



APPLICATION: TELECOMMUNICATION SPECIAL USE

Updated: 6/10/2019

PROJECT LOCATION					
Project Street Address:					
Legal Description:					
PROJECT DESCRIPTION					
Lot Size Information:	Acres:	Sq. Feet:	Lot Coverage:	Existing (Sq. ft. and %):	Proposed (Sq. ft. and %):
Zoning:					
Briefly describe the type of Telecommunication Use:					
APPLICANT					
Name:			Phone #:		
Mailing Address:			City, State:		
E-Mail:			Zip Code:		
OWNER <i>(if not the applicant)</i>					
Name:			Phone #:		
Mailing Address:			City, State:		
E-Mail:			Zip Code:		
CERTIFICATION					
<p>I, the undersigned, authorize the Town of Frisco Community Development Department to proceed with this Telecommunication Special Use Application under the requirements set forth by the applicable Town of Frisco Code(s), as they may be amended. I, the undersigned, understand and accept that the accuracy of the information contained within this application is the responsibility of me, the undersigned, and any information found to be incorrect or inaccurate by the Town of Frisco Community Development Department during the processing of this application, will cause this application to be delayed. I, the undersigned, also, understand and accept that only complete applications will be processed. Incomplete applications will be returned to me to fulfill the requirements for my respective application. If the applicant is not the owner of the Property, a statement by the owner consenting to this application shall be submitted with this application.</p>					

A statement by the owner(s) consenting to this application is included (required if the applicant is different from the owner).

APPLICANT _____
Signature
Title
Date

For Office Use Only:	File Number:	Application Fee(s) Paid:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied	Date:
			Staff Initials:

APPLICATION OVERVIEW AND SUBMISSION MATERIALS

The Telecommunication Special Use Application will be reviewed in accordance with the procedures and requirements as outlined in Section 180-5.2 of the Frisco Unified Development Code (UDC).

The telecommunication use process allows for the integration of certain land uses within the Town based on appropriate conditions imposed by the Planning Commission. Review is based primarily on compatibility of the use with its proposed location and with surrounding land uses and by reviewing the impacts a Telecommunication use may have.

Telecommunication Special Use applications are heard by the Planning Commission. Their review will focus on the compatibility of the use with its proposed location and surrounding land uses, and on the basis of all zoning, subdivision or other standards applicable to the proposed location and zoning district. If a development application is a component of the proposed Telecommunication use, a development application must be submitted concurrently for the Town to adequately review the proposal. Final approval or disapproval of Telecommunication Uses rests with the Planning Commission.

APPLICATION MATERIALS

All applications are strongly recommended to have an accompanying e-copy with submission as applicable to the project. All applications must have existing and proposed project details.

1. Completed Application Form

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Application Fee:

- \$1,300 fee plus a development review account (DRA) for technical review with an initial deposit of:
 - \$800 DRA for regular projects
 - \$1,500 DRA for large projects (See page 3 for more information).

4. Pre-Application Conference

A pre-application conference with Planning Division staff is required so the applicant can become acquainted with the Telecommunication use requirements & obtain a checklist of application materials.

5. Written Materials

Applicant must submit the additional submittal requirements listed on page 2 with the application.

USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

- Cover letter generally summarizing the Telecommunication use proposal including the following information:**
 - Demonstrated need for a facility that exceeds the height limitation for the zoning district
 - Proximity of the tower to residential structures and residential district boundaries
 - Nature of uses on adjacent and nearby properties
 - Surrounding topography
 - Surrounding coverage and tree foliage
 - Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness
 - Proposed ingress and egress to the property
 - An evaluation of the applicant's plans for development of its telecommunication facilities within the Town, as well as those plans on file from other telecommunication providers
 - An evaluation of the criteria set forth in Sections 180-5.2.11.C and 180-5.2.11.D above
 - Availability of suitable existing towers and other structures as discussed in Subsection 180-5.2.11.C.6
 - Any other information that the Town deems reasonably necessary in connection with the review of the application

- A completed site plan application and submittal if a site plan application is a component of the proposed Telecommunication use.**

- Two (2) paper copies and one (1) electronic copy of a site map indicating existing structures and their current uses (if application is not combined with a site plan application).**

- Additional Materials May be Requested:**
 - Any information of an engineering nature that the applicant submits, whether civil, mechanical, structural, or electrical, shall be certified by a licensed professional engineer, or a qualified radio frequency engineer.
 - Topographic survey
 - An accurate three-dimensional scale model, computer simulation, or other similar graphical representation
 - Any other special studies or information needed for the Community Development Department to make an informed decision

DEVELOPMENT REVIEW ACCOUNT (DRA) INFORMATION

A development review account (DRA) is an account established for Planning Division applications that may incur legal, engineering or other similar technical fees for review and consultation incurred by the Town.

A DRA must be established at the time an application is filed, and an initial deposit of \$800 is required. For large project and annexation applications, a minimum deposit of \$1,500 is required. A large project is defined as any commercial or mixed use project occurring on a lot of 10,500 square feet or greater or occurring on a group of lots combined for a unified development project and contains collectively 10,500 square feet or greater or any residential development occurring on a lot of 21,000 square feet or greater or any development of 5 or more dwelling units.

The initial payment to set-up a DRA is not a guarantee of the final cost for legal and/or technical fees; it is only the minimum amount required to establish a DRA. The Town will notify the applicant of any deficiency in the DRA account balance as often as applicable. No plan approval will be given if the applicant does not have the minimum DRA balance, and no application shall be scheduled on an agenda or reviewed until such payment has been made.

Once costs have been incurred, there will be approximately four months from the date of the review activity for the Town records to reflect the actual costs. Descriptions of all review activities are available upon request.

After final approval of an application, including all associated conditions that may require site inspections and/or other follow-up review, or upon a request for return of DRA funds, the Town will determine the balance remaining in the account. This amount can only be calculated after all bills associated with the application are submitted to the Town. All funds in the account over the costs incurred by the Town will be returned to the applicant.