

City of Winter Haven
Planning and Community Development Department

Application for Communication Tower Special Approval

For City Use Only

Date Received: _____ **Received by:** _____ **Fee received:** _____

Case Number: _____ **Meeting Date:** _____

The following data is required for submission of an application for special approval of a Communication Tower. The Board of Adjustment normally meets the first Thursday of each month at 7:00 P.M. to consider such requests. It is important that all information is complete and accurate when submitted to the City. **Please print or type the requested information below.**

General Information:

Name of Applicant/Property Owner _____

Mailing Address _____

Phone (work) _____ Phone (home) _____

Name of Agent _____

Mailing Address _____

Phone (work) _____ Phone (home) _____

Property Identification:

Address/General Location _____

Present Zoning Designation _____

Present Future Land Use Designation _____

Present Use of the Property _____

Existing Structures on the Site _____

Proposed Use of the Property _____

Total Acreage _____

Documentation Required Pursuant to Section 21-236

In addition to the information referenced above, the following documentation is required pursuant to Section 21-236 of the City of Winter Haven Code of Ordinances. In order for a Communication Tower Special Approval Application to be considered by the Board of Adjustment, the following information must be attached.

1. A site plan, scaled at a standard engineering scale, clearly indicating the location, type and height of the proposed tower, on-site land uses and zoning, adjacent land uses and zoning, comprehensive plan land use designation of the site and all properties within the applicable separation distances set forth in Tables 3.6 and 3.7 of this section, adjacent roadways, proposed means of access, setbacks from property lines elevation drawings of the proposed tower and any other structures, topography, parking and any other information deemed by the City to be necessary to assess compliance with this section.
2. Legal description of the parent tract and leased parcel.
3. The separation distance between the proposed tower and the nearest residential unit, platted residentially zoned properties, and un-platted residentially zoned properties.
4. The separation distance from other existing towers within one mile of the site including specific information about location, height, and design of each tower; all to be shown on the updated site plan or map. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator of the existing tower(s), if known.
5. A proposed landscape plan showing specific landscape materials.
6. Method of fencing, finished color, and if applicable, the method of camouflage and illumination.
7. A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional communications antennas for future users.
8. A map or site sketch identifying the applicant's existing communication towers, and communication antennas, if any within the City.
9. A description of the suitability of the use of existing towers, or other structures not requiring the use of a new tower, which may be used to provide the proposed services as an alternative to a new tower (description to be attached).
10. A description of compliance with lot coverage, setbacks, aesthetics, and separation distances, as required by this section (description to be attached).
11. A description of the applicants authorized radio frequencies.

Note to Applicant:

Factors to be considered by the Board of Adjustment are set forth at Section 21-236 (b). Also pursuant to subsection (c) of Section 21-236: No special approval shall be granted for a new tower unless the applicant demonstrates that no existing tower, or structure, can accommodate the applicant's proposed communication antenna(s). In this regard, an applicant shall submit information which may consist of the following:

1. No existing towers or structures are located within the geographic area which meet applicant's engineering requirements.
2. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements.
3. Existing towers or structures do not have sufficient structural strength to support the applicant's proposed communication antenna and related equipment.
4. The applicant's proposed communication antenna would cause electromagnetic interference with the antennas(s) on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed communication antenna.
5. The fees, costs, contractual provisions required by the owner in order to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable. Costs exceeding new tower development are presumed to be unreasonable.
6. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

6. Approval of Communication Towers by the Board of Adjustment.

a. Documentation Required. In addition to any information required for requests for special approvals pursuant to Section 21-55, applicants shall submit the following information:

- (i) A site plan, scaled at a standard engineering scale, clearly indicating the location, type and height of the proposed tower, on-site land uses and zoning, adjacent land uses and zoning, comprehensive plan land use designation of the site and all properties within the applicable separation distances set forth in Tables 1 and 2 of this section, adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed tower and any other structures, topography, parking, and any other information deemed by the City to be necessary to assess compliance with this section.
- (ii) Legal description of the parent tract and leased parcel (if applicable).
- (iii) The separation distance between the proposed tower and the nearest residential unit, platted residentially zoned properties, and unplatted residentially zoned properties.
- (iv) The separation distance from other existing towers within one mile of the site including specific information about the location, height, and design of each tower; all to be shown on an updated site plan or map. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator of the existing tower(s), if known.
- (v) A proposed landscape plan showing specific landscape materials.
- (vi) Method of fencing, finished color, and if applicable, the method of camouflage and illumination.
- (vii) A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional communications antennas for future users.
- (viii) A map or site sketch identifying the applicant's existing communication towers, and communication antennas, if any, within the City.
- (ix) A description of the suitability of the use of existing towers, or other structures not requiring the use of a new tower, which may be used to provide the proposed services as an alternative to a new tower.
- (x) A description of compliance with the lot coverage, setbacks, aesthetics, and separation distances, as required by this section.
- (xi) A description of the applicant's authorized radio frequencies.

Ownership signature

STATE OF FLORIDA:

COUNTY OF POLK:

(I)(WE) _____

being duly sworn, depose and say that (I) (WE) own one or more of the properties involved in this petition and that (I) (WE) have familiarized (myself) (ourselves) with the rules and regulations of the Board of Adjustment with respect to preparing and filing this petition and that the foregoing statements and answers herein contained and other information attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our) ability and that the statement and information above referred to are in all respects true and correct to the best of (my) (our) knowledge and belief.

SIGNED: _____

SIGNED: _____

SIGNED: _____

SIGNED: _____

STATE OF FLORIDA:

COUNTY OF POLK:

The foregoing instrument was acknowledged before me this _____ day of _____,

20____, by _____, who is personally known to me or has produced

_____ as identification and who (did) (did not) take an oath.

SIGNATURE OF NOTARY PUBLIC

TYPED OR PRINTED NAME OF NOTARY PUBLIC

NOTARY PUBLIC SERIAL #, IF ANY

STAMP & MY COMMISSION EXPIRES: _____

Agent, lessee, or buyer signature

STATE OF FLORIDA:

COUNTY OF POLK:

(I)(WE) _____
being duly sworn, depose and say that (I) (WE) serve as _____ for the owner(s) in
AGENT or LESSEE

making this petition and that the owner(s) has(have) authorized (me) (us) to act in this capacity.
Further, (I) (WE) depose and say that the statements and answers herein contained and other information
attached hereto present the arguments in behalf of the petition herein requested to the best of (my) (our)
ability and that the statement and information above referred to are in all respects true and correct to the
best of (my) (our) knowledge and belief.

SIGNED: _____

SIGNED: _____

SIGNED: _____

SIGNED: _____

STATE OF FLORIDA:

COUNTY OF POLK:

The foregoing instrument was acknowledged before me this _____ day of _____,

20____, by _____, who is personally known to me or has produced

_____ as identification and who (did) (did not) take an oath.

SIGNATURE OF NOTARY PUBLIC

TYPED OR PRINTED NAME OF NOTARY PUBLIC

NOTARY PUBLIC SERIAL #, IF ANY

STAMP & MY COMMISSION EXPIRES: _____