



**CITY OF EL RENO**

**SUBMITTAL REQUIREMENTS FOR NEW COMMUNICATIONS TOWER PERMIT APPLICATIONS**

**NOTE:** ALL NEW COMMUNICATIONS TOWERS MUST OBTAIN A CONDITIONAL USE PERMIT BEFORE RECEIVING A BUILDING PERMIT. THE NEW TOWER PERMIT FEE (\$250) DOES NOT INCLUDE MINIMUM PLAN REVIEW AND BUILDING PERMIT FEES AND IS DUE UPON ISSUANCE OF THE PERMIT TO CONSTRUCT.

**APPLICATION DOCUMENTS/FEES** *(All documents must be current, legible and complete)*

- \_\_\_ Completed City of El Reno Building Permit Application
- \_\_\_ Current deed with legal description that matches site plan.
- \_\_\_ Payment of permitting fee of \$250 for a telecommunications facility; or \$100 for a collocated or stealth designed facility.
- \_\_\_ Plan review fees of \$ .10 p/sq. ft. for all construction under roof must be paid at time of application. If not structure is planned, minimum building permit review fees apply.
- \_\_\_ Structures that are going to utilize private wastewater disposal system must have a copy of an Oklahoma Department of Environmental Quality percolation test or proof that the disposal method is ODEQ approved.
- \_\_\_ The name, address, and telephone number of the owner and lessee of the parcel of land upon which the tower and/or telecommunications facilities is situated. If the applicant is not the owner of the parcel of land upon which the tower and/or telecommunications facilities is situated, the written consent of the owner shall be evidenced in the application.
- \_\_\_ The legal description and address of the parcel of land upon which the tower is situated.
- \_\_\_ The names, addresses, and telephone numbers of all owners of other towers or usable antenna support structures within a 1/2 mile radius of the proposed new tower and/or telecommunications facilities site, including City-owned property.
- \_\_\_ A description of the design plan proposed by the applicant in the City. Applicant must identify its utilization of the most recent technological design, including microcell design, as part of the design plan. The applicant must demonstrate the need for towers and/or telecommunications facilities and why design alternatives, such as the use of microcell, cannot be utilized to accomplish the provision of the applicant's telecommunications services.
- \_\_\_ An affidavit attesting to the fact that the applicant made diligent, but unsuccessful, efforts to obtain permission to install or collocate the applicant's telecommunications facilities on City-owned towers or usable antenna support structures located within a 1/2 mile radius of the proposed tower site.
- \_\_\_ An affidavit attesting to the fact that the applicant made diligent, but unsuccessful, efforts to install or collocate the applicant's telecommunications facilities on towers or usable antenna support structures owned by other persons located within a one-mile radius of the proposed tower site.
- \_\_\_ Written technical evidence from an engineer(s) that the proposed tower or telecommunications facilities cannot be installed or collocated on another person's tower or usable antenna support structures owned by other persons located within a one-mile radius of the proposed tower site.
- \_\_\_ A written statement from an engineer(s) that the construction and placement of the tower and/or telecommunications facilities will not interfere with public safety communications and the usual and customary transmission or reception of radio, television, or other communications services enjoyed by adjacent residential and nonresidential properties.
- \_\_\_ Written, technical evidence from an engineer(s) that the proposed structure(s) meets the standards of the Code of the City of El Reno.
- \_\_\_ Written, technical evidence from a qualified engineer(s) acceptable to the Fire Marshal and the building official that the proposed site of the tower or telecommunications facilities does not pose a risk of explosion, fire, or other danger to life or property due to its proximity to volatile, flammable, explosive, or hazardous materials such as LP gas, propane, gasoline, natural gas, or corrosive or other dangerous chemicals.
- \_\_\_ **EIGHT SETS** of complete sets of **identical plans** for each new structure or planned modification to an existing structure that include the following information:

**SITE PLANS\***

**SITE PLANS SHOULD BE DESIGNED TO A COMMON SCALE\* AND SHOULD CLEARLY ILLUSTRATE THE FOLLOWING:**

- \_\_\_ Property lines, rights-of-ways, easements, and must be labeled accordingly.
- \_\_\_ All equipment and/or structures.
- \_\_\_ Building setback lines (if platted).
- \_\_\_ Existing structures, their dimensions, and their distance to other structures and property lines.
- \_\_\_ Abutting Streets must be detailed and labeled; show approach, driveway, and parking plans.
- \_\_\_ Existing and proposed landscaping.
- \_\_\_ Site plan and elevation plan for required sight proof fencing.
- \_\_\_ Color photo simulations showing the proposed site of the tower and/or telecommunications facilities with a photo-realistic representation of the proposed tower and/or telecommunications facilities as it would appear viewed from the closest residential property and from adjacent roadways.

**\*(1" = 20' or better)**

**AFFIRMATION BY OWNER OR CONTRACTOR:**

*I ATTEST THE ATTACHED PLANS MEET OR EXCEED ALL REQUIREMENTS OF THE CODE OF THE CITY OF EL RENO AS WELL AS ALL STATE AND FEDERAL CODES.*

\_\_\_\_\_  
**OWNER OR CONTRACTOR**

\_\_\_\_\_  
**DATE**

**NOTE:** *Failing to provide all documents and fee(s) when plans are submitted will cause unnecessary delays in our review of your proposal(s). Please verify the proposed use is in accordance with our Zoning Ordinance.*