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## TELECOMMUNICATIONS CONDITIONAL USE PERMIT APPLICATION

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**Application is hereby made by:**

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

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**Property Information**

Street Address:

FULL legal description of property (**MUST BE TYPED HERE. CANNOT BE ATTACHED**):

Lake County Parcel Identification Number(s) (PIN)(List all):

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**Zoning and Use Information**

1. Current zoning of the property:
2. Is the property a designated landmark or located in a Historic District?      Yes                      No
3. Current use of the property:
4. If the proposed telecommunications conditional use is approved, what improvements or construction is planned? (An accurate site plan may be required to establish that the proposed improvement can meet the minimum zoning requirements)

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## Findings of Fact

The City of Waukegan Zoning Ordinance requires that the Development Commission take into consideration the factors listed below in making its recommendation to the City Council. As the applicant, you must demonstrate why the proposed telecommunications conditional use is appropriate. The burden of proof for a telecommunications conditional use rests with the applicant. Each of the questions below must be addressed as part of the application. If you do not believe a particular factor does not apply to the property in question, indicate "Not applicable" AND EXPLAIN WHY it does not apply.

1. What is the height of the proposed tower?
2. Describe how the establishment, maintenance, or operation of the telecommunications conditional use will not be detrimental to, or endanger the health, safety, morals, comfort, or welfare of the general public. *For example, what measures will you take to minimize any harmful or negative aspects that result from the proposed telecommunications conditional use that may impact neighbors? Please note that "neighbors" can mean adjacent landowners, land uses, and the larger neighborhood area.*
3. Describe how the proposed telecommunications conditional use will not have an adverse effect on the value of adjacent properties.
4. What is the proximity of the proposed tower to residential structures and/or the buildable area of residential districts? "Buildable area" is defined as the area of the lot remaining after the minimum open space and/or yard requirements of the underlying district have been complied with.
5. Current regulations require that all new cellular towers accommodate at least three (3) antenna/transmitter devices. How many carriers would be able to co-locate on your tower and at what heights? Keep in mind that the City of Waukegan has never received an application for co-location lower than 100'-0".
6. What is the nature of uses on adjacent and nearby properties?
7. Please describe the surrounding tree coverage and foliage. If there is little or no tree coverage in the surrounding area, stealth design of the cellular tower may be required.
8. Please describe the surrounding topography.

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9. Are any buildings or structures proposed at this site? If so, please describe the overall height, size, material, character and location of the building on the site. *A site plan may be required. You may use this site plan as part of your response to this question. A site plan is helpful because it allows you to demonstrate visually how you will conform to the regulations. Not all requirements can be shown on a site plan, however. In addition to the site plan, a written explanation of how you will conform to these regulations and standards is necessary.*
  
10. Please describe the tower (including color), with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
  
11. Please provide an inventory of any existing towers and antennae that you own and/or utilize in the City of Waukegan and within one (1) mile of the City of Waukegan's corporate limits, including specific information about the location, height, and design of each tower/antenna.
  
12. According to Section 4.15-3, paragraph 4, of the Waukegan Zoning Ordinance, *"All towers must first be considered on property owned or controlled by the City. Evidence must be submitted to demonstrate that no existing property owned or controlled by the City is suitable for such tower or antennae. If no such property exists, the tower must then be considered on property owned or controlled by the County of Lake, Waukegan Park District, Waukegan School District, or any township located within the corporate limits of the City of Waukegan."* Evidence shall include (at a minimum) a letter to the City, County of Lake, Waukegan Park District, Waukegan School District, or Township expressing the applicant's interest. If the City, County of Lake, Waukegan Park District, Waukegan School District, or Township are not interested in locating the applicant's tower on their property, a letter from them stating such shall be included.

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## Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Date

Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner and Date

**SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION AND CITY COUNCIL MEMBERS.**

## NOTARY

STATE OF \_\_\_\_\_)

) SS.

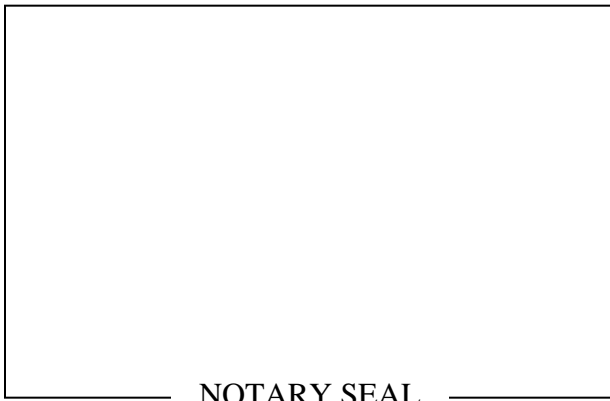
COUNTY OF \_\_\_\_\_)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

\_\_\_\_\_  
(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public

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## PROCEDURES

1. Pre-Application Meeting. A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. The applicant and/or his representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed.
2. Submittal Meeting. Applications are due **BEFORE** the 8th of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall review the application for completeness, to make certain that the application meets the requirements of the Zoning Ordinance, including the consideration of the proposed tower on government-owned property, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. Development Review Board Meeting. After receiving this application, this application shall be considered by the Development Review Board at its next regularly-scheduled meeting, typically heard on Thursday afternoons at 1:30 PM. The Development Review Board shall forward a report of findings and recommendations to the Department of Planning and Zoning prior to the Planning and Zoning Commission's public hearing. The Development Review Board is an administrative body composed of various municipal departments and this review gives the municipal departments the opportunity to raise any concerns related to building, zoning, engineering, and life safety issues.
4. Post Notification of Public Hearing. The applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department.
5. Public Hearing. The applicant and/or his representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed telecommunication conditional use is scheduled to be heard (the second Thursday of the month after the application is received, if received in complete form and prior to the 8<sup>th</sup> of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
6. Community Development Committee Meeting. The applicant and/or his representative are **REQUIRED** to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month (and after the Planning and Zoning Commission public hearing) anytime between 5:00 PM and 7:00 PM.
7. City Council Meeting. If the Judiciary Committee forwards a recommendation, this application will be considered by the full City Council later that same evening at 7:00 PM.

## ATTACHMENT CHECKLIST

Fifteen (15) hard copies of this application, Plat of Survey of subject property (prepared by an Illinois Registered Land Surveyor), proposed site plan, landscape plan, and specification sheets. Also required is a photographic study (simulation) depicting where within a one-block, four-block and one-mile radius any portion of the proposed tower or antenna can be seen from 6'-0" above grade. Three (3) photo simulations from three (3) different locations shall be submitted for each distance requested for a total of nine (9) photo simulations. One photo simulation shall also be provided from the right-of-way immediately adjacent to the subject property on which the tower and antenna will be erected.

One (1) electronic copy of this application, Plat of Survey, proposed site plan, landscape plan specification sheets, and photographic study on a CD.

One (1) hard copy of your studies completed to determine site viability.

Three (3) hard copies of an intermodulation study that provides a technical evaluation of existing and proposed transmissions and indicates all potential interference problems.

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## ATTACHMENT CHECKLIST (cont.)

One (1) hard copy of deed or title insurance policy to provide proof of parcel ownership.

One (1) hard copy of a Lake County tax map showing all properties within 250 feet of subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois (847-377-2373).

One (1) typed listing of all property addresses, which includes the full names of current property owners, mailing addresses of current property owners, and Parcel Identification Numbers (PINs), which are partially or entirely within 250 feet from the edge of the subject property

Application fee of \$5,000.00 (make checks payable to City of Waukegan).

Proposed site plan.

A letter of intent indicating that the applicant agrees to make all of its wireless communication facilities within the City of Waukegan available to any wireless provider for co-location at commercially reasonable rates, provided such facilities are structurally and technically able to accommodate additional providers.

A letter from the owner/operator of each facility contacted by the applicant in the attempt to find a suitable co-location site stating the reason(s) why a co-location agreement could not be established. Competitive conflict and financial burden are not deemed to be adequate reasons against co-location.

A copy of the FCC license of the wireless provider.