

Development Application

Minor Modification: Add Antenna - 'Co-Locate'



Development Services Department
4200 Mills Civic Parkway, Suite 2D
West Des Moines, IA 50265-0320
P.O. Box 65320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate
"project submittal requirements"
can be found on the City's website;
<http://www.wdm.iowa.gov>



Development Application: **Minor Modification - Add Antenna / Co-Locate**

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Present Land Use: _____

Project Description: _____

Description of Existing Antenna Structure: _____

Current # of Antenna on Existing Structure: _____

Proposed # of Additional Antenna: _____

Proposed Method of Visual Screening: _____

Date Submitted: _____ Fee Amount: _____
Case #: _____ Case Planner: _____

OFFICE USE ONLY:

CONTACT INFORMATION:

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

(Submit additional information sheet for multiple property owners)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

Impervious Area: sq. ft.

Open Space:	<u>Required</u>			<u>Provided</u>		
		% Total Area	sq. ft.		% Total Area	sq. ft.
		% Paved Area	sq. ft.		% Paved Area	sq. ft.
Total:	%	sq. ft.		%	sq. ft.	

Landscaping:

<i>Buffers</i>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<i>Open Space</i>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<i>Streetscape</i>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Parking:	<u>Required</u> (Indicate Calculation)	<u>Provided</u>
	():	General Parking:
	():	Handicap:
	Total:	Total:

Area:

Building:

Footprint Area: sq. ft. Total Area: sq. ft. Height: ft. stories

CERTIFICATION:

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY.

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

**Part B: Applicant's Signature and Consent
(Use only if the applicant is different from Property Owner)**

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

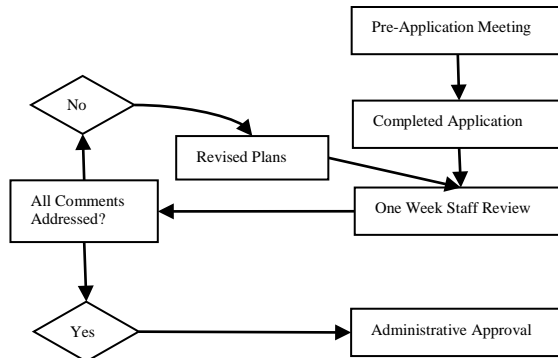
I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

City Of West Des Moines Submittal Requirements

MINOR MODIFICATION:
ADD ANTENNA - 'CO-LOCATE'



Application Fee - full fee is due at time of submittal

\$85.00

Reviewing Bodies -

- City Staff - Minor Modifications are approved administratively
Final copies of plans following Staff approval MUST have original signatures and seals on ALL copies.

When Applicable -

The Minor Modification process can only be used to achieve approval for the addition of antenna on an existing structure. Any proposed additional antenna which will be visibly noticeable or which requires the implementation of a new structure or modification of the existing structure must be reviewed and approved through the Permitted Conditional Use (PC) process.

There is no limit to the number of minor modification requests that may be submitted for the addition of antenna on an existing structure for a given site as long as the request meets the criteria mentioned above.

A. Your submittal **must** include the following:

1. A letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form
2. Completed application form
3. One (1) 8.5 x 11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. **Location map must be to a discernable scale with the scale denoted**
4. Eight (8) copies of the site plan illustrating the proposed modifications (11"x17")
5. Two (2) reduced copies of the site plan illustrating the proposed modifications (8.5" x 11")
6. Two (2) colored elevations (drawing or photo) illustrating the existing structure and the proposed antenna and/or antenna structure and screening
7. Other information deemed necessary by the Director of Development Services for the review of the proposed project

B. Your Minor Modification plan must include at least the following:

1. Legal description including total area of the property
2. Date, compass point, legend of symbols and scale (written and graphic)
3. Vicinity map that accurately represents the area including recent developments
4. Assigned address(es)
5. Land owner's name, address, and contact information
6. Applicant's name, address and contact information

7. Identification of existing land use
8. Illustration of the antenna to be implemented (may be submitted as a separate drawing)
9. Illustration of the structure upon which the antenna will be mounted (may be submitted as a separate drawing)
10. Identification and illustration of proposed screening method
11. Existing and proposed topography of subject property at contour intervals of not more than two feet (2'), City datum
12. Location, footprint, size and use of all buildings and structures, existing and proposed and their relationship to setbacks
13. Illustration and identification of right-of-way dimensions and vehicular and pedestrian circulation patterns
14. Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, book and page, and whether they are public or private
15. Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes

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