



**APPLICATION FOR WIRELESS COMMUNICATION FACILITY (WCF)
ANTENNA AND TOWER USE PERMIT (TUP)**

A. Type of Application:

- ☐ Co-location onto existing tower (\$1,000) ☐ New WCF (\$500)
☐ Attachment to existing building or structure (\$500) ☐ Modification of approved WCF (\$500)

** The City reserves the right to employ a qualified engineer or consultant to assist in technical reviews. Fees up to \$1,500 shall be reimbursed by the applicant prior to TUP approval.*

B. The proposed WCF is best described as a:

- ☐ Guyed Tower ☐ Lattice Tower ☐ Other *describe:*
☐ Monopole Tower ☐ Rooftop Antenna

C. Application Classification:

- ☐ Commercial Wireless Provider ☐ Governmental User ☐ Private Business User

D. Contact Information

	Property Owner	Owner of WCF requesting permit	Designated contact for WCF owner requesting permit	If collocation, existing structure/ tower owner
Name:				
Mailing Address:				
City:				
State:				
Zip:				
Phone:				
E-mail:				

E. Proposed WCF Location:

Street Address	Parcel #:	Legal Description (<i>attach if too long</i>)
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LAT/LONG:	_____
Ground Elevation (AMBL):	_____
Height. of proposed tower (AGL):	_____
Height of proposed antenna placement(s):	_____

Distance to nearest existing tower: _____

Number, brand and model number: _____

Are microwave antennas to be used at the site? If so describe: _____

Is this a joint application for two or more permits on the same location? _____

Is the proposed location in a National or Local Historic District? _____

Zoning District: _____

F. Submittal Requirements: *Requests will not be processed until all information is provided.*

1. All applicants must provide:

- ☐ A completed application
- ☐ Application fees (make checks payable to City of Galesburg) * ***The City reserves the right to employ a qualified engineer or consultant to assist in technical reviews. Fees up to \$1,500 shall be reimbursed by the applicant prior to TUP approval.***
- ☐ Provide copies of FCC license(s) of each antenna user at the WCF and notify City if such FCC license(s) becomes invalid.
- ☐ Attach a signed letter from the proposed WCF company certifying the following:
 - ✓ The frequency of the proposed WCF: and
 - ✓ Certification WCF will not interfere with emergency communication systems: and
 - ✓ A statement the frequency will not cause any adverse health risks; and
 - ✓ A statement that the WCF will at all times comply with and be maintained and operated in accordance with all applicable FCC rules and regulations with respect to environmental effects of electromagnetic emissions; and
 - ✓ A statement whether equipment will create any vibrations, noise, or fumes; and
 - ✓ A statement that the WCF owner will remove the facility and related equipment if the site is abandoned as a result of discontinued use for 12 months, if the WCF provider fails to remove the facility within 90 days of notice from the City, the City may remove it and recover its costs from the WCF owner, if WCF owner cannot be located the responsibility falls on the landowner.
- ☐ Submit pdf of complete sets of signed/sealed drawings prepared by an IL licensed architect or structural engineer for design of foundation & tower along with structural calculations, soil report, elevations, antenna locations & other supporting documentation. Also provide a signed, sealed & dimensioned site plan showing proposed WCF and all accompanying equipment, shelters, landscaping, parking access, fencing, adjacent uses, existing vegetation, easements and estimated construction time schedule. *All improvements shall comply with the City Inspection permitting process and adopted building codes. Contact the Inspection Division for specific information 309 345-3619.*
- ☐ Copies of all relevant portions of executed leases for the proposed site demonstrating compliance with the local WCF rules and regulations.
- ☐ Provide a description and location of all proposed lighting, including component specifications. Unless otherwise required by the FAA, or other applicable authority, lights for the structure shall be red and shielded upward.
- ☐ Provide list of other locations in Galesburg the WCF owner has existing WCF's installed.
- ☐ Photographs, or architectural rendering, showing the maximum visual impact from all

surrounding properties.

- ☐ A map showing the service area for the proposed WCF.

2. In addition to item #1 above, new WCF's with support structure must also provide:

- ☐ A signed Letter of Intent indicating the owner of the WCF agrees to engineer and construct the support structure to allow for collocation of *at least* 3 antenna array when up to a height of 150' and *at least* 4 antenna array when at a height of more than 150'. Must also agree to actively and reasonably market collocation sites to all interested users on a first come, first serve basis at commercially reasonable rates. Must include a statement regarding the owners co-location policy to other providers and methodology to be used in determining reasonable rates to be charged.
- ☐ Attach a signed letter stating that a reasonable good faith attempt was made to locate the WCF onto an existing structure and give reasons as to why co-location was not feasible. *Competitive conflict and financial burden are not deemed to be adequate reasons against co-location.*

3. In addition to item #1 above, proposals to attach or co-locate must also provide:

- ☐ Provide the proposed height of antenna placement(s).
An attached WCF shall not add more than 20 feet to the height of an existing building or structure to which it is attached. An attached WCF onto an existing tower shall not increase the height of the tower above the maximum permitted height of the tower.
- ☐ Proposals to co-locate on an existing WCF shall also provide a Radio Frequency Intermodulation Study.
- ☐ Proposals to install onto a rooftop shall provide a plan showing all existing and proposed mechanical equipment. Information must also be submitted by an Illinois licensed architect or structural engineer showing if, or how, the existing roof will support the additional loads.

G. Type of Approvals Necessary:

- ☐ ADMINISTRATIVE REVIEW
All attached WCF's (regardless of overlay district) and new WCF towers (only in overlay district 1 *see attachment A) that meet development criteria of Ordinance 152.093. A written response will be provided within 30 business days stating either Approval, Denial or Deferral of review to Planning and Zoning Commission.
- ☐ CONSULTANT REVIEW
WCF's eligible for Administrative Review shall also have City consultant review.
- ☐ LANDMARK COMMISSION REVIEW
Any WCF, regardless of type, located within a National or Local Historic District will be subject to review by the Landmark Commission. They will hear the proposal and make recommendations to the Planning and Zoning Commission.
- ☐ TECHNICAL REVIEW
In complex situations, the City may employ an engineer(s) or other consultant(s) to assist in technical aspects.
- ☐ PLANNING AND ZONING COMMISSION REVIEW
All WCF's not eligible for Administrative Review.

The Planning and Zoning Commission shall take one of the following actions within 75 days of final submission of all required application documents and technical reviews:
Approval, Approval with conditions, Deferral for additional information or Denial.

H. Office Use Only:

	Collocation onto existing tower	Attach to Building or Structure	New WCF tower	Modification to Existing
Date Applied:				
Overlay Dist. 1or2:				
Current Zoning:				
Fees:				
Cash or Check #:				
Receipt #:				
<i>Hearing by:</i>	<i>Date:</i>			
Administrative				
Final Action	A AC D DR W	A AC D DR W	A AC D DR W	A AC D DR W
Consultant Review				
Final Action	A AC D DR W	A AC D DR W	A AC D DR W	A AC D DR W
Technical Review				
Final Action	A AC D DR W	A AC D DR W	A AC D DR W	A AC D DR W
Landmark Comm.				
Final Action	A AC D DR W	A AC D DR W	A AC D DR W	A AC D DR W
Plan Commission				
Final Action	A AC D DR W	A AC D DR W	A AC D DR W	A AC D DR W
Other				
Final Action	A AC D DR W	A AC D DR W	A AC D DR W	A AC D DR W
FINAL ACTION: A=Approved AC=Approved with Conditions D=Denied DR=Defer Review W=Withdrawn				

THE APPLICANT CERTIFIES THAT ALL STATEMENTS, CERTIFICATIONS AND REPRESENTATIONS SUPPLIED IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT THE PERSON SIGNING THIS APPLICATION IS DULY AUTHORIZED TO EXECUTE THIS APPLICATION AND OTHERWISE TO ACT ON BEHALF OF THE APPLICANT.

Date: _____ Signed: _____

Printed Name: _____

This application for Wireless Communications Facility (WCF) and Tower Use Permit (TUP) is hereby approved by the City of Galesburg on this _____ day of _____.

Lucas Brooks
Associate Planner

**The City of Galesburg, Illinois
WIRELESS COMMUNICATION FACILITY
OVERLAY DISTRICT #1**

SITE #	FIELD SITE NAME	RECOMMENDED WCF USE	LOCATION DESCRIPTION	PIN	Zone
1.	Kiwanis Park	190' Monopole	2191 E. Knox Street East of the intersection of Virginia and Adams	99-13-201-002	I
2.	Vacant Land (McClure St.)	190' Monopole	NW of SF Railroad tracks	99-16-151-007	M-2
3.	Vacant Land (South Street)	190' Monopole	(900 block W. South St) NW corner of W. South and Harding	99-16-228-019	M-2
4.	City Maintenance Complex	190' Monopole	West Main St at Henderson Street	Contains 15 total parcels, largest is 99-16-227-019	I
5.	Water Tower (4 th Street)	Attachments only	Between 4 th Street and W. 3 rd Street	99-16-478-005 99-16-478-006	M-2
6.	Vacant Land (Hwy 10)	250' Self Support	NE corner of S. Henderson St. and Thirlwell Road		M-2
7.	Water Tower (Seminary St.)	Attachments only	Intersection of Brooks and Seminary Streets	99-14-156-010	I
8.	Parking Lot F	Stealth Facility	Intersection of Cherry and Water Streets	99-10-459-006	B-3
9.	Parking Lot B	Stealth Facility	On N. Kellogg, between Water and Ferris Streets	99-10-486-005 006, 007, 008, 009, 017, 018	B-3
10.	Parking Lot A	Stealth Facility	On Ferris, between Prairie and Kellogg Streets	99-10-483-001, 002, 003, 004, 006, 007, 008, 009, 010, 011, 012, 016	B-3
11.	Inbinder Park	190' Monopole	1285 West Carl Sandburg Drive, west side of park, South of the 20' storm sewer easement		CPD
12.	Fire Department Training	190' Monopole	2233 Veterans Drive	99-02-126-004	CPD

* *Stealth Facility.* Any wireless communication facility, support structure, antennas and associated equipment that are designed to blend into the surrounding environment, such as artificial trees, light poles, flag poles, clock towers and similar structures that camouflage or conceal the presence of antennas or towers. Stealth facilities shall not contain any visible exterior attributes of a wireless communication facility, support structure, antenna and associated equipment.