



## WIRELESS COMMUNICATION FACILITIES PROCEDURAL GUIDE

### General Information

This procedural guide applies to new wireless facilities and modifications to existing facilities. Additional information and requirements can be found in Title 17, Chapter 17-18 of the [Marana Town Code](#). The process varies depending on the type of permit sought: conditional use permit, administrative wireless facilities permit or section 6409(a) permit. Additional information on the conditional use permit process can be found in the Marana Town Code, Title 17, Chapter 17-3, Section 2.

For wireless communication facilities located in the public right-of-way, please refer to requirements set forth in the [Marana Town Code](#) Title 12, Chapter 12-8.

### Pre-application Meeting

A pre-application meeting is not required; however applicants can schedule a meeting to discuss the process or review documentation and requirements with staff prior to submittal. There is no fee associated with the meeting. Please call (520) 382-1900 for additional information or to request a meeting.

### Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review. The approval process will vary as noted below depending upon the type of application submitted.

If the selected application type is deemed incorrect, the application will be denied. A new application for the correct permit type will be required.

#### Conditional Use Permit

After the review has been completed, the planning staff will schedule and notice the conditional use permit application for the next available Planning Commission public hearing and will make a recommendation.

The Planning Commission may grant, grant with conditions, or deny the application. The Planning Commission may place any conditions which are deemed necessary to mitigate potential impacts and insure compatibility of the use with surrounding development and the town as a whole. The Planning Commission's decision is final and effective 15 days from the date of the decision, unless an appeal is made to the Town Council.

A miscellaneous building permit will be required for the proposed facilities. The building permit application can be submitted after approval of the conditional use permit.

#### Section 6409(a) Permit and Administrative Wireless Facilities Permit

Once the proposed facility is determined to be in compliance with all Town requirements, the permit shall be noticed on site per section 17-18-8 of the Town Code.

The permit is administratively approved by the planning director.

A miscellaneous building permit will be required for the proposed facilities. 6409(a) permit and building permit applications must be submitted simultaneously as one complete package. Administrative wireless facility permits require approval prior to submitting the building permit application.