



# Telecommunications Zoning Review

The application fee must accompany the application when submitted for processing. Please refer to the City’s website at <http://www.urbanaininois.us/fees> for the current fee associated with this application.

## DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Application Filed \_\_\_\_\_ Plan Case No. \_\_\_\_\_

Fee Paid - Check No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Action by Zoning Administrator \_\_\_\_\_

Additional Approval Required (if necessary) \_\_\_\_\_

**NOTE: This permit application only pertains to telecommunication uses that may be administratively approved by the Urbana Zoning Administrator under Section XIII-1.Q of the Urbana Zoning Ordinance. Certain types of telecommunication uses require a Special Use Permit, which is a separate application. In addition to this permit, a Building Permit must also be reviewed by the Urbana Building Safety Division prior to construction.**

A Telecommunications Permit is requested in conformity with the powers vested in the Urbana Zoning Administrator to administratively approve certain uses as outlined in Section XIII-1.Q of the Urbana Zoning Ordinance on the property described below.

### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s):

Phone:

Address (street/city/state/zip code):

Email Address:

Property interest of Applicant(s) (Owner, Contract Buyer, etc.):

### 2. OWNER INFORMATION

Name of Owner(s):

Phone:

Address (street/city/state/zip code):

Email Address:

Is this property owned by a Land Trust?      Yes      No

*If yes, please attach a list of all individuals holding an interest in said Trust.*

**3. PROPERTY INFORMATION**

Address/Location of Subject Site:

PIN # of Location:

Lot Size:

Current Zoning Designation:

Current Land Use (*vacant, residence, grocery, factory, etc*):

Proposed Land Use:

Legal Description:

***NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.***

**INFORMATION REQUIRED FOR A TELECOMMUNICATIONS PERMIT**

- ✓ Telecommunications Permit Review Fee
- ✓ General Site Plan showing the following:
  - a. Map of the surrounding area indicating the location of the property.
  - b. Site Plan showing the location of all existing and proposed towers, antennas, equipment enclosures and any other communications devices on the site.
  - c. Elevation of the proposed tower, structure, and/or antenna
  - d. Location of all existing and proposed easements related to the proposed use.
  - e. Existing and proposed methods of screening (i.e. landscaping, fencing).
  - f. Attach a notarized statement whether the tower will accommodate collocation of additional antennas for future users.

**CERTIFICATION BY THE APPLICANT**

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner’s behalf.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

After careful review of this application, I hereby determine and approve the specified use at the address listed above under the terms of Urbana Zoning Ordinance Section XIII-1.

Telecommunications Facilities, Towers and Antennas. Further, I have determined that additional approvals ARE / ARE NOT required, including \_\_\_\_\_

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Should the applicant violate the provision in Section XIII-1 of the Urbana Zoning Ordinance or any other City of Urbana Codes or Ordinances, I reserve the right to revoke this Telecommunications Permit.

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM ONCE COMPLETED TO:**

City of Urbana  
Community Development Department Services  
Planning Division  
400 South Vine Street, Urbana, IL 61801  
Phone: (217) 384-2440  
Fax: (217) 384-2367