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**WIRELESS COMMUNICATIONS PERMIT APPLICATION** (Revised 12/1/2016)

**Application Number:** \_\_\_\_\_

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_

Legal Description \_\_\_\_\_  
                                    Lot(s)                      Block                      Addition/Subdivision

Tower/Facility Name: \_\_\_\_\_

Carrier Name (Verizon, AT&T, etc.): \_\_\_\_\_ Zoning: \_\_\_\_\_

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**1. Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Property Owner Information (if different from above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Project Information (check all that apply):**

- New Communication Tower or New Distributed Antenna System (DAS)\*
- New Antennas on Existing Tower/Building     Replacement Antennas on Existing Tower/Building
- New Equipment Shelter                       Other \_\_\_\_\_

\*Please note: In some zoning districts, new towers require separate **Conditional Use Permit** approval.

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Project Valuation:** \$ \_\_\_\_\_

**5. Submittal Requirements:**

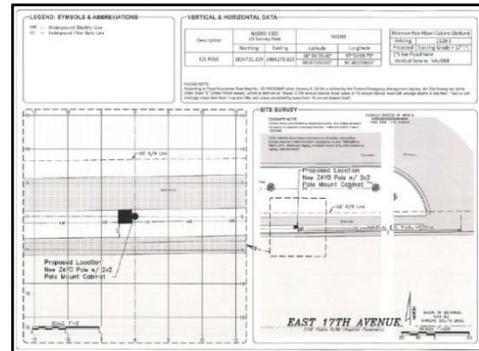
**All applications shall provide the following items:**

- Elevation Drawings, showing towers/structures, the location for new/replacement antennas and the location of any support features (Required for all proposals) **[PDF format]**
- 1 Set of Stamped Electrical Drawings (Required for all proposals) **[PDF format]**
- Historic Review Application if on a registered historic property

The following items must also be submitted depending upon the scope of the project:

- Site Plan or survey showing property lines, structures, and utilities (Required only for projects involving new towers, new equipment shelters, and ground-mounted appurtenances.) **[PDF format]**
- Mock Up Drawings (Required only for new towers and new or replacement facilities on buildings) **[PDF format]**
- Documentation of FAA approval (Required only for new towers and new facilities on buildings in the Airport Overlay Zone) **[PDF format]**
- 1 Set of Stamped Structural Drawings (Required only for new towers) **[PDF format]**
- Engineer's certification of fall radius if located closer to a property line than the height of the facility (Required only for new towers)

Sample Site Plan



Email this completed Application Form and the above submittal items to: Casey Jones, Senior Planner, [CaseyJ@hutchgov.com](mailto:CaseyJ@hutchgov.com)

**Permit Fees:**

Permit fees need not be paid until you have received notice that your application has been approved. Fee amounts can be verified by contacting Trent Maxwell, Building Official, [TrentM@hutchgov.com](mailto:TrentM@hutchgov.com).

**6. General Contractor:**

Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

**7. Sub-Contractors**

Concrete: \_\_\_\_\_ Structural: \_\_\_\_\_  
 Mechanical: \_\_\_\_\_ Electrical: \_\_\_\_\_  
 Other: \_\_\_\_\_

I hereby certify that the information submitted is correct and I agree to comply with all applicable city codes.

\_\_\_\_\_  
Signature

**Office Use Only:**

Special Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Historic Review: # \_\_\_\_\_ Site Plan Approved: \_\_\_\_\_

Elevation Drawings Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Planning Department Staff

\_\_\_\_\_  
Building Inspection Department Staff