

Wireless Communication Facilities

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

Communication facilities, which primarily refers to wireless communication apparatuses such as cell towers, must gain approval of the project before installation. The project is reviewed by staff and/or applicable boards and Council to ensure the processes and standards of the zoning code are met. **The following questionnaire is designed to help you determine the application type and process for the proposed wireless communication facility.**

PROCESS DETERMINATION GUIDE:

SMALL CELL FACILITIES		
Instructions: Please answer the following questions to determine if the proposed facility qualifies as a small cell.		
Requirement	YES	NO
1. Is the proposed facility located in a public right-of-way <u>on</u> a <u>traffic signal</u> or <u>streetlight</u> ?		
2. Are all antennas located inside an enclosure of not more than six (6) cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of the antenna's exposed elements could fit within an imaginary enclosure of not more than six (6) cubic feet in volume?		
3. Is all other wireless equipment associated with the facility cumulatively not more than twenty-eight (28) cubic feet in volume, or fifty (50) cubic feet in volume if the equipment was ground-mounted before August 9, 2017? The following items are not included in this calculation: an electric meter, concealment elements, telecommunications demarcation box, grounding equipment, a power transfer switch, a cutoff switch, vertical cable runs for the connection of power and other services.		
APPLICATION AND PROCESS DETERMINATION: If answered YES to ALL the questions above, the request is most likely a small cell facility. Please proceed by submitting your Small Cell plans through the Town's online customer portal . Upon receipt of your application, staff will verify the information provided above. Small Cells are reviewed and approved by staff. If answered NO to any of the questions above, please proceed to the next set of questions.		

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TIER 1 - COLLOCATIONS OR MINOR MODIFICATIONS TO EXISTING FACILITIES

Instructions: If the proposed facility is a modification or collocation on an existing structure, please answer the following questions.

Requirement	YES	NO	N/A
1. Does the proposed facility add more than ten percent (10%) to the original pole height?			
2. Does the proposed facility increase the height by more than one (1) additional antenna array with separation from the nearest antenna array by not more than twenty (20) feet?			
3. Does the proposed facility exceed a maximum of eighty (80) feet?			
4. Does the proposed facility exceed the regulated height of the existing structure?			
5. Does the co-located or replacement appurtenance protrude from the edge of the structure more than six (6) feet?			
6. Is the co-located or replacement appurtenance wider than the structure at the level of the existing appurtenance.			
7. Does the co-located or replacement appurtenance increase the existing number of appurtenances by more than twenty-five percent (25%)?			
8. Is new equipment proposed when there are no preexisting ground cabinets associated with the structure?			
9. Are more than 4 new equipment cabinets proposed?			
10. Are the proposed ground equipment cabinets more than ten (10%) percent larger in height or overall volume than any other existing ground cabinets associated with the structure?			
11. Does the proposed project require any excavation or deployment outside of the current site?			
12. Does the proposed collocation or modification defeat existing concealment elements on the structure?			
13. Does the proposed collocation or modification, conflict with any conditions associated with prior approvals of the structure? Noncompliance due to an increase in height, width, or addition of cabinets or excavation that does not exceed any of the above standards is permitted.			

APPLICATION AND PROCESS DETERMINATION:

If answered NO to all the questions above, the request is most likely a Tier I - collocation or minor modification. You may submit plans online through the Town's [customer portal](#) for zoning and building permit approval. The application is available under "Commercial Building Permits" – "Communication Facility."

Upon receipt of your application, staff will verify the information provided above. Collocations and minor modification applications are reviewed and approved by staff. If proposed location is on a Town-owned property, a license agreement may be required, which must be approved by Town Council. Please contact the applicable department (e.g., Parks and Recreation for facilities in Town-owned parks or Public Works for facilities in the ROW) to coordinate the license agreement process.

If you answered YES to any of the questions above, please proceed to the next set of questions.

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MINOR AND MAJOR COMMUNICATION FACILITIES

Instructions: Please answer the following questions if the proposed facility is new or is a collocation or modification that does not meet the requirements above.

Requirements for Tier I Minor Facilities	YES	NO	N/A
1. Is the new facility a freestanding structure (e.g. NOT located on an existing building, utility pole, communication facility or other structure)?			
2. Is the new facility concealed within the structure or entirely camouflaged (indiscernible from public view)?			
3. If the new facility requires replacing the pole or structure, does the replacement closely resemble the original pole or structure?			
4. If the new facility requires replacing the pole or structure, does the replacement add more than 20% to the original height of the structure?			
5. If the new facility requires replacing the pole or structure, does the replacement increase the diameter of the pole by more than sixty percent (60%)?			
6. Does the proposed facility exceed a maximum of eight (80) feet for utility poles or the regulated height of the existing structure (allowed height per the underlying zoning district)?			
7. If a Flagpole is utilized as concealment, does the structure exceed 1.25 times the height of the nearest structure?			
8. If a Flagpole is utilized as concealment, is the total diameter is less than 13 inches?			

APPLICATION AND PROCESS DETERMINATION:

If answered NO to all the questions above, the request is most likely a Tier I minor facility. You may submit plans online through the Town’s [customer portal](#) for zoning and building permit approval. The application is available under “Commercial Building Permits” – “Communication Facility.”

Upon receipt of your application, staff will verify the information provided above. Tier I applications are reviewed and approved by staff. If proposed location is on a Town-owned property, a license agreement may be required, which must be approved by Town Council. Please contact the applicable department (e.g., Parks and Recreation for facilities in Town-owned parks or Public Works for facilities in the ROW) to coordinate the license agreement process.

If answered YES to any of the questions above, the request is most likely a Tier II Minor Communication Facility or a Major Communication Facility. Please proceed by submitting a pre-application through the Town’s customer portal. A Pre-application allows staff to conduct a preliminary review and determine the applicable process for your proposal. It is available under “Planning and Zoning” – “Pre-application.”

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FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees associated with zoning review of communication facilities are provided below. Additional building permit fees may apply.

- Collocations and modifications - \$700
- Tier I Minor Communication Facility - \$700
- Tier II Minor Communication Facility - \$1,000
- Tier II (if requires Town Council review) - \$1,300
- Major Communication Facility - \$1,800

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"
- All fees must be paid prior to approval or scheduling for a public meeting/hearing. Fees may be paid online.

SUBMITTAL CHECKLIST

No application for Tier II or Major Facilities will be accepted until the applicant has scheduled and completed a pre-application conference. All submissions must include the following for acceptance:

- Narrative (all facility types)
- Site Plan (all facility types)
- The following construction documents are required during this step of the process for all collocations, modifications, and Tier I facilities. Tier II or Major Facilities will provide this information under separate permit after receiving zoning approval.
 - Structural calculations (if applicable).
 - Electrical plans (if applicable).
- Written response to pre-application comments (if applicable)
- Public Outreach Report (Tier II and Major Facilities only)
- Photo simulations (Tier II and Major Facilities only)
- Native Plant Salvage and Landscape Plan (if applicable)

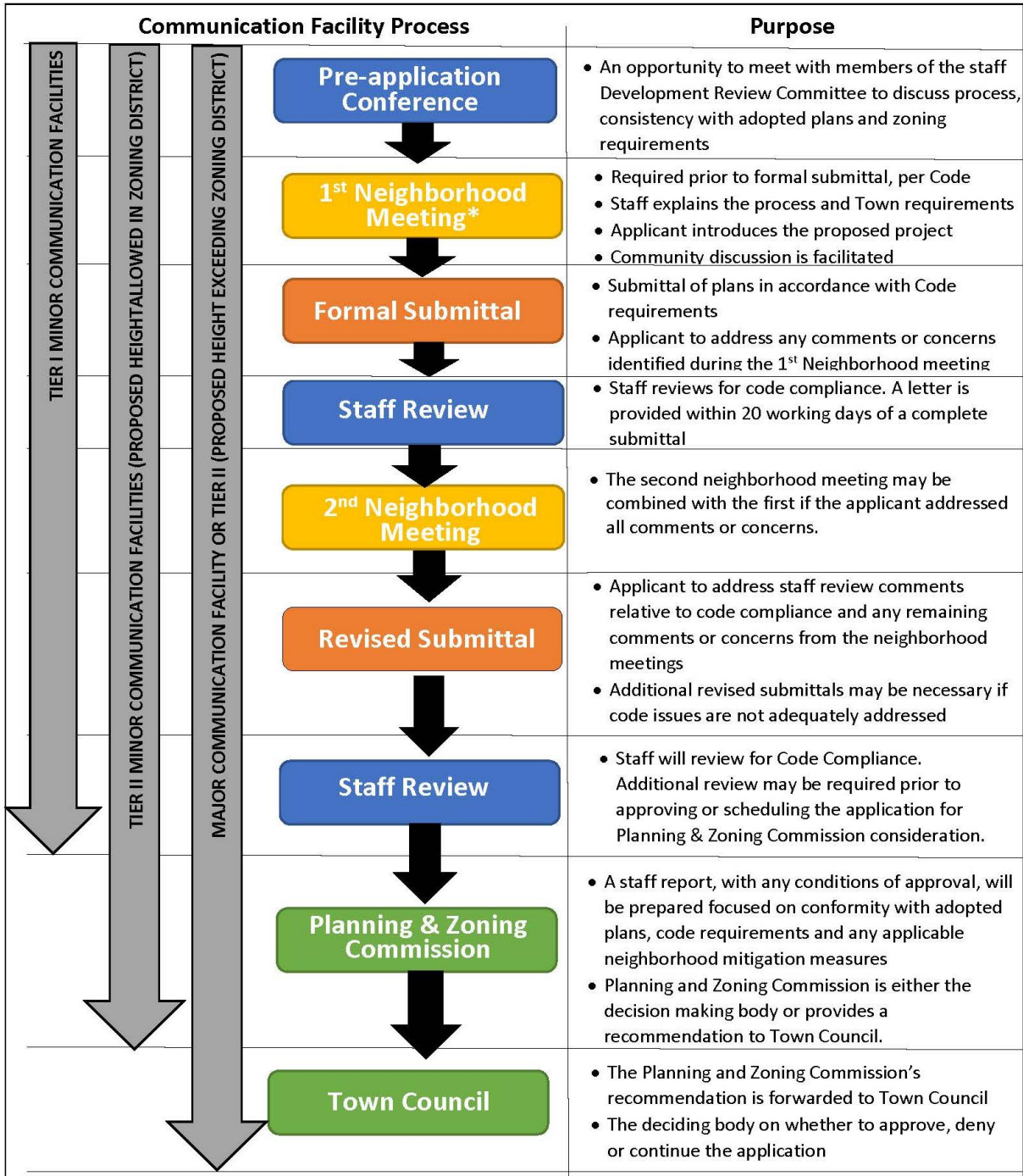
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1. PUBLIC OUTREACH PLAN AND REPORT (IF APPLICABLE)

As part of the Public Outreach process (Section 22.15.E of the Zoning Code), the Public Outreach Plan and subsequent report are required.

- Public Outreach Plan – required following the first neighborhood meeting as part of the formal submittal. The Plan must include the following:
 - A description of the project
 - Identification of interested stakeholders, including homeowners’ associations that are affected by the proposal
 - A proposed neighborhood meeting process
 - The POP must incorporate the neighborhood meeting requirements noted in subsection F of this section. The applicant may propose an alternative process if it is designed to include key stakeholders in a meaningful way, and is consistent with subsection A of this section, Purpose, and the public participation and notification policy. Any alternative proposal will be subject to Planning and Zoning Administrator approval. At a minimum, the POP must contain educational and issue identification and resolution elements, as defined in the public participation and notification policy.
- Public Outreach Report – required at the conclusion of the public outreach process to be forward to the Planning and Zoning Commission and Town Council. The report must include:
 - A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.
 - A list of meeting notification methods used.
 - Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.
 - A summary of the issues and concerns that were raised.
 - A list of solutions that were agreed upon.
 - A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Public Outreach Plan must be updated and resubmitted throughout the process accordingly.

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2. COLLOCATION, MODIFICATION, AND TIER I FACILITIES

REVIEW

Collocations, modifications, and Tier I facilities that meet the criteria in the applicability section of this guide may be administratively approved. The following items must be submitted online for staff review, prior to permit issuance and installation. To avoid delays, applicants should review all applicable provisions of the Zoning Code and ensure the formal submittal is complete. Incomplete submittals will be returned for additional information.

SUBMITTAL ITEMS AND REQUIREMENTS

All items must be submitted in PDF format. Please name PDF files in a self-explanatory manner such as “*Document Type – Date.*”

1. A Narrative including the following information:
 - A. Detailed description of all stealth applications used to reduce the visible impact of the facility and accompanying ground equipment
 - B. Opportunity for additional providers to collocate
 - C. Summary of site selection process
 - D. The following exhibits should be included with the written narrative:
 - i. Map of existing communication facilities within a 1- mile radius
 - ii. Prop maps with and without the proposed facility
2. Site plan shall include:
 - A. Location of tower, antennas and equipment structures.
 - B. Lease area for cell provider.
 - C. If collocating, show existing facility equipment.
 - D. Show setbacks from all property lines and residential areas.
 - E. Show proposed height of facility and ground equipment.
 - F. If proposing a new monopole or collocating on an existing monopole, show existing and proposed width of pole.
 - G. For new facilities and collocations, show the distance of the antenna arrays from the center point of the pole.
 - H. Provide detail (elevation view) of the proposed screening for ground equipment. Include color and materials.
 - I. Provide detail of the plaque or marker (no larger than four inches by six inches), clearly identifying the provider’s name, address and emergency phone number.
3. Construction plans for building permit issuance to include (if applicable):
 - A. Structural calculations for any new poles or poles with modified loads due to antenna configuration, additions to buildings/new building(s), and/or walls over 6 feet.
 - B. Electrical plans for any revisions to existing electric wiring and panel boards, new electric wiring and panel boards, electrical bonding, ground of antenna poles and/or equipment, and outdoor lighting cut sheets with lumen output.

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3. TIER II AND MAJOR FACILITIES

REVIEW

Tier II and Major Facility applications require consideration by the Planning and Zoning Commission (PZC). Major Facilities also require approval by Town Council. The following items must be submitted online for staff review, prior to scheduling the public hearings. Once staff has completed their review(s) and all code requirements have been met, the applicant should plan for the upcoming Planning Commission and Town Council meetings by preparing a presentation. The applicant and/or property owner will be expected to speak at the meetings and provide a power point presentation about the project.

To avoid delays, applicants should review all applicable provisions of the Zoning Code and ensure the formal submittal is complete. Incomplete submittals will be returned for additional information.

SUBMITTAL ITEMS AND REQUIREMENTS

All items must be submitted in PDF format. Please name PDF files in a self-explanatory manner such as “*Document Type – Date.*”

1. A Narrative including the following information:
 - A. Detailed description of all stealth applications used to reduce the visible impact of the facility and accompanying ground equipment
 - B. Opportunity for additional providers to collocate
 - C. Summary of site selection process
 - D. The following exhibits should be included with the written narrative:
 - iii. Map of existing communication facilities within a 1- mile radius
 - iv. Prop maps with and without the proposed facility
 - v. Photo simulations showing multiple elevations and details of antennas and ground equipment using stealth applications, before and after
3. A site plan including the following information:
 - A. Location of tower, antennas and equipment structures. If proposed facility is a major communication facility, show location of required parking spot as well.
 - B. Lease area for cell provider.
 - C. If collocating, show existing facility equipment.
 - D. Show setbacks from all property lines and residential areas.
 - E. Show proposed height of facility and ground equipment.
 - F. If proposing a new monopole or collocating on an existing monopole, show existing and proposed width of pole.
 - G. For new facilities and collocations, show the distance of the antenna arrays from the center point of the pole.
 - H. Provide detail (elevation view) of the proposed screening for ground equipment. Include color and materials.
 - I. Provide detail of the plaque or marker (no larger than four inches by six inches), clearly identifying the provider’s name, address and emergency phone number.
4. If applicable, a Native Plant Salvage and Landscape Plan (click here for process guide)