



# Commercial Communication Structure Permit

Community Development Department  
 9915 39<sup>th</sup> Avenue  
 Pleasant Prairie WI 53158  
 Phone: 262.925.6717  
 Email: communitydevelopment@plprairie.com

## PROPOSED WORK (select one)

<input type="checkbox"/> Class 1 Colocation	<input type="checkbox"/> Class 2 Colocation	<input type="checkbox"/> Other Modification
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## GENERAL INFORMATION

Property Location/Address	Tax Parcel Number
Lot Area sq ft	Lot Frontage ft.
General Project Description	
Start Date	Completion Date
Estimated Cost of Project	
Is site located within the City of Kenosha Airport Overlay District?	<input type="checkbox"/> Yes, copy of City of Kenosha Approval is attached <input type="checkbox"/> No

Describe and existing structures (include size) and uses on the site, identify structures to be removed.

## CLASS 1 COLLOCATION-NEW COMMERCIAL COMMUNICATION STRUCTURE

Tower Height	ft	Tower Width (including all appurtenances)	ft
Type of Tower			
Equipment Building Size	sq ft	Building Height	ft
<input type="checkbox"/>	<b>Security for removal.</b> A \$20,000.00 performance bond or a bond equal to a written estimate from a qualified tower removal contractor to guarantee throughout the life of the structure that the structure will be removed when no longer in operation. The Village shall approve the bonding company and shall be named as the obligee in the bond. A draft copy shall be submitted to the Village for review and approval prior to the submittal of the bond. The bond shall be submitted prior to issuance of the permit.		

## CLASS 1 COLLOCATION-SUBSTANTIONAL MODIFICATION (check any that apply)

<input type="checkbox"/>	For towers less than 200 feet high, an increase in the overall height of the tower by more than 20 feet unless a greater height is necessary to avoid interference with an existing antenna.
	Existing Height _____ ft Proposed Height _____ ft
<input type="checkbox"/>	For towers over 200 feet high, an increase the overall height of the tower by 10% or more unless a greater protrusion is necessary to shelter the antenna from inclement weather or to connect the antenna to the existing structure by cable.
	Existing Height _____ ft Proposed Height _____ ft
<input type="checkbox"/>	Increase in the width of the tower structure by 20 feet or more (as measured from the original permitted width), unless a larger area is necessary for collocation. The increase is measured at the level of the appurtenance added to the structure as a result of the modification.
	Existing Width _____ ft Proposed Width _____ ft
<input type="checkbox"/>	Increase the size of an existing equipment compound to a total area of more than 2,500 square feet.
	Existing Size _____ sf ft Proposed Size _____ sq ft

## MINIMUM SUBMITTAL REQUIREMENTS

- Proof of legal interest:** If the applicant is not the owner of the property, then either proof of the applicant's legal interest in the property (e.g., accepted offer to purchase, lease, etc., which may be appropriately redacted to preserve confidential information) or written authorization signed by the owner for the applicant to act as the owner's agent in connection with the application.
  - Written approval from any Homeowners Association or Commercial Owner's Association** (if applicable).
  - Sworn statement and service area map:** If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider. If the service area is inadequate, map the areas where service is inadequate.
  - Inventory, propagation map:** If an application is to construct a new mobile service support structure, an inventory, propagation map and a listing of all of the applicant's existing towers and antennas which are located within the Village boundaries and within 2,650 feet of the exterior of the Village boundaries. The inventory shall specify the location, antennae height, and structure type of each of the applicants existing towers currently in operation, and an indication of the ability of the existing structures to accommodate additional collocation antennas.
  - Building Permit Applications:** If building permits, including but not limited to building, HVAC, plumbing, electrical are required for this permit the required building permit applications shall be submitted with this application. Contact the Village Building Inspection Department with any questions at 262-694-9304.
  - Erosion Control Permit Application:** If any land disturbance is proposed, an Erosion Control Permit shall be submitted with this application. Contact the Village Engineering Department with any questions at 262-925-6729.
  - Fire Department Permits:** Any permits required from the Fire & Rescue Department shall be submitted directly to that Department. Contact the Village Fire & Rescue Department at 262-694-8027 for requirements.
  - Construction plans** One (1) full size sets of plans and a PDF copy which describes the proposed new mobile service support structure or modifications to the support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment associated with the proposed project. The plans shall indicate security measures (i.e. access, fencing, lighting, camera, Knox padlock, etc.). All plans shall comply with the requirements described in Section 420-57 of the Village Zoning Ordinance and shall include:
    - ✓ Title sheet
    - ✓ Survey and site plan
    - ✓ Grading and drainage plan
    - ✓ Construction plan
    - ✓ Lighting plan
    - ✓ Landscape and open space plan
    - ✓ Signage plan
- The Village may require additional information to ensure that all Village requirements are being met. The Applicant will be contacted if additional information is required to be submitted.**

## PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
- It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.

***Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.***

<b>INSPECTIONS- scheduled at least 48 hours in advance by calling 262.694.9304 with the Permit Number</b>	
Depending on the project, inspections may be required during the project.	
<b>PROJECT COMPLETION</b>	
Upon completion of the project, a <b>Letter of Compliance</b> (on company letterhead) shall be submitted by the applicant to the Village Zoning Administrator to verify the work has complied with all Village conditions and was completed pursuant to the approved permit. The applicant shall also provide any updated name and contact information for the tower representative.	
<b>REQUIRED SIGNATURES</b>	
I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.	
I hereby apply for a permit herein described and as shown on the attached required application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors during regular business hours.	
<b>PROPERTY OWNER</b>	<b>APPLICANT</b>
Print Owners Name	Company Name
Print Name of Signatory	Print Name of Signatory
Signature	Signature
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email
Date	Date
<b>TOWER OWNER</b>	
Company Name	
Print Name of Signatory	
Signature	
Mailing Address	
City/State/ZIP	
Phone	
Email	
Date	

# STANDARDS FOR COMMERCIAL COMMUNICATION STRUCTURES

**Note Chapter 420, Village Zoning Ordinance can be found online at [www.pleasantprairiewi.gov](http://www.pleasantprairiewi.gov)**

1. If the site is located within the City of Kenosha Airport Overlay District, then the Commercial Communication Structure shall comply with the requirements of a City of Kenosha Airport Permit.
2. A Commercial Communication Structure is allowed in any zoning district as a permitted principal use on lots that are a minimum of 1-acre in size and having a minimum lot frontage on a public street of 100 feet.
3. A Commercial Communication Structure is allowed in any Agricultural, Institutional, Commercial, Manufacturing, PR-1 or PR-2 zoning district as a permitted accessory use provided that the lots and frontage on a public street meet the minimum lot area and frontage requirements of the underlying zoning district or 2.5 acre in size and having a minimum lot frontage on a public street of 100 feet; whichever is greater.
4. A Commercial Communication Structure is allowed in any Agricultural, Institutional, Commercial, Manufacturing, PR-1 or PR-2 Zoning Districts as a permitted accessory use mounted on a building or other structure.
5. All new freestanding mobile support structures constructed after January 1, 2014 shall be separated by a minimum of 2,640 feet, except where:
  - (a) collocation is not possible on the existing freestanding mobile support structure that would be within 2,640 feet of the new freestanding mobile support structure or
  - (b) the proposed new freestanding mobile support structure is a camouflaged mobile service support structure, as defined in Subsection (B)(5).

In addition, existing freestanding mobile support structures constructed before January 1, 2014 may be reconstructed on the same site without meeting the 2,640 separation distance requirement.

6. Setbacks and height requirements. The height of any commercial communication structure is measured from the base of the structure at grade to its highest point, including any associated aerials, projections or other attached apparatus. The setback distance shall be measured from the furthest extent of the tower, its aerials, guy wire anchor locations or other equipment or from the foundation of a building.
  - (a) If located within any Institutional, Commercial or Manufacturing zoning district then the setback of any building/structure/equipment associated with a commercial communication structure shall meet the minimum setback requirements specified in the specific zoning district in which it is being located.
  - (b) If located in any Residential, Park and Recreational or Agricultural zoning district then the setback of any building/structure/equipment associated with a commercial communication structure shall comply with the setback requirements specified in the B-1, Neighborhood Business District.
  - (c) Antennas, whips, panels, or satellite and/or digital dishes attached to an existing building shall not exceed the height allowed in the underlying zoning district.
  - (d) Antennas, whips, panels, or satellite and/or digital dishes attached to an existing structure, such as water towers, transmission towers, silos or other utility poles, shall not extend more than 20 feet above the existing height of said structure.
  - (e) Any building/structure/equipment associated with a commercial communication structure shall not be located within the 100-year floodplain.
  - (f) If an applicant provides the Village with an engineering certification showing that a mobile service support structure, or an existing structure, is designed to collapse within a smaller area than the setback or fall zone area required in this subsection, then the required setback shall be reduced unless the Village provides the applicant with substantial evidence that the engineering certification is flawed.
7. Support structures shall be designed, engineered and constructed to handle multiple carriers.

8. The building within the equipment compound shall be designed to complement with existing architecture in the area and the fenced equipment compound shall be landscaped with mature foundation plants designed to enhance the facility. Any equipment allowed to be located outside the building within the equipment compound shall be screened from sight by mature landscaping and shall be located or designed to minimize their visibility.
9. Equipment compounds are required to be surrounded with a six (6) foot high, vinyl coated, chain-link fence pursuant to the requirements of Article XI of the Zoning Ordinance (Chapter 420), unless otherwise approved by the Zoning Administrator.
10. All equipment at the base of the tower, except a backup generator, is required to be located within a building that complies with the standards set forth in Section 420-57 H of the Village Zoning Ordinance.
11. Backup generators if present, shall be operated only during power outages and for testing and maintenance purposes, shall be located within the equipment enclosure and screened from public view.
12. If required to be lit, red or white lights shall be non-flashing and non-pulsating, unless a different style of lighting is required by the Wisconsin Division of Aeronautics or the Federal Aviation Administration.
13. The Village does not warrant any communication structure against design or structural failure. The Village does not certify that the design is adequate for any tower and the Village hereby accepts no liability through the issuance of a commercial communication permit.
14. Commercial Communication Structures shall not interfere with or obstruct existing or proposed public safety, fire protection or Supervisory Controlled Automated Data Acquisition (SCADA) operation telecommunication facilities. Any actual interference and/or obstruction shall be corrected by the applicant at no cost to the Village.