

**City of Oak Point
Communications Antenna Facility
Special Exception Request Site Plan Check List**

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

The following information must be provided with all requests for a Special Exception for a Communications Antenna Facility.

- a. A Special Exception application and appropriate application fee.
- b. A narrative detailing the proposed antenna facility. The narrative must indicate the following:
 - (1) Whether the proposed structure is a co-location, a new monopole tower or a new alternate mounting structure.
 - (2) The height of the proposed tower and justification therefore.
 - (3) Why the antenna facility is necessary at the proposed location.
 - (4) The separation distance from other towers within a one-mile radius of the proposed tower site.
 - (5) Whether FAA approval is required for the antenna facility.
 - (6) The name(s) of the telecommunications providers or other users of the antenna or tower and describe the use to be made by each user;
 - (7) Whether the applicant has made an effort to co-locate the facilities proposed for this antenna facility on existing antenna facilities in the same general area. Identify the location of these existing sites, and describe in detail these efforts and explain in detail why these existing sites were not feasible.
 - (8) Attach all studies or tests performed which demonstrate why the existing sites will not provide sufficient signal coverage.
 - (9) Provide written documentation from existing sites owners and/or operators which confirm the statements provided.
 - (10) Indicate whether the existing sites allow/ promote co-location and, if not, describe why not.
 - (11) Whether co-location will be allowed to other telecommunications providers at the requested site. If they are not allowed, state every reason and the basis of each reason.

- c. A site plan of the proposed antenna facility at a scale of 1" = 30'. The site plan should be on a single 24" X 36" sheet and include:
- (1) A survey and legal description of the proposed antenna facility;
 - (2) A detail on how access to the site is to be achieved;
 - (3) A plan view layout of the proposed antenna facility clearly showing:
 - (i) The location of the facility,
 - (ii) All equipment and structures in the proposed antenna facility,
 - (iii) The required off street parking space,
 - (iv) Distances to property lines,
 - (v) Required setbacks,
 - (vi) Adjacent land uses and zoning designations,
 - (vii) Existing structures on the site,
 - (viii) Required landscaping or screening of the base of the tower,
 - (ix) All recorded and proposed easements, and
 - (x) Natural features, such as watercourses and trees.
- d. Elevation drawings showing:
- (1) The design and height of the proposed antenna facility,
 - (2) Detailed drawings of all structures and equipment,
 - (3) Screening requirements, and
 - (4) All requirements specified in Wireless Antenna Facility Special Exception Request Site Plan Check List.
- e. If the requested location is in a residential district, the applicant must provide evidence that they have made an effort to locate the facility in a nonresidential district. Identify the location of these nonresidential district sites, describe in detail these efforts, and explain in detail why these nonresidential sites were not feasible. Attach all studies or tests

performed which demonstrate why the nonresidential sites will not provide sufficient signal coverage.

- f. A map showing the proposed provider's current coverage area for the City. The map must show the roadway network and be labeled. The applicant must also provide propagation analysis showing the areas the proposed provider's existing antenna currently covers, the areas the applicant's existing sites and the requested site would cover. The propagation analysis must be labeled and have a legend.
- g. Describe the applicant's master antenna facilities plan for the City. Attach maps and other related documentation. Provide information indicating each phase of the plan.
- h. A report from a professional structural engineer licensed in the State of Texas documenting the following:
 - (i) Antenna facility height and design, including technical, engineering, economic, and other pertinent factors governing selection of the proposed design. A cross-section of the antenna facility shall be included.
 - (ii) Total anticipated capacity of the structure, including the number and types of antenna(s) which can be accommodated.
 - (iii) Evidence of the structural integrity of the antenna facility.
 - (iv) Failure characteristics of the antenna facility and evidence that site and setbacks are of adequate size to contain a failure within the site.
 - (v) Certification that the antenna facility will meet all applicable FCC, FAA, and local building codes.
- i. A letter of intent to lease excess space on the antenna facility and to lease additional excess land on the antenna facility site, if structurally and technically possible.
- j. Proof of liability insurance in the amount of \$300,000 that covers the antenna facility as required by Appendix I of the City's Zoning Ordinance.

Prepared By:

Signature
Printed Name: _____

Date