



CITY OF EDEN PRAIRIE

WIRELESS TELECOMMUNICATION FACILITY APPLICATION LOCATED IN PUBLIC RIGHT-OF-WAY (ROW) 2020

TYPE (check one or all that apply)	1) STANDARD SMALL WIRELESS FACILITY MASTER AND/OR CO-LOCATION AGREEMENT_____ (Required for all Small Wireless Facilities locating on City owned Ground- Mounted Equipment in ROW.) 2) SMALL CELL FACILITIES ON EXISTING UTILITY STRUCTURES _____ (Note: up to 15 sites may be submitted per one (1) application) 3) REPLACEMENT WIRELESS SUPPORT STRUCTURE in ROW: Non-residential location zoning district _____ Residential R1 zoning district: _____ (Note: A Conditional Use Permit application is required for wireless support structure or replacement structures in R1 districts.) 4) NEW WIRELESS SUPPORT STRUCTURE in ROW: Non-residential zoning district location: _____ Residential R1 zoning district location: _____ (Note: A Conditional Use Permit application is required for wireless support structure or replacement structures in R1 districts.)
SITE LOCATIONS	SITE ADDRESS (Street Intersection or address of property where wireless facility will be located. Note by street intersection or street address.) _____ ZONING DISTRICT (Identify surrounding zoning districts) _____ (If more than one site identify site addresses on separate sheet)
APPLICANT INFORMATION	SERVICE PROVIDER: _____ AUTHORIZED AGENT FOR SERVICE PROVIDER (if applicable) _____ PHONE: _____ E-MAIL ADDRESS: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL ADDRESS: _____
FEES	<ul style="list-style-type: none"> • \$580.00 – Administrative Review – Non-refundable required for all applications. (For up to 15 small wireless facilities) • \$2,500.00 – Standard Small Wireless Facility Collocation Agreement
SUBMISSION REQUIREMENTS/ REVIEW INFORMATION	<ul style="list-style-type: none"> • Review City Code Chapter 6, Section 6.01, 6.02, 6.03 • Review City Code Chapter 11 Section 11.06 • Review City Code Chapter 11, Section 11.41 regarding Conditional Use Permit • Administrative Review Process highlighted on page 3
	STEVE DURHAM, 952-949-8491, sdurham@edenprairie.org or SARAH STRAIN– 952-949-8413, sstrain@edenprairie.org
REQUIRED SIGNATURES	APPLICANT/AUTHORIZED REPRESENTATIVE _____ DATE _____ FEE OWNER OF WIRELESS SUPPORT STRUCTURE _____ DATE _____

RECEIVED BY	
RECEIPT NUMBER	
DATE	
CHECK NAME & ADDRESS	

PRE-SUBMISSION MEETING. In order to streamline the wireless telecommunication application process, please schedule a meeting with Planning Staff (Planning Main Line - 952-949-8485, Staff Contact –Steve Durham 952-949-8491 or Sarah Strain 952-949-8413 prior to submitting an application to discuss your project. Discussion items may include whether code compliant alternatives exist; additional information needed by City Staff; and to provide education to the applicant about the wireless telecommunication application process.

SUBMISSION REQUIREMENTS FOR

- **Small Cell Facilities in Public right-of-way**
 - **Wireless Support Structure in Public right-of-way**
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1. Name, address, telephone, e-mail and fax numbers of applicant.
2. Location of all proposed small wireless support structures including the general street number of the property adjacent to the site or a street intersection
3. The location of all existing wireless facilities within (1) one mile of the location of the proposed small wireless facility or new/replacement support wireless structure, together with the distances between the existing towers and the proposed tower.
4. If privately owned wireless support structure, a letter from the owner of the authorizing placement of small cell facilities on the wireless support structure(s).
5. Project information shown on (11" x17") sheet of paper.
6. Description of the tower, including its height, size of base, configuration, design, number of antennas to be attached to the tower, potential for additional antennas, color and camouflage treatment and lighting, if any, and materials out of which the tower will be constructed.
7. Description of any ground mounted equipment and or accessory structures including size, dimensions, and materials of the equipment and/or accessory structures planned. Provide a screening plan for ground based telecommunication equipment located on private property according to City Code Chapter 11, Section 11.03, Subd. 3. G. (k) and screening plan for ground based equipment in public right of way City Code Chapter 11, Section 11.06, Subd. 9.
8. A certificate by a qualified registered professional engineer in such form as approved by the City Manager or his designee that the applicant's commercial wireless telecommunications services equipment cannot be accommodated on an existing tower in accordance with City Code, Chapter 11, Section 11.06

Subd. of the City Code and a certificate by a qualified registered professional engineer selected or approved by the City Manager or his designee that the commercial wireless telecommunications services to be accommodated on the proposed tower or increase in size or capacity of an existing tower will not interfere with public safety wireless telecommunications. Propagation maps required.

9. The application shall be accompanied by payment of such fees as provided by City Council resolution. Fees shall include reimbursement to City of its costs, including those incurred for consulting and technical advice relating to the proposed tower.
10. Color propagation maps showing area of coverage, that is, current coverage and proposed coverage.
11. Submit 2 copies of application and all supporting information.

CITY COUNCIL ACTION

For Standard Small Wireless Facility Collocation Agreement that portion of the application will be referred to Public Works Director. Standard Small Wireless Facility Collocation Agreement will require a City Council approval process.

ADMINISTRATIVE REVIEW PROCESS

1. When an application for Telecommunication equipment in Right of Way is received it will be reviewed for completeness. This review will take place at the Development Review Committee (DRC).
2. The application will be scheduled for review at the next available DRC meeting. The DRC meets every Thursday. The committee is made up of various City Departments including Building Inspections, Community Development, Engineering, Fire, Parks & Recreation, Planning and Public Works. It is best to have an application submitted on the Friday prior to the DRC.
3. Within 15 business days of application submission and after the DRC the meeting, a letter will be sent to the applicant indicating the application is complete or incomplete. If incomplete the letter will identify items that will be need to be submitted for a complete application.
4. The review period starts when an application is determined to be complete. The City may take up to 90 days for co-location applications and up to 150 days for new site tower locations. The anticipated review time is 2 to 4 weeks depending on complexity of the application, need for outside agency reviews, and what legal documents need execution.
 - Any towers located in or near wetlands, floodplains, conservation areas, shoreland areas, county roads, state highways, city property, and Flying Cloud Airport may involve additional review by other City, County, State, Federal agencies.
5. After the review is completed a Conditional Use Permit or administrative permit will be issued by the Planning Division.