



**APPLICATION FOR CONDITIONAL USE REQUEST PROCESS
WIRELESS COMMUNICATION FACILITIES; CITY OF RACINE, WISCONSIN**

1. Proponent is encouraged to discuss with City Development staff prior to formal application the proposed conditional use request.
2. Complete the Conditional Use Application and submit it to the Department of City Development, along with all required information and applicable plans, at City Hall, 730 Washington Avenue, Room 102. Complete applications and required information must be filed at least 14 days prior to the meeting of the City Plan Commission at which the item will be scheduled. (See attached Conditional Use application and required information).
3. The application must be accompanied by a non-refundable \$695 fee (check payable to the City of Racine.)
4. The Department of City Development Staff:
 - a. Schedules a public hearing to be held before the City Plan Commission (CPC) meeting. (The Plan Commission meets, normally, on the second and last Wednesday of each month.)
 - b. Notifies all property owners within 300 feet of the area of requested conditional use.
 - c. Notifies the Alderman of the District
 - d. Prepares Planning Report on the requested Conditional Use.
 - e. May discuss request with proponent and/or request additional information.
6. The City Plan Commission:
 - a. City Plan Commission holds a public hearing.
 - b. Considers the request and makes findings and recommendations.
 - c. Transmits recommendation on a Committee Report to Common Council.
7. The Common Council:
 - a. Common Council considers CPC report at a regular council meeting (normally held on first and third Tuesday of each month).
 - If the recommendation of CPC is to deny the request and the recommendation is approved by Common Council, the matter is officially “dead”.
 - If the recommendation of CPC is to approve the request and the recommendation is approved by Common Council, a resolution to approve the Conditional Use is introduced. If the resolution is approved, the Conditional Use is granted unless vetoed by the Mayor.
8. After approval of the resolution by the Common Council, the proponent must comply with the conditions of approval for the use to be legal. The proponent has 12 months from the date of approval in which to implement the use and conditions of approval, unless otherwise specified.

NOTE: This process takes a minimum of three weeks. Planned Unit Development or Mini-Planned Unit Development take a minimum of 90 days.



Department of City Development
730 Washington Avenue
Racine, Wisconsin 53403
Telephone: (262) 636-9151; Fax: (262) 635-5347

CITY OF RACINE, WISCONSIN
WIRELESS COMMUNICATION FACILITY
APPLICATION FOR CONDITIONAL USE PERMIT
(Failure to submit a complete application may result in a delay in the processing or the denial of a Conditional Use Permit Request)

REQUESTED BY: NAME: (Print) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____ E-Mail: _____
AGENT (IF ANY): NAME: (Print) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ FAX: _____ E-Mail: _____

Address, legal description, and description of general location of request (attach separate sheet if necessary):

Make a check by the term(s) that best describes this facility: New ____ Existing ____ Mono Pole ____ Lattice Tower ____
Stealth ____ Co-location ____ Mounted on a Building ____

Attach a description of the proposed facility that includes the following information: Alternative sites considered and their pros and cons, reason(s) for selection of proposed site; wind load and fall zone analysis, efforts to make facility's design compatible with the proposed setting, noise levels generated by the facility,

Lot area ____ Maximum height desired ____ Minimum height acceptable ____

If the proposed location is an existing co-location facility, what is the number of carriers currently at this location: ____
Whether the proposed location is existing or new facility, how many additional carriers will this facility accommodate: ____

Total square feet of equipment building/enclosure and lease area _____

Hours and days of operation: _____
(See page 3 for additional submittal requirements)

Are you the owner of the property included in the area of requested conditional use? Yes No

If you are not the property owner, what are the terms of your tenancy? Option to purchase Lease
(NOTE: If you do not own the property, then the owner must also sign this application, or provide a letter of permission for this application to be filed.)

Applicant: Date: _____ Signature: _____
Print Name: _____

*Owner: Date: _____ Signature: _____
***REQUIRED FOR ALL APPLICATIONS** Print Name: _____

Please submit application and pertinent information together with a non-refundable fee of \$695.00. Please make checks payable to the City of Racine. See reverse side of this sheet for requested information.



**INFORMATION TO BE SUBMITTED WITH
CONDITIONAL USE APPLICATION
For
WIRELESS COMMUNICATION FACILITY
CITY OF RACINE, WISCONSIN**

Additional information required for the submittal of a request for a Conditional Use Permit for a wireless communication facility:

1. ADDRESS OF PROPERTY
2. PLOT PLAN DRAWN TO SCALE. Unless otherwise directed, provide 2 sets of plans:
 - a. The lot, its dimensions, and its location in relation to adjacent streets and lots.
 - b. Location of existing and proposed structures on the lot (dimensioned).
 - c. Parking and access drive locations, parking stall dimensions, curbing, tire stops, loading docks, etc.
 - d. Trash and utility areas, including design, size, location, access to, screening, etc.
 - e. Dimension of lease area & location of equipment shelters within the lease area.
 - f. Outdoor lighting showing direction of beam and height of pole.
 - g. Landscaping and screening.
 - h. Location of all easements.
 - i. Surface details of all outside areas (grass, asphalt, concrete)
 - j. Location of sewer and water lines.
 - k. Signs – design, size, location, etc.
 - l. Fences, walls, etc. and description of materials. Show fence and/or enclosure height.
 - m. On-site surface water drainage, grading, and building ground elevations (new construction only).
3. FLOOR PLANS AND ELEVATIONS DRAWN TO SCALE. Unless otherwise directed, provide 2 sets of plan:
 - a. Floor plan of typical floor.
 - b. Entrances, exits, loading docks, and building service areas.
 - c. Storage areas
 - d. Architectural treatment of all building exteriors (including roof equipment) and equipment screening.
 - e. Exterior building elevations and any proposed lighting (include type of fixtures and photometric plan).
4. OTHER REQUIRED INFORMATION.
 - a. Truck traffic and size of trucks
 - b. Description of facility, including machinery used, processes involved, noise and emissions created.
 - c. Future expansion.
5. FILING FEE.

Submit all materials and a check for \$695 (processing fee) to the Department of City Development. Check made payable to the "City of Racine".