

DELAWARE COUNTY COMMUNICATION TOWER APPLICATION FORM

FOR ZONING OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST: Existing Zoning: _____ Floodplain: _____	
Fee Paid: _____	Site Plan _____ Date: _____ BOA Docket #: _____ ZC Case #: _____ Zoning Permit #: _____

PROPERTY OWNER	MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS		DAYTIME PHONE	CELL PHONE	
APPLICANT	MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS		DAYTIME PHONE	CELL PHONE	
SITE LOCATION/ADDRESS		ZONING	ESTIMATED COST	
BRIEF LEGAL DESCRIPTION		PARCEL ID NUMBER(S)		
EXISTING USE(S)		PROPOSED USE(S)		
DESCRIPTION OF PROPOSED PROJECT (ATTACH A LETTER OF EXPLANATION, IF NEEDED):				
<p>COMMUNICATION TOWER CHECKLIST: All information itemized below is required for a complete application.</p> <ol style="list-style-type: none"> 1. The application fee and a dated signed application form with the the name, address, phone number, email of the applicant and the owner; requested site information; and a description of the proposed project. 2. Completion of the Special Exception Questionnaire on page 2 and a Site Plan (see checklist on page 3). 3. Written verification from the County Sheriff, the County E911 Coordinator and the County Engineer that the tower, transmitter, receiver or any other communications equipment will not create interference with communication transmissions of the County. Any cost incurred in verification shall be applicant’s expense. 4. <i>It is the property owner’s responsibility to locate property lines and review the abstract for easements and restrictive covenants, and to contact Delaware County about the need for well and septic system permits, a 911 rural address, and a driveway permit for a new home or a new commercial/industrial structure.</i> <p style="text-align: center;">NO WORK SHALL COMMENCE PRIOR TO ISSUANCE OF ZONING PERMIT</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct, and that the new construction and use will comply with all provisions of the Zoning Ordinance and other applicable building and health ordinances of Delaware County, and no subsequent modifications shall be made to the occupancy, use, method or operation that would be in violation of the Zoning Ordinance or other applicable building and health ordinances of Delaware County.</p>				
SIGNATURE OF APPLICANT			DATE	
SIGNATURE OF OWNER			DATE	

Return completed application with fee and any other required materials to:

Alex Linderwell, Zoning Administrator, Delaware County Courthouse, 301 E Main Street, Manchester, IA 52057
 Phone number: (563) 927-5925 Email: alinderwell@co.delaware.ia.us

SPECIAL EXCEPTION QUESTIONNAIRE

1. Compatibility.

- a. Will the proposed buildings or use be constructed, arranged and operated so as to be compatible with the character of the zoning district and immediate vicinity?
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- b. Will the proposed buildings or use interfere with development and use of adjacent properties?
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- c. Will the proposed development be unsightly, obnoxious or offensive in appearance to abutting or nearby properties?
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2. Transition.

Will the development provide for a suitable transition between the proposed buildings or use and surrounding properties? Is a buffer necessary? If so, what type of buffer – setback, screening, landscaping, etc.?

3. Traffic.

- a. Will the development provide for adequate ingress and egress?
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- b. Will the development provide particular attention to vehicular and pedestrian safety and convenience?
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- c. Will the development provide traffic flow and control?
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- d. Will the development provide for emergency access?
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4. Environmental Protection.

- a. Will the development be planned and operated in such a manner that will safeguard environmental and visual resources?
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- b. Will the development generate excessive noise, vibration, dust, smoke, fumes, odor, glare, groundwater pollution or other undesirable, hazardous or nuisance conditions?
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COMMERCIAL COMMUNICATION STATION AND TOWER

SITE PLAN CHECKLIST

Site plans should be drawn to scale, preferably on 8.5" x 11" or 11" x 17" sheets, with all dimensions shown in feet. Total lot area may be shown in square feet or acres.

Graphic information to be shown or indicated on the site plan:

- ___ All property lines and easements with dimensions (lot width, depth, and street frontage).
- ___ The nearest street or road used to access the site, and all other adjacent streets.
- ___ Locations of all existing and proposed primary and accessory structures (labeled) with exterior dimensions, including height.
- ___ Setbacks from all existing and proposed structures to the property lines.
- ___ Locations of any well and/or septic system with distances to the property lines and structures, and distance between well and septic system.
- ___ Locations and dimensions of all existing and proposed parking and loading areas, if any. One (1) parking space per employee and one (1) space for each vehicle used by the facility to be provided.
- ___ Setbacks from any dwelling or place of public assembly; minimum setbacks must be a distance equal to one-half (1/2) the height of the proposed commercial communication station and tower.
- ___ Graphic scale and north arrow.

Written information to be on the site plan:

- ___ Brief description of proposal.
- ___ Proposed use(s) for all non-residential buildings or structures.
- ___ Site location or address of the property, and total lot area.
- ___ Legal description or Parcel Identification Number (PIN) for the property.
- ___ Certification that the height and location of the proposed commercial communication station and tower shall not interfere with the operation of any airport or landing strip.
- ___ Name, email and phone number of the property owner.
- ___ Name, email and phone number of applicant.
- ___ Name, email and phone number of contractor, if different from owner or applicant.