



Development Services / maranaplanning@maranaaz.gov

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APPLICATION CHECKLIST

WIRELESS COMMUNICATION FACILITIES

SUBMITTAL REQUIREMENTS

- Completed application
- Proof of ownership or authorization to utilize the property (lease or license agreement)
- Submittal fee ([see comprehensive fee schedule](#))
- Mailing address for all nearby property owners within 300' – include a map showing all properties (Required for conditional use permit applications only)
- Project narrative – include the following information (Required for conditional use permit applications only)
 - o Neighborhood impact
 - o Hours of operation
 - o Number of employees and shifts
 - o Times when operations or activities may vary
 - o Details of the operation's process and materials
 - o Type of traffic and volume generated
- Site Development Plan – prepared and sealed by an Arizona-licensed engineer or architect
 - o Scale and north arrow
 - o Property boundaries and setbacks with dimensions
 - o Adjacent streets/right-of-way
 - o Adjacent, existing and proposed structures, facilities and equipment with dimensions
 - o Adjacent, existing and proposed land use
 - o Access to facilities and utility easements
 - o Additional features such as walls, fences, landscape and lighting
- Scaled depiction of the maximum permitted increase authorized by section 6409(a) using the proposed project as a baseline, in plan and elevation views (Required for new facilities only)
- Elevation Drawings
- Evidence of current licenses and registrations from the FCC, ACC and other applicable regulatory bodies when required to provide services utilizing the proposed facility
- Photo Simulations with a map showing the photo locations.
- RF exposure compliance report
- Alternative site analysis (section 6409(a) permit is exempt)
- Noise Study
- Deposit (if applicable) - for third party peer review determined by the planning director to be necessary
- A separate building permit is required for all facilities (see [Miscellaneous Application Checklist](#)) 6409(a) permit and building permit applications must be submitted simultaneously. Conditional Use Permits and Administrative Wireless Permits must be approved prior to submitting the building permit application.

Note: Additional information may be requested based on the complexity and impact of the proposed project

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Revision Date 12/11/2018

Project/Permit No. _____ Date Received _____