



# Wireless Communication Facilities (WCF)

## Submittal Instructions

All Documents **MUST** be submitted:

**In a 8 1/2" x 11" Three Ring Binder**

File using the below tabs/dividers

**Full Size (24 x 36) plans are NOT to be hole-punched or in binder**

8 1/2" x 11" elevations, site plans, etc. (see application checklist) need to be filed under Graphics

11" x 17" elevations, site plans, etc. (see application checklist) need to be folded and filed in back of binder

Not all information listed on this sheet is required at time of submittal, see application checklist for required items needed at time of submittal.

Call 480-312-7000 to pick-up submittal tabs or use your own tabs using the below tabs as reference

Tabs to include:

Graphics	Samples	Corres/Legal	Application	Miscellaneous	Grading
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**GRAPHICS (8.5x11, 11x17s hole-punch & file under graphics, 24 x 36 are NOT hole-punched)**

### Photographs of site

- Provide 1 color original set mounted or printed on 8 1/2" x 11" paper
- 15 color copy sets for inclusion in packets

### Photo simulations of current and proposed antenna

- Provide 1 color original set mounted or printed on 8 1/2" x 11" paper
- 15 color copy sets for inclusion in packets

### Elevation drawings of new additions, building, screening, poles or other changes:

Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint-use.

- 24" x 36" - 4 FOLDED copies
- 11" x 17" - 15 sets
- 8 1/2" x 11" - 2 sets

### One 8 1/2 x 11" map of the service area for this proposed facility

#### Provide a Combined Context Aerial and Context Site Plan:

- 24" x 36"- FOLDED-2 color copies
- 11" x 17" – 1 color copy

#### Site Plan indicating extent and location of antennas additions, building, and other structures (context), including all equipment cabinets.

Site plan shall indicate dimensions of existing and proposed structures as well as any required setbacks and site distance triangles.

- 24" x 36" - 4 FOLDED copies
- 11" x 17" - 15 sets
- 8 1/2" x 11" - 2 copies

**One 8 1/2 x 11" map that shows other existing or planned facilities that will be used by the personal wireless service provider who is making this application.**

## Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 100, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

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A map that shows, up to a distance of ½-mile from the project, any single family residential developments that are either existing, zoned or are shown in the General Plan.

### Landscape and irrigation plan

- 24" x 36" - **2 FOLDED** copies
- 11" x 17" - **15** sets
- 8½ x 11" - **2** copies

**Massing Model:** Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

### SAMPLES

#### Material sample and color paint chips (or noted to match existing/proposed facility):

- 1 sample each, 2"x2" maximum size, mounted on 8½ x 11" sheets (clearly label each sample for):
- Color (e.g., Frazee #555 Bright Blue)
- Finish (e.g., Bronze Anodized Aluminum)
- Material (e.g., split face CMU)
- Photo of material board

### CORRES/LEGAL

**Proposition 207 information handout** (sample agreement provided)

**Letter of Authorization** (from property owner(s) if property owner did not sign the application form)

**Current Title Report** (requirements form provided)

- 8-1/2" x 11" – 1 copy

Include complete Schedule A and Schedule B.

**Neighborhood Involvement Packet (notify property owners within a 750-foot radius of site and/or open house)**( *packet provided*)

**Property Owners' Association Input**

### APPLICATION

**Completed Application Checklist** (*this form*)

**Application Fee** -- \$\_\_\_\_\_ (subject to change every July)

**Completed Application Form** (*form provided*)

**Project Narrative** (*form provided*) - Describe site and facility design

For Use Permit cases, **describe criteria in Sect. 1.400 and any additional criteria**

### MISCELLANEOUS (if bounded, leave out of binder)

- Archeology Survey and Report
- "Records Check" Report
- Copies of Previous Archeological Research

**FCC RF compliance documentation certified by an Arizona licensed engineer**

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