



ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

- **COMMUNICATION RECEPTION/TRANSMISSION DEVICES**
(Section 2500.0 of Zoning Ordinance)

A checklist of background information and submission requirements for processing a communication reception/transmission devices permit is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission.

The City Staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Albertville City Council. Please read all applicable ordinances and the attached checklist thoroughly. The Albertville City Code and Zoning Ordinance can be found online at the City’s website at www.ci.albertville.mn.us.

PROCEDURES		Compliance	
		YES	NO
1.	Review the appropriate section of the City Zoning Ordinance. <ul style="list-style-type: none"> ▪ Communication Reception/Transmission Devices (Section 2500.0 of Zoning Ordinance) 		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with application fee and escrow. DATE:		
SUBMITTAL REQUIREMENTS			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Letter of rationale explaining why the request should be approved (see Zoning Request Application)		
3.	The general standards for communication reception/transmission devices are as follows:		
a.	All antennas shall be in compliance with all City building and electrical code requirements and as applicable shall require related permits.		
b.	Structural design, mounting and installation of the antenna shall be in compliance with manufacturer’s specifications and shall be verified and approved by a registered professional engineer.		
c.	Written authorization shall be provided by the property owner, unless the antenna/antenna support structure and land is under the same ownership.		
d.	The antenna structure shall have no advertising message.		
e.	Antennas shall not be illuminated unless required by law.		
f.	The antennas shall be designed to structurally, electrically, and in all respects, to accommodate both the applicant’s antennas and comparable antennas for at least one additional user mounted at varying levels.		
g.	Antenna support structures under two hundred (200) feet in height shall be of a non-contrasting color consistent with the surrounding area to reduce visual impact.		
4.	Accessory and secondary use antennas following standards shall apply to all radio and television receiving antennas, satellite dishes, TVROs two (2) meters or less in diameter, short-wave radio dispatching antennas or those necessary for operation of electronic equipment including radio receivers, federally licensed amateur radio stations and television receivers:		

		Compliance	
		YES	NO
a.	Antennas shall be set back a minimum of ten (10) feet from all lot lines and shall not be erected in any required yard (except rear yard) or within public or private utility drainage easements.		
b.	All guy wires and guy wire anchors shall be setback a minimum of five (5) feet from all lot lines, and shall not be erected within public or private utility and drainage easements.		
c.	Accessory and secondary use antennas and necessary support structures monopoles or towers (either ground or structure mounted) may not exceed the height limitation of the zoning district in which they are located, except structures and antennas used in the amateur radio service may extend a maximum of seventy (70) feet above grade, as defined in this Ordinance, in any zoning district.		
5.	Personal wireless service antennas shall be allowed in all Commercial, Industrial and Public/Institutional Districts subject to the following standards:		
a.	Antennas located on a public structure.		
(1)	The antennas shall comply with a site and building plan review.		
(2)	The consideration of the antenna shall be given to the location of existing structures to take advantage of co-location opportunities and avoid potential interference problems.		
b.	Antennas not located on a public structure.		
(1)	All antennas not on a public structure will require a conditional use permit.		
(2)	A scale map of the city and surrounding locality which shows the coverage area of the proposed antenna shall be submitted.		
(3)	The antenna shall be located on an existing structure and shall not extend more the fifteen (15) feet above the structure to which they are attached.		
(4)	If the antenna cannot be mounted on an existing structure than it may be mounted on a single ground mounted pole not exceeding one hundred (100) feet, and the setback of the structure for a residential structure shall not be less than the height of the antenna.		
(5)	All receiving and switching equipment shall be screened if not located in an existing structure.		
(6)	Unless the antenna is mounted on an existing structure, a security fence not greater than eight (8) feet in height with a maximum opacity of fifty (50) percent shall be provided around the support structure.		
c.	Temporary mobile towers may only be used on an interim basis until a permanent location is found.		
(1)	Temporary towers are not required to follow the design guidelines of the general standards.		
(2)	The temporary tower shall have a minimum design wind load of eighty (80) miles-per-hour, or be set back from all structures a distance equal to the height of the tower.		
(3)	The tower shall be protected from unauthorized climbing.		
(4)	Tower shall not exceed 90 feet in height.		
6.	Satellite Dishes.		
a.	A conditional use permit for satellite dishes over one meter in diameter in residential neighborhoods and for satellite dishes over two meters in diameter in commercial, industrial, and public/institutional districts and shall comply with the following standards:		
(1)	The lot on which the satellite is located is of sufficient size to assure an obstruction free transmit-receive window.		

		Compliance		
		YES	NO	
	(2)	Landscape buffering and screening shall be maintained on all sides of the satellite dish antenna in a manner in which growth of the landscape elements will not interfere with the receive window.		
7.		Commercial and public radio, television transmitting antennas, and public utility microwave antennas shall be allowed with in the Institutional District of the City by a conditional use permit and subject to the following.		
	a.	The antennas and towers shall be on one continuous parcel having a dimension equal to the height of the antennas.		
	b.	Unless the antenna is mounted on an existing structure, a security fence not greater than eight (8) feet in height with a maximum opacity of fifty (50) percent shall be provided around the support structure.		
	c.	The antenna shall not interfere with neighboring property communication/reception transmission devices of any kind.		

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.