



Application Received: _____
Fee Received: _____
Staff Initials: _____

WIRELESS TELECOMMUNICATIONS TOWER CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

PROPERTY OWNER INFORMATION (if different from above)

Name(s): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

PROPERTY INFORMATION

Reason for Request: _____

Describe Location: _____

Property Address(es), if applicable: _____

Parcel Identification Number(s), if applicable: _____

Legal Description (attach, if lengthy): _____

Will the device be constructed on an existing building? _____

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning & Zoning Division, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779

APPLICATION DEADLINE: Completed application and submission requirements must be received by 12:00 p.m. on the deadline date (at least three weeks prior to the scheduled Planning Commission meeting).

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

_____ Application fee of \$200 + County Recorder fee of \$46 = **\$246 is payable to the City of Moorhead.** The City of Moorhead will record the CUP with the Clay County Recorder’s office.

_____ Site Plan

_____ Description of proposed tower height and design including cross section and elevation

_____ Documentation of the tower height above grade for all potential mounting positions for collocated antennas and the minimum separation distances between antennas

_____ Description of tower’s capacity, including number and type of antennas that can be accommodated

_____ Documentation regarding what steps will be taken to avoid interference with established public safety telecommunications

_____ If applicable, a letter of intent committing the tower and successors to allow the shared use of the tower in an additional user agrees to meeting reasonable terms and conditions for shared use

_____ If applicable, a letter agreeing to a technical review of application by a third-party expert.

_____ If the proposed tower is planned for a new site, please provide a detailed explanation of why the proposed tower cannot be accommodated on an existing or approved tower or other structure within a reasonable search radius due to one or more of the following reasons:

1. The planned equipment would exceed the structural capacity of the existing or approved tower or building, as documented by a qualified professional engineer, and the existing or approved tower cannot be reinforced or modified to accommodate planned or equivalent equipment at a reasonable cost.
2. The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified professional engineer and the interference cannot be prevented at a reasonable cost.
3. Existing or approved towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified professional engineer.
4. Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.