



**PROCEDURE AND APPLICATION FOR A PROPOSED WIRELESS COMMUNICATION FACILITY
PRE-APPLICATION MEETING**

- A. File an application and all required supporting documentation for a wireless communication facility. Please use the attached application forms.
- B. Submit the application and all supporting documents in PDF format via the online portal site at: <https://citizenaccess.pinalcountyz.gov/CitizenAccess/>. Please call or email the Planning Division for more information.
- C. An application checklist is located at the end of this application
- D. Attend a Pre-Application meeting with the Planning Department and affected County agencies.

FEE SCHEDULE

Submit the following fees made payable to Pinal County in accordance with Section [2.151.010(I)] of the PCDSC:****

- A. Pre-Application Meeting = \$140.00
- B. Pre-Application Meeting (if an SUP is required) = \$490.00*****

* Pre-Application meetings are held on the second and fourth Tuesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

** Colocations that meet the co-location standards found in PDSC 2.205 or “qualify as a permitted use” will be charged the \$140.00 fee. If it is determined that your proposal doesn’t meet the standards after application submittal then the standard rates (\$490.00) apply and the balance will be due prior to your meeting. Co-location meetings will be done telephonically unless otherwise specified by the applicant.

*** “Small site” requests are subject to the \$140.00 fee in addition to ROW permitting fees.

**** If an SUP is required you may need to provide additional information prior to your meeting a Staff member will direct you after application submittal and first review

COMMUNITY DEVELOPMENT
Planning Division



APPLICATION FOR A PRE-APPLICATION MEETING FOR A WIRELESS COMMUNICATION FACILITY (COLOCATE
and/or SUP) IN AN UNINCORPORATED AREA OF PINAL COUNTY, ARIZONA
(all applications must be typed or written in ink)

Wireless, SUP & Property Information:

(feel free to include answers and "Supporting Information" to these questions in a Supplementary Narrative, when doing so write see narrative on the space provided)

1. Tax Assessor Parcel Number(s): _____

2. Current Zoning (please provide acreage breakdown): _____

3. What is the Comprehensive Plan Designation for the Property? _____

4. Parcel size: _____

5. The existing use of the property is as follows: _____

6. The exact use proposed under this request: _____

7. Is the property located within three (3) miles of an incorporated community? _____ If yes, which ones?

8. Is an annexation into a municipality currently in progress? _____ If yes which one?

9. Is there a zoning or building violation on the property for which the owner has been cited? _____

If yes, Zoning/Building Violation Number: _____

10. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted Comprehensive/Area Plan(s) or similar changes and why this proposed use is needed and necessary at this time: _____

INV#: _____ AMT: _____ DATE: _____ CASE: _____ Xref: _____

COMMUNITY DEVELOPMENT
Planning Division

Supporting Information for a Wireless Colocation or Wireless Special Use Permit:

1. Note any services that are not available to the site. Discuss any improvements of services that would be paid for by the public: _____

2. What is the amount of traffic to be generated (# of trips/day, deliveries/week)? Show ingress/egress on the site plan: _____

3. If a colocation proposal when was the facility constructed? _____
4. Is there a potential for excessive noise (I.E.; children, machinery) or the production of smoke, fumes, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors? _____

5. What type of landscaping stealth are you proposing to screen this use from your neighbors? _____

6. Was the facility permitted with a Special Use Permit? YES NO If yes, what is the Special Use Permit Number: SUP- _____
7. If the proposed land use involves any type of manufacturing or production process, provide a short synopsis of the processes utilizing diagrams, flowcharts and/or a short narrative: _____

8. Explain how the appearance and operation of the proposed land use will maintain the integrity and character of the zone in which the use is requested: _____

9. Do you understand there may be possible conditions that may be placed on the SUP approval with the Planning Department? YES NO
10. Do you understand that if a condition is violated, that there is a public process by which your zoning/SUP may be reverted/rescinded? YES NO
11. Is this facility considered a “small site” application YES NO

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

Name of Applicant

Address

Signature of Applicant

E-Mail Address

Phone Number

Name of Agent/Representative

Address

Signature of Agent/Representative

E-Mail Address

Phone Number

The Agent/Representative has the authority to act on behalf of the landowner/applicant, which includes agreeing to stipulations. The agent will be the contact person for Planning staff and must be present at all hearings.

Name of Landowner

Address

Signature of Landowner

E-Mail Address

Phone Number

Application Checklist:

- Submit a written narrative concerning the proposed development to include:
 - Title Page
 - Purpose of Request
 - Description of Proposal
 - Nature of the Project
 - Proposed Land Use
 - Conformance to Adopted Comprehensive Plan
 - Answers to the questions from the Supporting Information Sheet
 - Location & Accessibility
 - Utilities & Services and an Appendix, as applicable
- Submit a Site Plan. The submittal shall be professionally prepared (by a surveyor, architect, or other design professional) and drawn at a sufficient scale as to not exceed a print size larger than 11" x 17". The lettering shall be of sufficient size to be legible when reduced to an 8 1/2" x 11" print and include:
 - Legal Description of total site.
 - Name(s) of Landowner(s), Developer, Applicant and Person or Firm preparing the plan.
 - North Arrow, Scales (written and graphic), Preparation Date and Subsequent Revision Date.
 - Location of all Existing & Proposed Structures & Buildings.
 - Location of all Existing & Proposed Utilities with Location & Width of Associated Easements.
 - All Existing & Proposed Public and/or Private Streets with Location & Width of Associated Easements & Right-of-Ways.
 - All Points of Ingress & Egress.
 - Location & Types of Existing & Proposed Landscaping.
 - Indicate Location, Type, Height, & Materials for Proposed Walls, Fences, & Signs.
 - Show whether the property is adjacent to a projected regionally significant route (RSR) as identified on the Corridor Preservation Map (Figure 9) in the Regionally Significant Routes for Safety and Mobility (RSRSM), Final Report. If adjacent to a projected RSR, show how applicant will comply with the RSRSM Final Report and the RSRSM Access Management Manual.
- Submit the non-refundable filing fee according to the fee schedule shown on page 1 of the application. (The application is not considered filed until the fees are paid.)
- Submit the application and all required documents in a multi-PDF format. *
- Signature at the end of the "Checklist" stating you have reviewed and addressed all areas within it.

Signature of Applicant

E-Mail Address

Phone Number

Please feel free to compile all information into a separate Narrative.

*Submit digitally via the online portal site at: <https://citizenaccess.pinalountyaz.gov/CitizenAccess/>

Please call or email the Planning Division for more information.

Please be aware that earth fissure maps are available online from the Arizona State Geologic Survey.

The RSRSM is available for download at the following link:

<http://www.pinalcountyaz.gov/PublicWorks/TransportationPlanning/Pages/LongRangeTransportation.aspx>