

WIRELESS COMMUNICATION FACILITY/TOWER USE PERMIT APPLICATION GUIDE

REQUIREMENTS:

1. It is the responsibility of the owner to comply with all federal and state regulations pertaining to the Wireless Communication Facility (WCF), including but not limited to FAA height and lighting requirements and provisions of the National Environmental Protection Act (NEPA). See **page 32, Section 09.13.0** of the *City of Brookland Zoning Code* for further information.
2. All applications for a Tower Use Permit (TUP) shall include the following:
 - Scaled site plan, elevation view, and other supporting drawings showing all improvements to the site, adjacent uses, and zoning
 - Documentation of the location and dimensions of the proposed WCF
 - Name of applicant
 - Name of landowner and signed approval of the landowner
 - Permit fee, according to the fee schedule set by the city council

PROCESS:

1. Two tracks exist for review of TUP applications:
 - Track 1: Proposed TUP applications within the A-1, C-2, I-1 zones may be processed and approved through administrative review by the Administrative Official
 - Track 2: Proposed TUP applications within the R-1, R-2, R-3, R-MH, C-1, C-3 zones shall require approval by the planning commission and be subject to a public hearing. These applications will be subject to the same review process as conditional use permit.

(Track 2 Review process)

1. The Application should be filed at City Hall. A completed application must be provided for the permit to be considered. See the application checklist above for a list of needed items to complete an application. No application will be accepted without payment-in-full of the Wireless Communication Facility/Tower Permit application fee.
2. City staff will review the application and set a date for a public hearing within 30 days of the filing of the application (typically the 1st Tuesday of each month). The public hearing is conducted to allow neighboring property owners to comment on the application.
3. Notice of the public hearing must be posted in the newspaper at least one time 15 days in advance of the public hearing in a newspaper of general circulation in the City of Brookland. The applicant is responsible for covering the cost of the publication. The applicant shall post a suitable and pertinent sign on the property involved giving notice of such hearing not less than 15 days prior to the hearing.

The city of Brookland shall complete final action upon any TUP application within 90 days of the filing of the completed application, unless an extension is requested by the applicant. Any decision to deny a request will be made in writing and will be supported by substantial evidence. Any decision concerning the approval or denial of an application made by the Administrative Official may be appealed to the Board of Adjustment in writing within 30 days of the decision.

City of Brookland
613 Holman St.
Brookland, AR 72417
PHONE: 870-935-0538

WIRELESS COMMUNICATION FACILITY/TOWER USE PERMIT APPLICATION

Property Owner
Name/Signature: _____

Spouse
Name/Signature: _____

Property Address: _____

Legal Description: _____

Zoning: _____

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name	Address	City	State	Phone No.
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Property Owner Signature

Spouse Signature

Property Owner Mailing Address

City

State

Zip

Phone: _____