base/Ground Elevation:

Number of Carriers Currently on Tower:

Maximum Number of Carriers (Design Potential):

Proposed Tower/Equipment Modification (Brief Description):

**SECTION 6: Collocation Information**

Location and Height of Proposed Collocation:

Provide information about existing collocation spots and carriers (if any). Please provide carrier name and their height on the tower:

**SECTION 7: Communication Tower Collocation/Modification Project Narrative**

In a separate letter, please describe the proposed collocation/equipment modification project. Explain why the site was selected, the objectives of the project (such as fill coverage gap, install new updated equipment, etc.) and timeline for completion. If the proposal is part of a project to update equipment at other sites in the city, please describe the larger project. Applicant may want to attach a separate word document for the required narrative.

**SECTION 5: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Zoning Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)

Title

Phone Number

Signature of Applicant

Date Signed

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## **Zoning Permit Submittal Requirements:**

**1. Completed application** – A completed new tower or tower modification/collocation application form.

**2. Project narrative** – A signed project narrative explaining the objectives of the new tower or the collocation or equipment modification (e.g., filling coverage gap, installing 5G equipment, etc.) and explaining why site was selected.

**3. Final construction & site drawings** – Submit two (2) complete set of scaled, dated engineering / construction drawings (“90% construction drawings”) stamped by a professional engineer licensed in Wisconsin. Drawings shall include, at a minimum, the following:

- **Submit digital plans and drawings of the project by email, flash drive, etc.**
- Submit ONE (1) copy of a reduction of the plan at 11" X 17".
- Detailed site plans showing property boundaries, access roads, lease area, and tower location.
- Detailed elevation plans showing height of the tower (and any proposed extension, if applicable), existing and proposed antenna arrays (label carriers and height on tower), vacant collocation spots, existing and proposed ground equipment shelters; existing and proposed landscaping or screening.
- Current land use present on the subject property
- Proposed land use for the subject property.
- A north arrow and a graphic scale (not smaller than 1" = 100').
- The location of the subject property and its relationship to the nearest street intersection.
- All property lines and existing and proposed right-of-way lines with bearings and dimensions labeled.
- All existing and proposed easement lines and dimensions with and explanation of ownership and purpose.
- All building setback lines.
- All existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
- The location and dimension of all curb cuts and throat widths of all access points onto public streets.
- The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus the number required by the ordinance.
- The location of all loading and service areas, and the dimensions of such areas.
- The location of all outdoor storage areas and the design of all fencing/screening devices.
- The location, type, height, size and lighting of all signage on the subject property.
- The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property - including compliance with Section 15.707.
- The location and type of any green space areas.
- The location of existing and proposed drainage facilities.
- Any other information pertinent to adequate understanding by City staff of the intended uses and its relation to adjacent and nearby properties.

**4. Radio frequency propagation maps** – RF propagation maps depicting “before and after” coverage.

**5. Inventory/map of existing towers** – Inventory and map showing existing towers within two (2) miles.

**6. Structural analysis** – Copy of a structural analysis of the tower stamped by a professional engineer licensed in Wisconsin indicating that the tower can accommodate the proposed modification or collocation and complies with all applicable engineering and construction standards. A signed / stamped statement by a professional engineer licensed in Wisconsin regarding the structural capacity and integrity of the tower may be submitted in lieu of a copy of the complete structural analysis.

**7. Copy of Notice to Proceed** - A copy of a signed Notice to Proceed from the tower owner or authorized representative, indicating the tower owner’s consent to the project. If evidence of zoning approvals is required prior to the NTP, a completed collocation application with the tower owner may be submitted.

**8. Other information** – Depending upon the proposal, the Zoning Administrator may request additional information from the applicant prior to acting on a permit application.

**9. Fee** - \$500 collocation application fee or \$3,000 new tower application fee, payable to City of Sheboygan. If outside consultation is required to review and process a permit application, all reasonable costs shall be borne by the applicant.

**ACTION BY STAFF OR CITY PLAN COMMISSION**

APPROVED:

CONDITIONALLY APPROVED:

DENIED:

**CONDITIONS**

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Director or Representative  
Department of City Development

**NOTES**

**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** within six (6) months from date of approval unless substantial work has commenced.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other state or local laws.

**Initiation of Land Use or Development Activity**

Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of this application. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

**Modification of an Approved Site Plan**

Any and all unauthorized variations between development and/or land use activity on the subject property and the approved plan is a violation of law. An approved plan may be revised so as to clearly and completely depict any and all proposed modifications to a previously approved plan. Prior to the initiation of said modifications, the City must approve the revised plan.

## **Communication Tower/Collocation/Modification Application Submittal Checklist**

- A. Completed collocation/modification application form
- B. Project narrative
  - A signed statement briefly describing the project and explaining why the site was selected and the objectives of the new tower or collocation or equipment modification (e.g., filling coverage gap, installing 5G equipment).
- C. Complete set of construction / site plans, including at a minimum:
  - Detailed site plans showing property boundaries, access roads, lease area, and tower location.
  - Detailed elevation plans showing height of the tower (and any proposed extension, if applicable), existing and proposed antenna arrays (label carriers and height on tower), vacant collocation spots, existing and proposed ground equipment shelters and/or cabinets.
  - Existing and proposed landscaping or screening features.
  - Must be sealed with a Wisconsin Professional Engineers' stamp
- D. Radio frequency propagation maps
  - Minimum of 2 RF propagation maps depicting applicants' coverage both before and after installation/modification of equipment.
- E. Inventory & map of existing towers in the area
  - Provide an inventory and map showing existing towers within a two (2) mile radius of the subject site. Existing towers should be labeled.
- F. Structural analysis of tower
  - Analysis should include a summary statement indicating that the tower can accommodate the proposed modification or collocation and complies with all applicable engineering and construction standards. A signed / stamped statement by a professional engineer licensed in Wisconsin regarding the structural capacity and integrity of the tower may be submitted in lieu of a copy of the complete structural analysis.
- G. Evidence of Notice to Proceed from tower owner
  - Copy of a Notice to Proceed (NTP), signed by the tower owner or authorized representative, indicating the tower owner's consent to the proposed tower modification / collocation. If the tower owner requires evidence of zoning approvals prior to issuing the NTP, a completed collocation application with the tower owner may be submitted.
- H. Other Information (if applicable)
- I. \$500 or \$3,000 application fee payable to the City of Sheboygan